

Executive Board Meeting Agenda

April 07, 2025

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_April25

or by dialing in at **323-484-8960** Conference ID: **113 318 588#**

I. Calling of the Roll

II. Agenda Additions/Changes

III. Consent Agenda

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

A. ACTION: Minutes from the March 3, 2025, Executive Board Joint Meeting with the Regional Advisory Council

Pages 3-5 | Paula Cromie

The Executive Board is asked to consider approval of the minutes for the March 3, 2025, Executive Board joint meeting with the Regional Advisory Council.

IV. Executive Board - Action Items

A. ACTION: Acquisition of Services Provider Contract with Metro Community Services

Pages 6-10 | Leslie Pedrosa

The Executive Board is asked to consider approval of RESOLUTION VEB25-005 and delegate authority to the CEO to negotiate and finalize a contract with Metro Community Services to continue as a service provider for the Beyond Access service.

B. ACTION: VRT Project Prioritization for Ada County Highway District (ACHD) Five Year Work Plan (FYWP)

Pages 11-17 | Kate Dahl

This item includes a summary of capital projects on streets and roadways within ACHD's jurisdiction that VRT has prioritized as most beneficial to transit operations including pedestrian improvements, bus stop improvements, and intersection and roadway improvements which improve transit operations. The Board is being asked to consider approval of Resolution VEB25-003 for VRT project prioritization for Ada County Highway District (ACHD) Five Year Work Plan (FYWP).

C. ACTION: Pay and Step Scale and FY2026 Compensation Schedule

Pages 18-27 | Elaine Clegg

Staff recommends that the Executive Board direct staff to develop a budget based on the adjusted salary schedule presented.

V. Executive Board - Information Items

A. INFORMATION: Reduced Fare Verification Process Update

Pages 28-30 | Duane Wakan

Staff is seeking feedback to the proposed reduced fare verification process.

VI. Executive Session

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

VII. Adjournment

Agenda order is subject to change.

Next VRT Executive Board Meeting:

May 5, 2025

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 Joint with Regional Advisory Council Minutes

March 03, 2025, at 11:00 AM

MEMBERS ATTENDING	MEMBERS ABSENT	OTHERS PRESENT
Lantz Brown, Boise State	Jordan Morales, City of Boise	Lisa Brady, VRT
Tom Dayley, Ada County	Dale Reynolds, City of Nampa	Elaine Clegg, VRT
Debbie Kling, City of Nampa		Paula Cromie, VRT
Todd Lavoie, City of Meridian		Kate Dahl, VRT
Lauren McLean, City of Boise		Gregg Eisenberg, VRT
Greg Rast, Canyon County		Jeannette Ezell, VRT
Alexis Pickering, ACHD		Jeremy Gianchetta, VRT
Joe Stear, City of Kuna		Kathleen Godfrey, VRT
Jarom Wagoner, Caldwell		Joe Guenther, VRT
		Jose Hernandez, VRT
		Stephen Hunt, VRT
		Lila Klopfenstein, COMPASS
		Hailee Lenhart-Wees, VRT
		Rob Lowe, VRT
		Nick Moore, VRT
		Nick Moran, VRT
		James Mundell, VRT
		Leslie Pedrosa, VRT
		Ken Pidjeon, Citizen
		Randy Reese, VRT
		Melody Roper, VRT
		Jason Rose, VRT
		Kyle Street, VRT
		Alissa Taysom, VRT
		Duane Wakan, VRT

- I. **Calling of the Roll** – The meeting was called to order at 11:02, with a quorum present by phone and in person.
- II. **Agenda Additions/Changes** – Items V-C and V-D were swapped.
- III. **Consent Agenda**
Items on the consent agenda consisted of the following:
 - A. **RAC ACTION: Approve the Minutes of the January 21, 2025, Regional Advisory Council Meeting**

Item III-A – Andrew Mills moved to approve the minutes of the January 21, 2025 Regional Advisory Council meeting; Samantha Semple-Kenney seconded. The motion passed unanimously.

Item III. A.

- B. EB ACTION: Minutes of the January 6, 2025, Executive Board Meeting**
- C. EB ACTION: Accept the Minutes of the January 21, 2025, Regional Advisory Council Meeting**
- D. EB ACTION: Appoint Elaine Clegg to the Boise Municipal Health Care Trust**
- E. EB ACTION: Payment Registers December 16, 2024, through February 15, 2025**
- F. EB ACTION: 2025 Transit Employee Appreciation Day Proclamation**

Items III B-F - Debbie Kling moved to approve the consent agenda as presented; Alexis Pickering seconded noting the minutes of the January executive board meeting should be updated to reflect Lauren McLean and Alexis Pickering were in attendance. The motion passed unanimously.

IV. Executive Board - Action Items

A. ACTION: Proposed Agenda for April Board Meeting

Following discussion, Alexis Pickering moved to approve the proposed agenda for the April board meeting and acknowledge there may be a need by staff to add or remove items from that agenda; Debbie Kling seconded. The motion passed unanimously.

V. Executive Board - Information Items

A. INFORMATION: FY2026 Budget and Funding Request Schedule

Kyle Street presented the FY2026 funding request schedule to executive board members and outlined the process and timeline for jurisdictions receiving that information.

B. INFORMATION: Valley Regional Transit Board of Directors Bylaws Update

Elaine Clegg reviewed the proposed updates to the Valley Regional Transit Board of Directors Bylaws for input from the Executive Board. Staff will send a redline version of changes to all board members for comment and review. The updates will be presented at the Board of Directors meeting in April for approval. Lauren McLean noted there was one typo in the redline and that will be updated.

C. INFORMATION: 2025 Regional Advisory Council Update

Jason Rose and Regional Advisory Council Chair, Walter Steed presented an update of RAC activities to the Executive Board. Members of the RAC provided rider experience testimonies and facilitated a discussion about future priorities. Executive Board members encouraged RAC members to attend public hearings at the various jurisdictions to educate/inform members of their respective city councils on the importance of public transit and how it impacts their lives.

D. INFORMATION: FY2025 Procurement Calendar

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

VI. Executive Session - None

VII. Department/Staff Reports

A. INFORMATION: Department/Staff Reports

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

VIII. Adjournment – The meeting was adjourned at 12:35.

Next VRT Executive Board Meeting:

April 7, 2025 (followed by the Board of Directors meeting)

VRT Boardroom, 700 NE 2nd Street, Meridian, ID 83642



AUTHORIZATION FOR EXPENDITURE

EXECUTIVE BOARD

PROCUREMENT DESCRIPTION: Acquisition of Service Provider Contract with Metro Community Services (Metro)

TOTAL COST: Not to exceed \$4,000,000

PURPOSE/ACTION: Finalize and execute a contract with Metro Community Services (Metro), to continue as a non-profit service provider for the Beyond Access service in Ada and Canyon counties.

SCOPE OF WORK: Non-profit service provider procurement to continue receiving 5310 funding for Beyond Access service in Ada and Canyon counties.

DISCUSSION: VRT is the designated recipient of 5310 federal formula funding for the large urban area, Ada County, which is the funding for designated recipients to meet the transportation needs of older adults and persons with disabilities. VRT is a subrecipient of Idaho Department of Transportation, who is the designated recipient of 5310 federal formula funds for the small urban area, Canyon County. Federal Transit Administration (FTA) Circular 9070.1G provides guidance on the administration of the transit program for older adults and persons with disabilities.

VRT learned from FTA Region 10 that updates to the circular does not allow VRT to directly operate the Beyond Access service unless a formal procurement is completed. Chapter III of Circular 9070.1G describes how 5310 funds can be apportioned.

- Recipients of 5310 federal formula funding may allocate funds apportioned to private nonprofit organizations or state governmental authorities that (1) is approved by the state to coordinate services for older adults and persons with disabilities or (2) certifies there are no nonprofit organizations readily available in the area to provide the service
 - Not less than 55% shall be available for traditional 5310 projects, which include public transportation capital projects planned, designed, and carries out to meet the needs of older adults and persons with disabilities when public transportation is insufficient, unavailable or inappropriate.
 - Up to 45% of the funding may be used for capital public transportation projects
 - Up to 10% of the funding may be used to fund program administration costs
 - Up to 45% may be allocated for operating assistance. However, this funding is limited to eligible projects.
 - Projects that exceed the requirements of the Americans with Disabilities Act (ADA)

- Projects that improve accessibility to the fixed-route system
- Projects that assist older adults and persons with disabilities with transportation

In January, the Board of Directors approved Resolution VBD25-005 and delegated authority to the Executive Board to approve contracts with successful bidders following the procurement. VRT released the Acquisition of Service Request for Proposal (RFP) for service providers in February. Following the close of the procurement, VRT received one proposal from Metro. VRT will continue to directly operate service along with Metro, since they are not able to operate the Beyond Access service completely. Currently this is how service is already being provided, so there will be little to no impact to riders, Metro and VRT staff.

ALTERNATIVES: VRT was required to complete the formal procurement to continue operating 5310 services in Ada and Canyon counties. VRT will continue to directly operate 5310 services, alongside Metro, because not enough non-profit service providers submitted bids.

FISCAL IMPACT: The budget for this contract will be included with the Beyond Access department budget and will not exceed amount approved annually by the Board of Directors. Over the five-year term of contract, it will not exceed \$4,000,000.

RECOMMENDATION/JUSTIFICATION: The Executive Board is asked to approve Resolution VEB25-005 and authorize the CEO to finalize and execute a contract with Metro Community Services.

RESOLUTION NUMBER: VEB25-005

POST RFP/FINAL SELECTION OF PROJECT: VRT staff recommends the Executive Board approve Resolution VEB25-005 and authorize a contract with Metro Community Services, with a not to exceed amount of \$4,000,000 and delegate authority to the Chief Executive Officer to finalize and execute the contract.

ORDER OF REVIEW

CHIEF EXECUTIVE OFFICER (CEO) (Approves procurements up to \$150,000)

Signature: _____

Date Approved: _____

EXECUTIVE BOARD (Approves procurements \$150,000 up to \$300,000)

Signature: _____

Date Approved: _____

Resolution Number: _____

VRT BOARD (Approves procurements \$300,000 and over)

Signature: _____



Date Approved: 4/7/2025

Resolution Number: VEB25-005





VALLEY REGIONAL TRANSIT EXECUTIVE BOARD RESOLUTION

ACQUISITION OF SERVICES PROVIDER CONTRACT WITH METRO COMMUNITY SERVICES RESOLUTION VEB25-005

BY THE BOARD OF VALLEY REGIONAL TRANSIT APPROVING AN FOR ACQUISITION OF SERVICE PROVIDER CONTRACT WITH METRO COMMUNITY SERVICES.

WHEREAS, pursuant to Idaho Code, Chapter 21, Title 40, and as a result of the approval of the voters of Ada and Canyon Counties on November 3, 1998, a regional public transportation authority (now known as “**Valley Regional Transit**” (VRT) was created to serve Ada and Canyon counties; and

WHEREAS, Idaho Code § 40-2109(1) confers to Valley Regional Transit, as a regional public transportation entity, exclusive jurisdiction over all publicly funded or publicly subsidized transportation services and programs except those transportation services and programs under the jurisdiction of public school districts and law enforcement agencies within Ada and Canyon Counties; and

WHEREAS, VRT is required to complete a formal procurement that meet the transportation needs of older adults and persons with disabilities to receive 5310 federal formula funding; and

WHEREAS, VRT is the designated recipient of 5310 federal formula funding for the large urban area, Ada County; and

WHEREAS, VRT is a subrecipient of Idaho Department of Transportation, who is the designated recipient of 5310 federal formula funds for the small urban area, Canyon County; and

WHEREAS, the Board of Directors approved Resolution VBD25-005 and delegated authority to the Executive Board to approve contracts with successful bidders following the procurement on January 6, 2025; and

WHEREAS, VRT will ensure the budget for these services will be included with the Beyond Access department budget annually and will not exceed amount approved by the Board of Directors; and

WHEREAS, VRT included the budget for these expenditures in the fiscal year 2025 budget, **Resolution VBD24-038**, approved August 5, 2024; and

WHEREAS, VRT staff conducted a competitive procurement process as required in the VRT Procurement Policies adopted by the Valley Regional Transit Board of Directors by Resolution VBD17-003 on 01/09/17 and updated by Resolution VBD17-022 on 09/25/17, and in compliance with all local and FTA requirements; and

WHEREAS, Idaho Code § 40-2108(2) and (5) provide that Valley Regional Transit, as a regional public transportation entity has power to raise and expend funds as provided in Idaho Code Chapter 21, Title 40 and to make contracts as may be necessary or convenient for the purposes of the Regional Public Transportation Authority Act; and

WHEREAS, Idaho Code § 40-2109 (5) provides that the Board of Valley Regional Transit may adopt resolutions consistent with law, as necessary, for carrying out the purposes of Chapter 21, Title 40, Idaho Code and discharging all powers and duties conferred to Valley Regional Transit pursuant to Chapter 21, Title 40.

WHEREAS, the Board of Valley Regional Transit has created an Executive Board, conferring specific authority upon it to discharge its powers, pursuant to Resolution VBD11-011; and

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF VALLEY REGIONAL TRANSIT:

Section 1. That the Executive Board of Valley Regional Transit approves an Acquisition of Services Provider contract, not to exceed \$4,000,000, with Metro Community Services.

Section 2. That the Executive Board of Valley Regional Transit delegate authority to the CEO to finalize and execute the contract with Metro Community Services.

Section 3. That this Resolution VEB25-005 shall be in full force and effective immediately upon its adoption by the Executive Board of Valley Regional Transit and its approval by the Executive Board Chair.

ADOPTED by the Board of Valley Regional Transit, this 7th day of April 2025.

APPROVED by the Board Chair this 7th day of April 2025.

ATTEST:

APPROVED:

EXECUTIVE ASSISTANT

CHAIR



TOPIC	VRT Project Prioritization for Ada County Highway District (ACHD) Five Year Work Plan (FYWP)
DATE	April 7, 2025
STAFF MEMBER	Kate Dahl

Staff Recommendation/Request

This is an action item to approve Resolution VEB25-003 and the priorities for transit, pedestrian and bike improvements to be included in Ada County Highway District (ACHD) Five Year Work Plan (FYWP) for Fiscal year 2025.

Highlights

- Project priorities are primarily at the **design** phase only, with few projects identifying a year for right-of-way acquisition or construction phases.
- Transit improvements on State Street and Fairview are top priorities.
- Pedestrian safety and access to bus stops is a primary concern.

Summary

The Five-Year Work Plan (FYWP) 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 FYWP 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. ACHD separates the projects in those that are programmed (funded) and those that are not programmed (unfunded). Project timelines are separated into the year the project is designed, right of way (ROW) is acquired, and construction begins. The first two years of the plan align with ACHD's FY2025 budget. For more detailed information visit the link to ACHD's website on the next page.

Project Priorities

Valley Regional Transit built upon last year's list by adding five new unprogrammed pedestrian projects and a column indicating if the project was in the high injury network. Projects are summarized below. For more detailed project descriptions see *Attachment 1: VRT FY25 Request Form Final Draft* (new additions this year are highlighted in yellow).

Programmed List (Arterials):

1. **State Street Corridor:** Designing sections of the corridor as envisioned in the State Street Transit and Operations Plan with a Coordinated Funding Plan to follow. (2025-2028)
2. **Access to Opportunity:** Designing pedestrian and transit facilities on Fairview, Franklin, and 43rd utilizing the Access to Opportunity grants. (2024-2026)

Unprogrammed List (Arterials):

3. **Fairview Corridor:** Designing sections of the corridor with defined curb, bus stops, and pedestrian infrastructure to facilitate transit accessibility. (2028-2029)
4. **Pioneer and River Street:** Coordinating design and construction consistent with VRT and CCDC designs and investments to improve pedestrian safety.
5. **Franklin and Black Cat Intersection:** Transit connections safety project, mid-block pedestrian crossing with signal, crosswalk, and bus stops.
6. **Elder and Vista Street:** Improve pedestrian facilities and safety, move bus stops farside, rebuild intersection.
7. **Warm Springs and Millspur:** Improve pedestrian facilities and safety, install round-a-bout.

Community Programs List (Collectors and Local roadways):

8. **Orchard and Fairview On-Ramp:** Provide a left turn lane signal for transit only.
9. **Various locations:** Designing sidewalk and pedestrian improvements such as crosswalks and signals. VRT supports ACHD in executing these projects as they come up.
10. **Vista and Broadway Corridor:** Designing intersections for pedestrian safety (2027-2028)
11. **Goddard at Capitol High School:** Add pedestrian crossing midblock
12. **Elder Street Vista to Owyhee Pedestrian Improvements:** Improving pedestrian connectivity in corridor
13. **Orchard St Emerald to Franklin** Pedestrian Improvements: Improving pedestrian connectivity in corridor

Implication

The FYWP 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 2025-2029. 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 FY25 Request Form Final Draft

Resolution VEB25-003 Ada County Highway District 2026-2030 Five-Year Work Plan (FYWP) Prioritization

For detailed information, contact:

Kate Dahl
Principal Planner
kdahl@rideVRT.org
(208)258-2715



2025 VRT Prioritization Request Form

Updates based on Adopted 2025-2029 IFYWP *

Item IV. B.

2025 Priority Ranking	2024 Priority Ranking	2023 Priority Ranking	2021 Priority Ranking	2020 Priority Ranking	Agency Project Name	Agency Project Description	Current IFYWP Status			High injury Network	ACHD Update	ACHD Implementation Project Name
				Design YR			ROW YR	Const YR				
Roads & Intersections - CIP Projects (Arterials) Only												
1	1	N/A	N/A	N/A	State and Willow Intersection Design	Design the State and Willow interesection as envisioned in the State Street Transit and Traffic Operations Plan. VRT is developing transit stop improvements at this location and they must be done in coordination with ACHD corridor design. We are requesting a design year to be identified ideally 2026 or 2027. We also recognize that this and other State Street project design elements will require a coordinated funding plan. (Route 9)	Future	Future	Future	No	Project programmed to be designed in future.	State St, Collister Dr / 36th St
2	1	N/A	N/A	N/A	Highway 44 and Bogart Design	Design the Highway 44 and State Street intersection as envisioned in the State Street Transit and Traffic Operations Plan. We recognize this would be a coordinated effort with ITD. VRT is developing transit stop improvement plans at this location and they must be done in coordiation with ITD and ACHD corridor design. We are requesting a design year be identified, ideally 2025 or 2026. We recognize that this and other State Street project design elements will require a coordinated funding plan. This project could be done in coordination with the Bogart Ln Bridge, design currently year 2027. (Route 9 future)	Not Programmed	Not Programmed	Not Programmed	Yes	To be evaluated and prioritized for possible inclusion into future IFYWP updates.	State St (SH-44) and Bogart Ln
3	2	1b	N/A	N/A	State St, Collister Dr / 36th St	Design the cooridor as envisioned in the State Street Transit and Traffic Operations Plan. VRT is developing transit stop improvements at this location and they must be done in coordination with ACHD corridor design. We are requesting a design year to be identified ideally 2026 or 2027. We also recognize that this and other State Street project design elements will require a coordinated funding plan. (Route 9)	Future	Future	Future	No	Project programmed to be designed in future.	State St, Collister Dr / 36th St
4	3	1c	N/A		State St, Pierce Park Ln / Collister	Design the cooridor as envisioned in the State Street Transit and Traffic Operations Plan. VRT is developing transit stop improvements at this location and they must be done in coordination with ACHD corridor design. We are requesting a design year to be identified ideally 2026 or 2027. We also recognize that this and other State Street project design elements will require a coordinated funding plan. (Route 9)	Future	Future	Future	Yes	Project programmed to be designed in future.	State St, Pierce Park Ln / Collister Dr
5	4	N/A	1	N/A	State and Glenwood St	Design the State and Glenwood interesection as envisioned in the State Street Transit and Traffic Operations Plan. VRT has funding to transit stop improvements at this location and they must be done in coordination with ACHD corridor design. We are requesting a design year to be identified ideally 2025 or 2026. We also recognize that this and other State Street project design elements will require a coordinated funding plan. (Route 9, 21)	Future	Future	Future	Yes	Project programmed to be designed in future.	State St and Glenwood St
6	5	N/A	8	N/A	State St, 36th St / 27th	Design the cooridor as envisioned in the State Street Transit and Traffic Operations Plan. VRT is developing transit stop improvements at this location and they must be done in coordination with ACHD corridor design. We are requesting a design year to be identified ideally 2027 or 2028. We also recognize that this and other State Street project design elements will require a coordinated funding plan. (Route 9, 20)	2029-2030	Future	Future	Yes	Project programmed to be designed in 2029.	State St, 36th St / 27th St
7	6	N/A	N/A	N/A	State Street and Whitewater	Design the State and Whitewater intersection as envisioned in the State Street Transit and Traffic Operations Plan. VRT is developing transit stop improvements at this location and they must be done in coordination with ACHD corridor design. We are requesting a design year to be identified ideally 2025 or 2026. We also recognize that this and other State Street project design elements will require a coordinated funding plan. (Route 9)	2029-2030	Future	Future	Yes	Project programmed to be designed in 2029.	State St, 36th St / 27th St
8	7	N/A	N/A	N/A	State Steet and Ellen's Ferry	Design the East leg of the State and Ellen's Ferry intersection. VRT is developing transit stop improvements at this location and they must be done in coordination with ACHD corridor design. We are requesting a design year to be identified ideally 2027. We also recognize that this and other State Street project design elements will require a coordinated funding plan. (Route 9, 10)	Future	Future	Future	Yes	Project programmed to be designed in future.	State St, Pierce Park Ln / Collister Dr
9	11 (4)	N/A	N/A	N/A	Fairview Ave, Maple Grove Rd / Cole Rd	Construct consistnt sidewalk and pedestrian infrastructure to facilitate connections between transit services and increase transit accessibility. (Route 7)	Not Programmed	Not Programmed	Not Programmed	Yes but segmented	To be evaluated and prioritized for possible inclusion into future IFYWP updates.	Fairview Ave, Maple Grove Rd / Cole Rd
10	12 (5)	N/A	N/A	N/A	Fairview Ave, Whitewater Park Blvd / 16th	Fill in/improve pedestrian facilities on the north and south side of Fairview between Whitewater Park Blvd and 16th. Fairview is a premium corridor and connecting the recently constructed transit stops between Whitewater Park and 16th with consistent, upgraded pedestrian amenities will improve access to these transit facilities. (Route 7)	Future	Future	Future	No, but the intersection of Fairview and N 27th St is on the HIN	Project programmed to be designed in future.	Vista and Elder Street Intersection
11	N/A				Access to Opportunity: Fairview Ave, Cole Rd / Curtis St Pedestrian Facilities	VRT recognizes this project is already programmed. We want to acknowledge our support of the project. Fairview is a premium corridor and VRT also plans to make transit stop improvements along this corridor and looks forward to coordinating with ACHD on the design of pedestrian and transit facilities along this corridor.	2024-2026	Future	Future	Yes	Project programmed to be designed in 2024-2026.	Access to Opportunity: Fairview Ave, Cole Rd / Curtis St Pedestrian Facilities
12	N/A				Access to Opportunity: Fairview Ave, Curtis Rd / Orchard St	VRT recognizes this project is already programmed. We want to acknowledge our support of the project. Fairview is a premium corridor and VRT also plans to make transit stop improvements along this corridor and looks forward to coordinating with ACHD on the design of pedestrian and transit facilities along this corridor.	2024-2026	Future	Future	Yes	Project programmed to be designed in 2024-2026.	Access to Opportunity: Fairview Ave, Curtis Rd / Orchard St
13	N/A				Access to Opportunity: Fairview Ave, Orchard St / Garden St	VRT recognizes this project is already programmed. We want to acknowledge our support of the project. Fairview is a premium corridor and VRT also plans to make transit stop improvements along this corridor and looks forward to coordinating with ACHD on the design of pedestrian and transit facilities along this corridor.	2024-2026	Future	Future	No	Project programmed to be designed in 2024-2026.	Access to Opportunity: Fairview Ave Hill, Orchard St / Garden St
14	N/A				Warm Springs and Millspur	Improve intersection with round-a-bout, including sidewalks, bus stops, enhanced signals, and crosswalks				Yes		
15	N/A				Access to Opportunity: Franklin Rd, Milwaukee St / Liberty St.	VRT recognizes this project is already programmed. We want to acknowledge our support of the project. VRT has transit services on Cole and will have service on Franklin. VRT looks forward to coordinating with ACHD on the design of pedestrian and transit facilities along this corridor.	2024-2026	Future	Future	NO	Project programmed to be designed in 2024-2026.	Access to Opportunity: Franklin Rd, Milwaukee St / Liberty St
16	N/A				Access to Opportunity: 43rd St Bikeway Connection, Ustick Rd / Greenbelt	VRT recognizes this project is already programmed. We want to acknowledge our support of the project. This connection is important for connections to service on Chinden and as a safe route to Anser Charter School and the Boys and Girls Club.	2024-2026	Future	Future	No	Project programmed to be designed in 2024-2026.	Access to Opportunity: 43rd St, Ustick Rd / Boise River

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17	N/A				US 20/26 (Chinden Blvd) and 43rd St Pedestrian Crossing	VRT recognizes this project is already programmed. We want to acknowledge our support of the project. This connection is important for connections to service on Chinden and as a safe route to Anser Charter School and the Boys and Girls Club.	2022-2024	2024	2025	Yes	Project programmed to be constructed in 2025 .	US 20/26 (Chinden Blvd) and 43rd St Pedestrian Crossing
18	10 (3)	N/A	N/A	N/A	Fairview, Cloverdale to Shamrock	Design the corridor with defined curb and seven lane cross section. VRT has plans for bus stops along fairview, particularly at Fairview and Steelwood. These improvements must be done in coordination with ACHD corridor design and construction. We are requesting a design year to be identified ideally 2028-2029. (Route 45, 7 future).	Not Programmed	Not Programmed	Not Programmed	Yes	To be evaluated and prioritized for possible inclusion into future IFYWP updates.	Fairview Ave, Cloverdale Rd / Five Mile Rd
19	14 (9)	N/A	17	N/A	Broadway Ave/Avenue B and Idaho St/Warm Springs Ave Intersection Modifications	Modify intersection to improve safety for all users in accordance with the Broadway Ave / Avenue B and Idaho St / Warm Springs Ave Concept Design. (Routes 2, 17)	2028-2029	Future	Future	No	Project programmed to be designed in 2028-2029 .	Downtown/East End Improvements B: Broadway Ave/Avenue B and Idaho St/Warm Springs Ave
20	9 (2)	N/A	N/A	N/A	Fairview, Shamrock to Five Mile	Design the corridor with defined curb and seven lane cross section. VRT has plans for bus stops along fairview, particularly at Fairview and Steelwood. These improvements must be done in coordination with ACHD corridor design and construction. We are requesting a design year to be identified ideally 2026-2027. (Route 45, 7 future).	Not Programmed	Not Programmed	Not Programmed	Yes but segmented	To be evaluated and prioritized for possible inclusion into future IFYWP updates.	Fairview Ave, Cloverdale Rd / Five Mile Rd
21					Franklin & Black Cat Intersection	Transit connections safety project, midblock pedestrian crossing with signal, crosswalk, and bus stops				Yes		Frankling & Black Cat Transit Connections
22	13 (8)	N/A	11	N/A	Overland Rd & Vista Ave Intersection Improvement	Install an enhanced pedestrian crossing (rectangular rapid flashing beacon) on Vista at Overland (NW corner free-right turn). (Routes 3, 29)	2024-2025	2025	2026	Yes	Project programmed to be constructed in 2026 .	Overland Rd, Orchard St / Vista Ave
23					Elder & Vista Street Intersection	Improve pedestrian facilities and safety, move bus stops farside, rebuild intersection				No		Elder & Vista Intersection
24	N/A				Orchard St realignment, Gowen Rd to Victory	VRT recognizes this project has been de-prioritized but would like to reiterate previous comments about the potential impact of this project and we look forward to working with ACHD to minimize any potential negative impacts of these conceptual improvements. This project will impact VRT's access to its maintenance facility. This project has the potential to have a large negative impact on VRT operations as all fixed route services in Ada County come out of this facility. Construction mitigation will also be a major concern as VRT will need continued access to their facility through all phases of construction.	Future	Future	Future	Yes but segmented	Project programmed to be designed in future.	Orchard St Realignment, Gowen Rd / Victory Rd

Community Programs - Collectors & Local Roadways

1	1	6			Orchard St, Morris Hill Rd / Emerald St	Sidewalk and pedestrian amenities are needed along this stretch. Lack of pedestrian facilities makes travel difficult for people using transit or other non-motorized means of travel. (route 5, 20)	Not Programmed	Not Programmed	Not Programmed	No	To be evaluated and prioritized for possible inclusion into future IFYWP updates.	Orchard St, Morris Hill Rd / Emerald St
2	N/A	N/A	N/A	N/A	Orchard St, Emerald to Franklin Pedestrian Improvements	Fix curbing, sidewalk gaps, add crosswalk and beacon along corridor				No		
3	2	N/A	N/A	N/A	Emerald St, Curtis Rd / Orchard St	Sidewalk on Emerald, northside between Marcus and Baker. Consider detached sidewalk or otherwise match land-use jurisdiction vision for pedestrian facility. (Route 5)	Not Programmed	Not Programmed	Not Programmed	No	Scoped. To be evaluated and prioritized for possible inclusion into future IFYWP updates.	Emerald St, Curtis Rd / Orchard St
4	3	N/A	N/A	N/A	Ustick and Grenadier	Improve the pedestrian crossing with a PHB or full signal. VRT is planning bus stop investments at Grenadier but those improvements must be coordinated with ACHD activities. The crossing would also improve access to the Grandeur Ln Bikeway (Route 24)	Not Programmed	Not Programmed	Not Programmed	Yes	Scoped. To be evaluated and prioritized for possible inclusion into future IFYWP updates.	Ustick Rd and Grenadier Way Pedestrian Crossing
5	4	N/A	N/A	N/A	Vista and Targee	Improve pedestrian crossings at Vista and Targee with directional ramps. The interesection has VRT bus stops and is an important crossing for safe routes to Hawthorne Elementary School (Route 3)	Not Programmed	Not Programmed	Not Programmed	Yes	To be evaluated and prioritized for possible inclusion into future IFYWP updates.	Vista Ave and Targee St Pedestrian Improvements
6	5	N/A	N/A	N/A	Fairview and Barbara Dr.	Improve pedestrian crossing at Barbara Ct. with PHB and sidewalk on northside of Fairview. Crossing would connect to the Five Mile creek pathway and improved pedestrain infrastructure on the South side of Fairview. (Route 45)	Not Programmed	Not Programmed	Not Programmed	Yes	To be evaluated and prioritized for possible inclusion into future IFYWP updates.	Fairview Ave and Barbara Dr Pedestrian Crossing
7	6	N/A	N/A	N/A	Milwaukee at Chesterfield	Improve pedestrian crossing at Milwaukee and Chesterfield with a PHB or RRFB. Crossing would connect neighborhood to Capitol High School, Milwaukee Park and connect with the Edna Street Bikeway. VRT will also have regular 30 minute service with bus stops on Milwaukee. (Route 21)	Not Programmed	Not Programmed	Not Programmed	No	ACHD Traffic Engineering has not evaluated this location for a full signal or for an enhanced ped crossing. Most recent volume counts on Camas Creek south of McMillan from 2019 show the intersection would not meet the minimum side street volume traffic for signal consideration. Traffic will evaluate location for an enhanced ped crosing through observations and gap study.	Milwaukee St and Chesterfield St Pedestrian Crossing
8	7 (1)	N/A	N/A	N/A	Maple Grove and Edna	Improve pedestrian crossing at Maple Grove and Edna with a PHB or RRFB. Crossing critical to the Edna Bikeway.	Not Programmed	Not Programmed	Not Programmed	No	Due to escalated project costs, this project has been deferred.	West Bench Improvements A: Maple Grove Rd and Edna St Pedestrian Crossing
9	8 (7)	N/A	N/A	N/A	McMillan and Camas Creek Way	Improve pedestrian crossing at McMillan and Camas Creek Way with a PHB or RRFB. Crossing provides connection to Mcdevitt Park and connects Wainwright bikeway to bikeway on Willow Creek.	Not Programmed	Not Programmed	Not Programmed	No	ACHD Traffic Engineering has not evaluated this location for a full signal or for an enhanced ped crossing. Most recent volume counts on Camas Creek south of McMillan from 2019 show the intersection would not meet the minimum side street volume traffic for signal consideration. Traffic will evaluate location for an enhanced ped crosing through observations and gap study.	McMillan Rd and Camas Creek Way Pedestrian Crossing
10	9 (8)	4	N/A	N/A	Lincoln Ave and Belmont St Pedestrian Crossing	The Lincoln Avenue and Belmont Street intersection is adjacent to a parking structure and student housing. As such, it has high volumes of automobiles and pedestrians. This project is to create a raised pedestrian crossing on the south leg of the intersection, with center refuge and RRFB. (Route 29, 40, 45)	Not Programmed	Not Programmed	Not Programmed	No	To be evaluated and prioritized for possible inclusion into future IFYWP updates.	Lincoln Ave and Belmont St Pedestrian Crossing
11	10 (9)	N/A	N/A	N/A	Pedestrian facilities on Camas from Berkeley to Glen Haven	Sidewalk improvements to create safe routes to Monroe Elementray across Latah.	Not Programmed	Not Programmed	Not Programmed	No	To be evaluated and prioritized for possible inclusion into future IFYWP updates.	Camas St, Berkeley St / Glen Haven Dr
12	11 (10)	N/A	N/A	N/A	Pedestrian facilities on Roe between Limelight and Highway 44	VRT is developing a path from Saxton to Roe along Highway 44. Providing pedestrian connections from Limelight to Highway 44 would improve accessilibity of transit services on State Street. (Route 9, 21)	Not Programmed	Not Programmed	Not Programmed	No	To be evaluated and prioritized for possible inclusion into future IFYWP updates.	Roe St, SH 44 (State St) / Limelight St
13	12 (11)	6	N/A	N/A	Commerce Ave, W/O Development Ave / Broadway Ave	Sidewalk along Airport Way, S Development Ave, and W Commerce Ave between Broadway and Vista. Match land-use jurisdiction vision for pedestrian facility. (Route 2)	Not Programmed	Not Programmed	Not Programmed	No	Project Scoped. To be evaluated and prioritized for possible inclusion into future IFYWP updates.	Commerce Ave, W/O Development Ave / Broadway Ave

14	13 (12)	6	N/A	N/A	Airport Way/Development Ave, Vista Ave / Commerce Ave	Sidewalk along Airport Way, S Development Ave, and W Commerce Ave between Broadway and Vista. Match land-use jurisdiction vision for pedestrian facility. (Route 2)	Not Programmed	Not Programmed	Not Programmed	No	To be evaluated and prioritized for possible inclusion into future IFYWP updates.	Airport Way/Development Ave / Commerce Ave	Item IV. B.
15	14 (13)	7	N/A	N/A	Garden City East Improvements B: 37th St, Osage St / Adams St	Sidewalk on E 37th between Adams and Chinden. Match land-use jurisdiction vision for pedestrian facility. (Access to Chinden route 8)	Not Programmed	Not Programmed	Not Programmed	No	Project Scoped. To be evaluated and prioritized for possible inclusion into future IFYWP updates.	Garden City East Improvements B: 37th St, Osage St / Adams St	
16	15 (14)	8	N/A	N/A	Murray St, S/O Goodall St / US 20/26 (Chinden Blvd)	Sidewalk on Murray from Bench to Chinden. Match land-use jurisdiction vision for pedestrian facility. (Route 8)	Not Programmed	Not Programmed	Not Programmed	No	To be evaluated and prioritized for possible inclusion into future IFYWP updates.	Murray St, S/O Goodall St / US 20/26 (Chinden Blvd)	
17	16 (15)	10	N/A	N/A	Bridger St, Discovery Pl / Meeker Ave	Sidewalk on Bridger St between Meeker Ave and Discovery Way. Match land-use jurisdiction vision for pedestrian facility. (Route 8)	Not Programmed	Not Programmed	Not Programmed	No	Project Scoped. To be evaluated and prioritized for possible inclusion into future IFYWP updates.	Bridger St, Discovery Pl / Meeker Ave	
18	17 (16)	15	N/A	N/A	Hill Rd, 36th St / Bogus Basin Rd Pedestrian Facilities	Sidewalk improvements on W Hill Rd between Bogus Basin and N 28th St. Match land-use jurisdiction vision for pedestrian facility. (Route 10)	Not Programmed	Not Programmed	Not Programmed	No	To be evaluated and prioritized for possible inclusion into future IFYWP updates.	Hill Rd, 36th St / Bogus Basin Rd Pedestrian Improvements	
19	N/A	N/A	N/A	N/A	Goddard Road at Capitol High School Pedestrian facilities	Add crosswalk, pedestrian island, and pedestrian signal midblock at eastern entrance to Capitol High Parking Lot, add bus stop pad north side only				No		Goddard Road Pedestrian Improvements	
20	N/A	N/A	N/A	N/A	Elder Street Vista to Owyhee Pedestrian improvements	Fix curbing, sidewalk gaps, add crosswalk and beacon along corridor				No		Elder Street Pedestrian Improvements	

*Programming status is subject to change.



VALLEY REGIONAL TRANSIT BOARD RESOLUTION

ADA COUNTY HIGHWAY DISTRICT 2026-2030 FIVE-YEAR WORK (FYWP) PRIORITIZATION RESOLUTION VEB25-003

BY THE EXECUTIVE BOARD OF VALLEY REGIONAL TRANSIT APPROVING VRT'S PROJECT PRIORITY LIST FOR 2024:

WHEREAS, pursuant to Idaho Code, Chapter 21, Title 40, and as a result of the approval of the voters of Ada and Canyon Counties on November 3, 1998, a regional public transportation authority (now known as “Valley Regional Transit” (VRT) was created to serve Ada and Canyon counties; and

WHEREAS, Idaho Code § 40-2109(1) confers to Valley Regional Transit, as a regional public transportation entity, exclusive jurisdiction over all publicly funded or publicly subsidized transportation services and programs except those transportation services and programs under the jurisdiction of public school districts and law enforcement agencies within Ada and Canyon Counties; and

WHEREAS, Idaho Code § 40-2108(2) and (5) provide that Valley Regional Transit, as a regional public transportation entity, has power to raise and expend funds as provided in Idaho Code Chapter 21, Title 40 and to make contracts as may be necessary or convenient for the purposes of the Regional Public Transportation Authority Act; and

WHEREAS, Valley Regional Transit coordinates transportation projects with Ada County Highway District and other partner agencies that are mutually beneficial; and

WHEREAS, Valley Regional Transit prioritizes projects located on transit routes that design transportation infrastructure that improves operations for transit vehicles, increases the safety and accessibility for pedestrians and bicyclists, and creates a positive experience at bus stops for riders to access the best transit network; and

WHEREAS, prioritizing and identifying projects to be included in the FYWP allows VRT to leverage funding to design and construct projects essential to the public transit system; and

WHEREAS, on January 8, 2024, the Valley Regional Transit Board of Directors delegated authority to the Executive Board to approve VRT's priorities to Ada County Highway District's 2026-2030 Five Year Work Plan (FYWP); and

WHEREAS, Idaho Code § 40-2109(5) provides that the Board of Valley Regional Transit may adopt resolutions consistent with law, as necessary, for carrying out the purposes of Chapter 21, Title 40, Idaho Code and discharging all powers and duties conferred to Valley Regional Transit Pursuant to Chapter 21, Title 40; and

WHEREAS, the Board of Valley Regional Transit has created an Executive Board, conferring specific authority upon it to discharge its powers, pursuant to Resolution VBD11-011; and

NOW THEREFORE, BE IT RESOLVED BY THE EXECUTIVE BOARD OF VALLEY REGIONAL TRANSIT:

Section 1. That the Executive Board authorizes VRT's Project Priority List for 2025 be submitted to Ada County Highway District to be included in the Five-Year Work Plan.

Section 2. That this Resolution VEB25-003 shall be in full force and effective immediately upon its adoption by the Executive Board of Valley Regional Transit and its approval by the Executive Board Chair.

ADOPTED by the Executive Board of Valley Regional Transit, this 7th day of April 2025.

APPROVED by the Executive Board Chair this 7th day of April 2025.

ATTEST:

APPROVED:

EXECUTIVE ASSISTANT

CHAIR



TOPIC	Compensation Analysis
DATE	April 7, 2025
STAFF MEMBER	Elaine Clegg

Staff Request

This is an action item. Staff recommends that the Executive Board direct staff to develop a budget based on the adjusted salary schedule presented.

Highlights

- VRT conducts a compensation analysis on an annual basis to ensure its compensation system is internally equitable and competitive in the marketplace.
- Human Resources consultant completed a wage and compensation analysis September through November 2024.
- This analysis is used to guide budget development.

Summary

VRT's human resources consultant team completed a wage and compensation analysis to ensure VRT's compensation system is internally equitable and competitive in the marketplace. The analysis included existing positions below the CEO level.

The consultant's assessment shows the impact of considering a 2.5 percent increase to the base rate of the existing schedule for 2026. The analysis examined government and non-profit sector employers within five peer cities with revenue of ~\$25,000,000.

The FY2025 budget adopted in August of 2024 included a 4.5% percent total increase with a 2.5% COLA and 2% merit. The proposed scale for FY2026, at 2.5% total increase would result in 14 employees falling below minimum market and the analysis recommends considering a tiered across the board raises with an option for individual merit increases.

Implication

Ensuring VRT has competitive salaries and benefits is important for recruiting and retaining the talent needed to achieve our mission. The cost to recruit and train an employee to proficiency ranges from \$35,000 to \$65,000 depending on the position.

The budget implication of bringing all employees to the adjusted market minimum is \$20,000. The cost of a 2.5 percent increase is \$80,000. VRT staff will bring a budget recommendation to off-set these increases to the Executive Board in June.

More Information

For detailed information, contact:

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2024 MARKET EQUITY AND WAGE ANALYSIS VALLEY REGIONAL TRANSIT

Developed by Karleigh Deeds
Thompson Consulting Group
December 2024

Market Wage Update

Main Questions:

- External Equity – Are VRT's wages competitive with the market?
- Internal Equity – Are positions still in line with recommended salary schedule changes? Why or why not?
- Variations of Salary Schedule

Market Data Analysis

- ERI Market Information Methodology
 - ▣ Industries: Government Support Services, Non-Profit Services
 - ▣ Areas:
 - Boise, ID
 - Asheville, NC
 - Caldwell, ID
 - Lynchburg, VA
 - Missoula, MT
 - Reno, NV
 - ▣ Revenue: \$25,000,000
 - ▣ Data updated 11/11/24

Graph Parameters

- Examined three levels
 - Equal
 - High
 - Low
- Benchmark positions selected at random for each rank level from 2 to 12
- Current Salary used for that position
- Compared to Mid-Market
- Equal = falls within 5% (low) to 10% (high) either higher or lower than that salary
- High = compensation for that position is at least 10% higher than VRT
- Low = compensation for that position is at least 10% lower than VRT
- Difference = Amount between VRT and other salary source

Establishing the “Golden Thread”

Golden Thread

Base number upon which the salary schedule is established

Current number is \$34,757 (\$15.94/hr)

Examined 2 Options: Stay the same, Increase by 2.5%

Re-examine for internal equity

Salary Schedules – Current – Internal Equity Conflicts

Rank	Range Min	Market Min	Market Mid	Market Max	Range Max
13	\$ 103,255.07	\$ 115,402.72	\$ 121,476.55	\$ 133,624.21	\$ 145,771.86
12	\$ 92,192.03	\$ 103,038.15	\$ 108,461.21	\$ 119,307.33	\$ 130,153.45
11	\$ 82,314.31	\$ 91,998.35	\$ 96,840.36	\$ 106,524.40	\$ 116,208.44
10	\$ 73,494.92	\$ 82,141.38	\$ 86,464.61	\$ 95,111.07	\$ 103,757.53
9	\$ 65,620.46	\$ 73,340.52	\$ 77,200.55	\$ 84,920.60	\$ 92,640.65
8	\$ 58,589.70	\$ 65,482.61	\$ 68,929.06	\$ 75,821.96	\$ 82,714.87
7	\$ 52,312.23	\$ 58,466.61	\$ 61,543.80	\$ 67,698.18	\$ 73,852.56
6	\$ 46,707.35	\$ 52,202.33	\$ 54,949.82	\$ 60,444.81	\$ 65,939.79
5	\$ 41,702.99	\$ 46,609.22	\$ 49,062.34	\$ 53,968.58	\$ 58,874.81
4	\$ 38,259.62	\$ 42,760.76	\$ 45,011.32	\$ 49,512.46	\$ 54,013.59
3	\$ 35,100.57	\$ 39,230.05	\$ 41,294.79	\$ 45,424.27	\$ 49,553.75
2	\$ 32,202.36	\$ 35,990.87	\$ 37,885.13	\$ 41,673.64	\$ 45,462.16
1	\$ 29,543.45	\$ 33,019.15	\$ 34,757.00	\$ 38,232.70	\$ 41,708.40

15%

5%

10%

20%

- No one was too high or out of market range
- 6 Positions were lower than market minimum

Salary Schedule, 2.5% Increase - and Internal Equity Conflicts

Rank	Range Min	Market Min	Market Mid	Market Max	Range Max
13	\$ 105,836.46	\$ 118,287.81	\$ 124,513.48	\$ 136,964.83	\$ 149,416.18
12	\$ 94,496.84	\$ 105,614.12	\$ 111,172.75	\$ 122,290.03	\$ 133,407.30
11	\$ 84,372.18	\$ 94,298.32	\$ 99,261.39	\$ 109,187.53	\$ 119,113.66
10	\$ 75,332.30	\$ 84,194.93	\$ 88,626.24	\$ 97,488.86	\$ 106,351.49
9	\$ 67,260.98	\$ 75,174.04	\$ 79,130.57	\$ 87,043.63	\$ 94,956.68
8	\$ 60,054.45	\$ 67,119.68	\$ 70,652.29	\$ 77,717.52	\$ 84,782.75
7	\$ 53,620.04	\$ 59,928.29	\$ 63,082.41	\$ 69,390.65	\$ 75,698.89
6	\$ 47,875.04	\$ 53,507.40	\$ 56,323.58	\$ 61,955.93	\$ 67,588.29
5	\$ 42,745.57	\$ 47,774.46	\$ 50,288.91	\$ 55,317.80	\$ 60,346.69
4	\$ 39,216.12	\$ 43,829.78	\$ 46,136.61	\$ 50,750.27	\$ 55,363.94
3	\$ 35,978.09	\$ 40,210.81	\$ 42,327.17	\$ 46,559.88	\$ 50,792.60
2	\$ 33,007.42	\$ 36,890.65	\$ 38,832.26	\$ 42,715.49	\$ 46,598.72
1	\$ 30,282.04	\$ 33,844.63	\$ 35,625.93	\$ 39,188.52	\$ 42,751.12

15%

5%

10%

20%

- No one was too high or out of market range
- 14 Positions were lower than market minimum

Final Recommendations

Consider:

Continue use adjusted
salary schedule

Adjust compensation –
consider tiered across
the board raises with
option for individual
merit raises



TOPIC	Reduced Fare Verification Process
DATE	April 7, 2025
STAFF MEMBER	Duane Wakan

Staff Recommendation/Request

This is an information item only. Staff is seeking feedback to the proposed reduced fare verification process.

Highlights

Between 20 and 25% of all boardings are reduced fare passengers. As much as 80% of those reduced fare passengers pay with cash. Currently, Valley Regional Transit (VRT) has no verification process for cash paying passengers, meaning any patron can board a bus and pay a reduced fare upon request. There is also no verification process for youth using mobile ticketing (Umo). VRT is able to verify senior and disability status for passengers using Umo.

The lack of a validation process for cash paying riders creates an opportunity for fare evasion and a disincentive to using mobile which has the potential to speed up bus operations. VRT is planning to update its reduced fare verification process to close the cash loophole, remove the disincentive to mobile ticketing and lead to improved bus performance.

Summary

Reduced Fare Categories

There are three (3) reduced fare categories, namely Older Adults 65+, Youth 6-18, and Persons with Disabilities including Medicare recipients.

Proposed Verification Process

VRT currently verifies disability status for paratransit riders using ADAride.com. Staff recommends continuing this approach moving forward. Passengers using VRTs mobile ticketing platforms such as Umo, are directed to Customer Service to verify senior, Medicare and disability status.

1. Apply

Through social media, printed materials and public service announcements, direct applicants to either an online or in person application which will include submitting a or taking a personal photo

2. Verify

Using approved documents such as driver's licenses, school ID's, Medicare cards etc., VRT staff will verify age or Medicare status in-house. Using existing ADARide.com process, VRT staff will submit disability applications for verification.

3. Issue Media

Once applicant is verified all qualifying applicants will gain access to reduced fares through an account based mobile ticketing application or be issued a smart card with the applicant's photo and reduced fare media enabled. Issuing a reduced fare transit card embedded with a photo ID is a proven way ensure cash-paying passengers demonstrate their verified status. In addition, expiration dates embedded on a smartcard and associated with digital codes, help the passenger know when to start the reverification process.

4. Reverify

To ensure continued eligibility re-verification would be required every five years.

Verification Options

Issuing and maintaining valid reduced access codes or photo ID cards is the largest logistical and cost consideration of the reduced fare verification process. To minimize these costs VRT is considering two options.

1. Youth

Rather than requiring a new VRT issued photo ID, consider accepting valid primary or secondary school ID cards.

2. Reverification

Rather than requiring all reduced fare riders to reverify, consider only requiring disability to be reverified every five years. The date of youth eligibility can be coded upon the initial verification and there is no expiration for senior status, age based re-verification could be considered unnecessary.

Staff is seeking feedback from the board, Regional Advisory Committee, bus operators, customer service and operation staff on these options before making a final recommendation.



Technology

VRT currently uses Umo, a fare payment technology that allow for mobile ticketing (i.e. paying with your smart phone) and smart cards. Staff will monitor the compatibility of other mobile ticketing solutions with an upcoming farebox RFP solicitation to ensure a seamless experience can be continued.

Implications

Implementing a reduced fare process will require VRT to invest in time and resources. The initial transition period would be at least several months and require the processing of an estimated 2,000 reduced fare accounts including issuing necessary cards. VRT would also need to invest in card printers which can range from \$600 to over \$2,500 per unit. At a minimum, VRT will need a card printer at Main Street Station, Meridian, and at the Happy Day Transit Center. In addition, VRT may choose to provide reseller locations with the highest purchase activity with card printers.

Staff will need to set up a staging kiosk/location at each facility ideal for photos to be taken on the spot or allow passengers the option to provide their own photo ID electronically.

Staff will need to create marketing materials such as flyers or rack cards that explain the verification process and how to use the reduced fare smartcard and digital account with the validator and updated websites with informative and user-friendly content. Staff should be prepared for a high volume of work for customer service staff upon kickoff and consider a grace period after initiating the reduced fare rollout.

Implementation Timeline

- October 2024: Presentation to the RAC
- April 2025: Presentation to the VRT Executive Board
- April 2025: Seek feedback from stakeholders
- June 2025: Recommendation from the VRT Executive Board for approval by the Board of Directors in August
- Summer 2025: Develop communications plan, staff training, logistics (smart cards, printers, photo kiosk, and brochures and/or rack cards)
- December 2025: Soft launch
- January 2026: Full launch

More Information

For detailed information, contact:

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