

**COMPASS EXECUTIVE COMMITTEE MEETING  
JANUARY 9, 2024 – 1:30 P.M.  
COMPASS – 2ND FLOOR LARGE CONFERENCE ROOM  
700 NE 2<sup>ND</sup> STREET  
MERIDIAN, IDAHO**

**ZOOM CONFERENCE CALL**

Facebook Live Streaming - <https://www.facebook.com/COMPASSIdaho>  
(Subject to availability and functionality of connection.)

**Committee members can participate in the meeting in-person or via Zoom conference call.** The Second Floor Large Conference Room is open for in-person attendance.

Please specify whether you plan to attend in-person or virtually when RSVPing to Teri Gregory at [tgregory@compassidaho.org](mailto:tgregory@compassidaho.org) or 208-475-2225.

**\*\*AGENDA\*\***

**I. CALL TO ORDER/ROLL CALL (1:30)**

**II. OPEN DISCUSSION/ANNOUNCEMENTS**

**III. CONSENT AGENDA**

Page 3     **A. \* Approve November 14, 2023, Executive Committee Meeting Minutes**

**IV. ACTION ITEMS**

Page 6     **A. \* Establish February 26, 2024, COMPASS Board Meeting Agenda**     **Matt Stoll**  
*Staff proposed agenda items for the regular meeting of the COMPASS Board scheduled for February 26, 2024, are attached.*

Page 16     **B. \* Recommend Approval of Metropolitan Transportation Planning Memorandum of Understanding with the Idaho Transportation Department**     **Matt Stoll**  
*Matt Stoll will seek COMPASS Executive Committee's recommendation of COMPASS Board approval of an updated memorandum of understanding with the Idaho Transportation Department of mutual roles and responsibilities in carrying out the metropolitan transportation planning process in COMPASS' planning area.*

**Meg Larsen**

*Meg Larsen will seek Executive Committee recommendation for COMPASS Board approval of amendments to COMPASS Employment Policies and Procedures.*

**Jacob Miller**

*Jacob Miller will provide a status report on the 2024 Idaho Legislative Session.*

## V. INFORMATION/DISCUSSION ITEMS

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**A.\* Status Report – Regional Transportation Advisory Committee – November and December (Memo Only)**

## VI. OTHER

**Next Meeting:** February 6, 2024

**VII. ADJOURNMENT (2:30)**

**\*Enclosures      Agenda is subject to change.**

***Those needing assistance with COMPASS events or materials, or needing materials in alternate formats, please call 208-855-2558 with 48 hours advance notice.***

***Si necesita asistencia con una junta de COMPASS, o necesita un documento en otro formato, por favor llame al 208-855-2558 con 48 horas de anticipación.***

**EXECUTIVE COMMITTEE MEETING  
NOVEMBER 14, 2023  
COMPASS  
SECOND FLOOR LARGE CONFERENCE ROOM AND ZOOM  
700 NE 2<sup>ND</sup> STREET  
MERIDIAN, IDAHO**

**\*\*DRAFT MINUTES\*\***

**ATTENDEES:** Rod Beck, Commissioner, **Secretary-Treasurer**, Ada County, in person  
Trevor Chadwick, Mayor, **Chair Elect**, City of Star, via ZOOM  
Jay Gibbons, Commissioner, Highway District #4, **Vice Chair**, via ZOOM  
Jim Hansen, Commissioner, Ada County Highway District, in person  
Debbie Kling, Mayor, City of Nampa, **Chair**, in person  
Robert Simison, Mayor, City of Meridian, in person  
Jarom Wagoner, Mayor, City of Caldwell, via ZOOM

**MEMBERS ABSENT:** Brad Holton, Commissioner, Canyon County  
Lauren McLean, Mayor, City of Boise  
Jason Pierce, Mayor, City of Eagle  
Steve Rule, Mayor, City of Middleton  
Joe Stear, Mayor, City of Kuna

**OTHERS PRESENT:** Teri Gregory, COMPASS, in person  
Megan Larsen, COMPASS, in person  
Amy Luft, COMPASS, in person  
Jacob Miller, COMPASS, in person  
Matt Stoll, Executive Director, COMPASS, in person

## **CALL TO ORDER**

Chair Debbie Kling called the meeting to order at 1:33 p.m.

## **OPEN DISCUSSION/ANNOUNCEMENTS**

None.

## CONSENT AGENDA

### A. Approve September 12, 2023, Executive Committee Meeting Minutes

**Robert Simison moved and Trevor Chadwick seconded approval of the Consent Agenda as presented.** Motion passed unanimously.

## ACTION ITEMS

### A. Establish December 18, 2023, COMPASS Board Meeting Agenda

Matt Stoll presented agenda items 1-20 for the upcoming December 18, 2023, COMPASS Board of Directors' annual meeting.

**Jim Hansen moved and Robert Simison seconded approval of items 1 – 20, excluding item 13 and adding a special item regarding the status of the Safe Streets Roads for All planning grant, for the December 18, 2023, COMPASS Board of Directors' meeting.** Matt Stoll has the latitude to amend the agenda as necessary. Motion passed unanimously.

### B. Recommend 2024 COMPASS Board Officer Slate for Annual Meeting

Matt Stoll noted that the Secretary/Treasurer position will need to be filled for the 2024 COMPASS Board of Directors and reviewed nominations received.

After discussion, **Trevor Chadwick moved and Jay Gibbons seconded to nominate Jarom Wagoner for the Secretary/Treasurer position for 2024.** Motion passed unanimously.

Matt Stoll then presented the proposed 2024 COMPASS Board Officer slate as follows:

Chair – Trevor Chadwick  
Chair-Elect – Jay Gibbons  
Vice Chair – Rod Beck  
Secretary/Treasurer – Jarom Wagoner  
Immediate Past Chair – Debbie Kling

**Robert Simison moved and Trevor Chadwick seconded to recommend the proposed 2024 COMPASS Board Officer slate for COMPASS Board approval.** Motion passed unanimously.

### C. Approve COMPASS Board Member Travel

Matt Stoll requested approval for Trevor Chadwick to travel to the National Association of Regional Councils' National Conference of Regions meeting February 11-15, 2024, in Washington, DC. Travel costs are currently estimated to be \$3,100.00.

After discussion, **Jay Gibbons moved and Jarom Wagoner seconded to approve Trevor Chadwick's attendance and travel expenses for the National Association of Regional Councils' meeting February 11-15, 2024, in Washington, DC.** Motion passed unanimously.

## **ADJOURNMENT**

**Jim Hansen moved and Rod Beck seconded adjournment of the meeting.** Motion passed unanimously.

Chair Debbie Kling adjourned the meeting at 2:10 p.m.

**Approved this 9th day of January 2024.**

**By:** \_\_\_\_\_  
**Trevor Chadwick, Chair**  
**Community Planning Association of**  
**Southwest Idaho**

**Attest:**

**By:** \_\_\_\_\_  
**Matthew J. Stoll, Executive Director**  
**Community Planning Association of**  
**Southwest Idaho**

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## EXECUTIVE COMMITTEE WORKSHEET FOR COMPASS BOARD AGENDA

Item	Title/Description	Mandatory	Additional Information	Agenda Type <sup>1</sup>	Time	Presenter	Proposed Agenda	RTAC Agenda	Program No.
1.	Approve Minutes from most recent Board Meeting	Yes	Meets Idaho Code and various grant requirements.	Consent Agenda	N/A	N/A	Bimonthly	N/A	820
2.	Receive Minutes from most recent Executive Committee Meeting	Yes	Meets Idaho Code and various grant requirements.	Consent Agenda	N/A	N/A	Bimonthly	N/A	820
3.	Receive Minutes from most recent Finance Committee Meeting	Yes	Meets Idaho Code and various grant requirements.	Consent Agenda	N/A	N/A	As Appropriate	N/A	820
4.	Approve List of Records for Destruction	No	Meg Larsen will seek COMPASS Board of Directors' approval of the list of records to destroy per the guidance in the Records Retention Policy.	Consent Agenda	N/A	N/A	As Appropriate	N/A	991
5.	Status Report – Current Air Quality Issues	No	Mary Ann Waldinger will provide a monthly report on current air quality issues.	Ex. Dir. Report	N/A	N/A	Bimonthly	N/A	801
6.	Status Report – Standing Committee Attendance	No	Per Board request of May 17, 2004.	Ex. Dir. Report	N/A	N/A	Bimonthly	N/A	820
7.	Receive Administrative Modifications to the Regional Transportation Improvement Program	Yes	Toni Tisdale will provide memorandums of approval for Administrative Modifications.	Ex. Dir. Report	N/A	N/A	As Appropriate	N/A	685

<sup>1</sup> Action; Consent Agenda; Executive Director's Report; Information; Special Item; Committee Reports; Open Discussion/Announcements

<i>Item</i>	<i>Title/Description</i>	<i>Mandatory</i>	<i>Additional Information</i>	<i>Agenda Type<sup>1</sup></i>	<i>Time</i>	<i>Presenter</i>	<i>Proposed Agenda</i>	<i>RTAC Agenda</i>	<i>Program No.</i>
8.	Status Report – Staff Activity Reports	No	COMPASS staff will provide an overview of monthly activities.	Information	N/A	N/A	Bimonthly	N/A	
<b>CURRENT AGENDA ITEMS</b>									
9.	Confirm Finance Committee Membership	Yes	Confirm 2024 Finance Committee Membership.	Consent Agenda		Matt Stoll	February 2024	N/A	
10.	Confirm Regional Transportation Advisory Committee Membership	Yes	Confirm Jason Wilde as the Public Participation Workgroup Regional Transportation Advisory Committee Representative.	Consent Agenda		N/A	February	N/A	
11.	Approve Changes to the Transportation Management Area (TMA) Funding Eligibility Policy	No	MaryAnn Waldinger will seek COMPASS Board of Directors' approval of changes to the TMA Funding Eligibility Policy.	Consent Agenda	N/A	MaryAnn Waldinger	February	January	685
12.	Adopt an Amendment to COMPASS' Participation Plan	Yes	Amy Luft will seek COMPASS Board of Directors' adoption of an amendment to COMPASS' Participation Plan.	Consent Agenda	N/A	Amy Luft	February	N/A	653
13.	Approve COMPASS Employment Policies and Procedures Amendments	Yes	Meg Larsen will seek Board Approval to amend COMPASS Employment Policies and Procedures.	Consent Agenda	N/A	Meg Larsen	February	N/A	N/A

Item	Title/Description	Mandatory	Additional Information	Agenda Type <sup>1</sup>	Time	Presenter	Proposed Agenda	RTAC Agenda	Program No.
14.	Status Report - SS4A Regional Safety Action Plan (RSAP)	No	Doug Self, Atlas and Nick Foster, Kittleson, will brief the Board on the vision and goals of the RSAP and share recent milestones and work in progress.	Special Item	15	Doug Self/Nick Foster	February	Jan	661
15.	Member Agency Presentation – Projects of Regional Importance	No	Staff from the City of Kuna will present on potential projects in their community.	Special Item	20	City of Kuna Staff	February	N/A	N/A
16.	Introduction to COMPASS	No	Amy Luft will provide a brief introduction to COMPASS' work products and Board calendar.	Special Item	15	Amy Luft	February	January	653
17.	Approve <i>Communities in Motion 2055</i> Goals and Objectives	Yes	Austin Miller will seek COMPASS Board of Directors' acceptance of the <i>Communities in Motion 2055</i> goals and objectives.	Action	15	Austin Miller	February	December	661
18.	Approve Metropolitan Transportation Planning Memorandum of Understanding with the Idaho Transportation Department	Yes	Matt Stoll will seek COMPASS Board of Directors' approval of an updated memorandum of understanding with the Idaho Transportation Department of mutual roles and responsibilities in carrying out the metropolitan transportation planning process in COMPASS' planning area.	Action	15	Matt Stoll	February	Executive Committee January	601



<i>Item</i>	<i>Title/Description</i>	<i>Mandatory</i>	<i>Additional Information</i>	<i>Agenda Type<sup>1</sup></i>	<i>Time</i>	<i>Presenter</i>	<i>Proposed Agenda</i>	<i>RTAC Agenda</i>	<i>Program No.</i>
19.	Adopt ITD's Statewide Safety Performance Measures for FY2024	No	Hunter Mulhall will brief the Board on current trends for the federal safety performance measures and ask that the Board adopts the statewide safety targets for FFY2024.	Action	10	Hunter Mulhall	February	January	661
20.	Amend the FY2024-2030 Regional Transportation Improvement Program (TIP)	Yes	Toni Tisdale will seek adoption of a resolution amending the FY2024-2030 TIP, if needed.	Action	10	Toni Tisdale	February	January	685
21.	Status Report - State and Federal Legislative Issues	No	Jacob Miller will provide an update on the latest legislative developments at the state and federal levels.	Information	15	Jacob Miller	February	N/A	760
22.	Review the 2022 Treasure Valley Annual Congestion Management System Report	No	Hunter Mulhall will review the contents and congestion performance measures in the annual congestion management system report.	Information	15	Hunter Mulhall	February	Dec	842
<b>UPCOMING AGENDA ITEMS</b>									
23.	Member Agency Presentation – Projects of Regional Importance	No	Mayor Trevor Chadwick from the City of Star will present on potential projects in the communities of Star and Middleton.	Special Item	15	Trevor Chadwick	April	N/A	N/A
24.	Status Report – Finance Committee	No	The Finance Committee Chair will provide a status report on the March 21, 2024, Finance Committee meeting.	Special Item	5	Finance Committee Chair	April	N/A	N/A

<i>Item</i>	<i>Title/Description</i>	<i>Mandatory</i>	<i>Additional Information</i>	<i>Agenda Type<sup>1</sup></i>	<i>Time</i>	<i>Presenter</i>	<i>Proposed Agenda</i>	<i>RTAC Agenda</i>	<i>Program No.</i>
25.	Accept 2024 Population Estimates	Yes	Austin Miller will seek COMPASS Board of Directors' acceptance of the 2024 Population Estimates.	Action	15	Austin Miller	April	N/A	620
26.	Approve FY2025 Membership Dues	Yes	Meg Larsen will seek COMPASS Board of Directors' approval of the proposed membership dues for FY2025.	Action	10	Meg Larsen	April	N/A	601
27.	Amend the FY2024-2030 Regional Transportation Improvement Program (TIP)	Yes	Toni Tisdale will seek adoption of a resolution amending the FY2024-2030 TIP, if needed.	Action	10	Toni Tisdale	April	March	685
28.	Status Report - State and Federal Legislative Issues	No	COMPASS staff will provide an update on the latest legislative developments at the state and federal levels.	Information /Discussion	15	Jacob Miller	April	N/A	760
29.	Member Agency Presentation – Projects of Regional Importance	No	Staff from TBD will present on potential projects in their community.	Special Item	20	TBD	June	N/A	N/A
30.	Status Report – Finance Committee	No	The Finance Committee Chair will provide a status report on the June 13, 2024, Finance Committee meeting.	Special Item	5	Finance Committee Chair	June	N/A	N/A
31.	Approve Priorities for the End-of-Year and Redistribution Program	Yes	Toni Tisdale will seek Board of Directors' approval of the End-of-Year and Redistribution Program.	Consent	10	Toni Tisdale	June	May	685

<i>Item</i>	<i>Title/Description</i>	<i>Mandatory</i>	<i>Additional Information</i>	<i>Agenda Type<sup>1</sup></i>	<i>Time</i>	<i>Presenter</i>	<i>Proposed Agenda</i>	<i>RTAC Agenda</i>	<i>Program No.</i>
32.	Status Report - State and Federal Legislative Issues	No	COMPASS staff will provide an update on the latest legislative developments at the state and federal levels.	Information	15	Jacob Miller	June	N/A	760
33.	Approve COMPASS Workgroup Charters	No	Meg Larsen will seek COMPASS Board of Directors' approval of the COMPASS Workgroup Charters for FY2025.	Consent	N/A	Meg Larsen	August	N/A	601
34.	Member Agency Presentation – Projects of Regional Importance	No	Staff from TBD will present on potential projects in their community.	Special Item	20	TBD	August	N/A	N/A
35.	Status Report – Finance Committee	No	The Finance Committee Chair will provide a status report on the July 11, 2024, and August 15, 2024, Finance Committee meetings.	Special Item	5	Finance Committee Chair	August	N/A	N/A
36.	Adopt Resolution XX-2024 Approving the FY2025 Unified Planning Work Program and Budget (UPWP)	Yes	Meg Larsen will seek COMPASS Board of Directors' approval of the FY2025 UPWP.	Action	15	Meg Larsen	August	N/A	601
37.	Executive Session – Personnel Matter, Idaho Code [74-206 (b)]	Yes	The Board of Directors will go into executive session to receive the Executive Committee's performance evaluation and recommendation regarding the Executive Director. No action will be taken in the session.	Action	15	N/A	August	Exec notf. June/disc July	

Item	Title/Description	Mandatory	Additional Information	Agenda Type <sup>1</sup>	Time	Presenter	Proposed Agenda	RTAC Agenda	Program No.
38.	Consider Executive Committee's Recommendation Regarding Executive Director	Yes	The Board will consider the Executive Committee's recommendation resulting from the Executive Director's performance review.	Action	5	N/A	August	N/A	
39.	Approve the FY2026-2032 COMPASS Application Guide	Yes	Toni Tisdale will seek COMPASS Board of Directors' approval of the FY2026-2032 COMPASS Application Guide.	Action	15	Toni Tisdale	August	July	685
40.	Approve FY2025 <i>Communities in Motion</i> Implementation grants and Project Development Program projects	Yes	Matt Carlson will seek COMPASS Board of Directors' approval of FY2025 <i>Communities in Motion</i> Implementation grants and Project Development Program projects.	Action	20	Matt Carlson	August	July	685
41.	Approve the FY2025-2031 Regional Transportation Improvement Program (TIP)	Yes	Toni Tisdale will seek COMPASS Board of Directors' approval of the FY2025-2031 TIP.	Action	15	Toni Tisdale	August	August	685
42.	Accept <i>Communities in Motion 2055</i> Population Forecast Growth Allocation and Buildout Analysis.	Yes	Austin Miller will seek COMPASS Board of Directors' acceptance of the <i>Communities in Motion 2055</i> population forecast growth allocation and buildout analysis.	Action	15	Austin Miller	August	N/A	620
43.	Approve 2025 Federal Transportation Position Statements	Yes	Jacob Miller will seek COMPASS Board of Directors' approval of 2025 federal transportation position statements.	Action	15	Jacob Miller	August	N/A	760

<i>Item</i>	<i>Title/Description</i>	<i>Mandatory</i>	<i>Additional Information</i>	<i>Agenda Type<sup>1</sup></i>	<i>Time</i>	<i>Presenter</i>	<i>Proposed Agenda</i>	<i>RTAC Agenda</i>	<i>Program No.</i>
44.	Approve 2025 Idaho Legislative Session Positions Statements	Yes	Jacob Miller will seek COMPASS Board of Directors' approval of 2025 Idaho legislative position statements.	Action	15	Jacob Miller	August	N/A	760
45.	Amend the FY2024-2030 Regional Transportation Improvement Program (TIP)	Yes	Toni Tisdale will seek adoption of a resolution amending the FY2024-2030 TIP, if needed.	Action	10	Toni Tisdale	August	July	685
46.	Status Report - State and Federal Legislative Issues	No	COMPASS staff will provide an update on the latest legislative developments at the state and federal levels, as appropriate.	Information	15	Jacob Miller	August	N/A	760
47.	Establish 2025 COMPASS Board and Executive Committee Dates and Location. Provide 30 Day Notice of Annual Meeting	Yes	Confirm the 2025 COMPASS Board and Executive Committee dates and location.	Consent	NA	Matt Stoll	October		
48.	Approve Priorities for Rural Projects	Yes	Toni Tisdale will seek COMPASS Board of Directors' adoption of a resolution approving priorities for applications in rural areas.	Consent	NA	Toni Tisdale	October	September	685
49.	Member Agency Presentation – Projects of Regional Importance	No	Staff from TBD will present on potential projects in their community.	Special Item	20	TBD	October	N/A	N/A

<i>Item</i>	<i>Title/Description</i>	<i>Mandatory</i>	<i>Additional Information</i>	<i>Agenda Type<sup>1</sup></i>	<i>Time</i>	<i>Presenter</i>	<i>Proposed Agenda</i>	<i>RTAC Agenda</i>	<i>Program No.</i>
50.	Status Report – Funding Study	No	Jacob Miller will present an overview of COMPASS’ transportation funding study.	Special Item	15	Jacob Miller	October	N/A	760
51.	Amend the FY2024-2030 Regional Transportation Improvement Program (TIP)	Yes	Toni Tisdale will seek adoption of a resolution amending the FY2024-2030 TIP, if needed.	Action	10	Toni Tisdale	October	September	685
52.	Status Report - State and Federal Legislative Issues	No	COMPASS staff will provide an update on the latest legislative developments at the state and federal levels.	Information	15	Jacob Miller	October	N/A	760
53.	Leadership in Motion Awards Presentation	No	Board Chair and Executive Director will present the 2024 COMPASS Leadership in Motion awards.	Pre-meeting	N/A	Chair	December	N/A	653
54.	Confirm Regional Transportation Advisory Committee (RTAC) Membership	Yes	COMPASS Bylaws require the COMPASS Board of Directors’ confirmation of RTAC membership.	Consent Agenda	N/A	N/A	December	N/A	N/A
55.	Status Report – Finance Committee	No	The Finance Committee Chair will provide a status report on the November 21 and December 12, 2024, Finance Committee meetings.	Special Item	5	Finance Committee Chair	December	N/A	
56.	Adopt Resolution XX-2025 Approving Revision 1 of the FY2025 Unified Planning Work Program and Budget (UPWP)	Yes	Meg Larsen will seek COMPASS Board of Directors’ approval of Revision 1 of the FY2025 UPWP.	Action	10	Meg Larsen	December	N/A	601

<i>Item</i>	<i>Title/Description</i>	<i>Mandatory</i>	<i>Additional Information</i>	<i>Agenda Type<sup>1</sup></i>	<i>Time</i>	<i>Presenter</i>	<i>Proposed Agenda</i>	<i>RTAC Agenda</i>	<i>Program No.</i>
57.	Confirm 2025 Board Officer Slate	Yes	COMPASS Bylaws require the Board of Directors confirm ascension of new Board officers and election of new Secretary-Treasurer.	Action	10	Matt Stoll	December	N/A	
58.	Amend the FY2024-2030 Regional Transportation Improvement Program (TIP)	Yes	Toni Tisdale will seek adoption of a resolution amending the FY2024-2030 TIP, if needed.	Action	10	Toni Tisdale	December	November	685
59.	Confirm Finance Committee Membership	Yes	Confirm 2024 Finance Committee Membership.	Consent Agenda		Matt Stoll	February 2025	N/A	
60.	Introduction to COMPASS	No	COMPASS staff will provide a brief introduction to COMPASS' work products and Board calendar.	Information	15	Amy Luft	February	January	653
61.	Member Agency Presentation – Projects of Regional Importance	No	Staff from TBD will present on potential projects in their community.	Special Item	20	TBD	February	N/A	N/A
62.	Status Report - State and Federal Legislative Issues	No	COMPASS staff will provide an update on the latest legislative developments at the state and federal levels.	Information	15	Jacob Miller	February	N/A	760

## EXECUTIVE COMMITTEE AGENDA ITEM IV-B

January 9, 2024

### **Topic: COMPASS/Idaho Transportation Department (ITD) Memorandum of Understanding (MOU)**

#### **Request/Recommendation:**

COMPASS staff seeks Executive Committee recommendation that the COMPASS Board of Directors authorize Executive Director Matt Stoll to sign an updated MOU between COMPASS and ITD. The draft MOU has been submitted to COMPASS' legal counsel for review; the same draft version is attached for your review.

#### **Background/Summary**

Federal law requires that metropolitan planning organizations, such as COMPASS, and state departments of transportation document their respective roles and responsibilities in a written agreement. COMPASS and ITD have an existing MOU to meet this requirement, but it is 10 years old and out of date.

In COMPASS' 2022 federal certification review, the Federal Highway and Transit Administrations issued a corrective action to bring the agreement up to date and include detail to more "clearly outline roles and responsibilities."

COMPASS and ITD staff have worked closely over the past several months to update the agreement, including adding the requested additional detail, and have developed the attached final draft for your review and recommendation.

#### **Implication (policy and/or financial):**

A revised MOU must be adopted by COMPASS and ITD to fulfill the required corrective action. In the absence of Executive Committee review/recommendation, the existing 2013 COMPASS/ITD MOU will remain in effect.

#### **More Information:**

- 1) Attachment: Draft ITD/COMPASS MOU
- 2) For detailed information contact: Matt Stoll, Executive Director, at 208/475-2266 or [mstoll@compassidaho.org](mailto:mstoll@compassidaho.org).

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MEMORANDUM OF UNDERSTANDING

Between

THE IDAHO TRANSPORTATION DEPARTMENT (ITD)

And

THE COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO (COMPASS)

**PURPOSE:**

This Memorandum of Understanding (hereinafter referred to as "MOU") is entered into this \_\_\_\_ day of \_\_\_\_\_, 2024 by the Idaho Transportation Department, hereinafter referred to as "ITD" and Community Planning Association of Southwest Idaho hereinafter referred to as "COMPASS." ITD and the COMPASS may sometimes be collectively referred to in this MOU as the "Parties".

Parties desire to enter into a mutual agreement to efficiently and effectively implement the requirements of the referenced federal and state regulations for a comprehensive metropolitan transportation planning, programming, and project delivery process within COMPASS' planning area.

Partnering is a commitment by both agencies to use teamwork and foster positive relationships to develop and deliver high quality plans and projects to improve the transportation system and meet the needs of Ada and Canyon County residents. ITD and COMPASS will coordinate on planning and programming activities within COMPASS' planning area of Ada and Canyon Counties. This MOU provides a formal framework for the agencies to collaborate and coordinate. However, this MOU should be regarded as describing the minimum level of partnership, with the goal of broader partnership as outlined herein.

The partnering process recognizes that each agency has a unique role to play and requires understanding and respect for each agency's specific goals, processes, and requirements. In addition to the overall goal of improving the transportation system, partnering, coupled with open, ongoing communication, leads to additional positive outcomes, including innovative solutions, stronger relationships among staff, and reduced delays.

**AUTHORITY:**

**State Department of Transportation**

ITD is the state's department of transportation pursuant to Title 40, Idaho Code, and any other provisions of state or federal law, regulation or policy pertaining to this MOU.

The Idaho Transportation Department has the legal authority to enter into this agreement per Idaho Code Sections 67-2326 through 67-2333 and 67-2339, Idaho Code, and any other provisions of state or federal law, regulation or policy pertaining to this MOU.

**Metropolitan Planning Organization (MPO)**

COMPASS, a joint powers entity in accordance with Title 67, Chapter 23, Idaho Code, is the single metropolitan planning organization (MPO) designated by the Governor of Idaho for the Boise and Nampa Urban Areas to fulfill the requirements of Title 23 USC 134 and Title 49 USC 5303 (23 CFR 450.310) to establish a planning entity for urban areas defined as "a geographic area with a population of 50,000 or more, as designated by the Bureau of Census" (23 USC 134(b)(6) and 23 CFR 450.310(a)). As of December 19, 2011, COMPASS' recognized planning area encompasses all of Ada and Canyon Counties, including those areas outside of the Boise and Nampa Urban Areas. This MOU applies to activities within COMPASS' full planning area.

COMPASS has the legal authority to enter into this agreement per Section 67-2328, Idaho Code, and any other provisions of state or federal law, regulation or policy directly pertaining to this MOU.

## RESPONSIBILITIES AND PROCEDURES:

The purpose of this MOU is to outline the roles and responsibilities of ITD and COMPASS in working collaboratively on transportation planning and programming within COMPASS' planning area.

### Meetings

To help facilitate this process, ITD and COMPASS will meet annually, in December or January to jointly celebrate successes and review challenges from the past year, discuss anticipated projects for the upcoming year, share updates on projects or programs that impact both agencies, and provide an opportunity for team building and meeting new staff. Additional specific topics for discussion are provided in the project/program appendices, described below.

These annual meetings should include staff from ITD Headquarters, ITD District 3, and COMPASS as appropriate based on the agenda. The agencies will take turns organizing, hosting, and facilitating the annual meetings, including developing the agenda and taking and distributing meeting minutes.

In addition, ITD District 3 staff and COMPASS senior staff will meet quarterly to discuss current and upcoming projects, potential issues of concern, and other topics as needed. COMPASS will take the lead in scheduling these meetings. The agencies will take turns organizing, hosting, and facilitating them, including developing the agenda and taking and distributing meeting minutes.

### Issue Resolution

ITD and COMPASS share a commitment to adhere to the responsibilities outlined in this MOU and its appendices, and when needed, to address and resolve issues and problems promptly and at the lowest level possible. However, both agencies recognize that this commitment does not guarantee that all issues will be resolved easily. Therefore, the agencies agree on the escalation process outlined below to address issues in a timely manner, as needed.

An issue will be escalated to the next higher level when an agreement cannot be reached at the current level within the agreed-upon timeframe or by request of one or both of the parties at the current level, after first informing the other party. It is important to note that not all issues will be initiated at level 1. Depending on the topic, an issue may originate at any level and should proceed accordingly.

Escalation Level	Time Frame*	Level of ITD Involvement	Level of COMPASS Involvement
1	1 week	Non-supervisory staff	Any staff member not a Director or Team Lead
2	1 week	ITD District 3 Planning Manager	Team Lead
3	2 weeks	ITD District 3 Planning and Development Program Manager	Director of Operations
4	2 weeks	ITD District 3 District Engineer and/or ITD Planning, Programming, and Bonding Administrator	Executive Director
5	4 weeks	ITD Chief Deputy/Chief Operating Officer	COMPASS Board of Directors
6	4 weeks	Federal Highway or Transit Administration Assistance	

\* Time frames are specific to each level (not cumulative) and are the maximum times to be allotted prior to escalation. Earlier escalation may be warranted based on the nature of the issue.

If the issue is elevated, the lower levels will be kept involved on an as-needed basis. It is important that any resolutions made are communicated down to the originating level, including the rationale behind the decision made.

## **Roles and Responsibilities by Project and Program**

The appendices listed below, and attached at the end of this document, outline the roles and responsibilities by program or project.

### **Adjusting Urban Area Boundaries**

Definition/Purpose: The US Census Bureau classifies areas by population – large urban (over 50,000), small urban (5,000 – 50,000), and rural (under 5,000). Urban areas over 200,000 are further classified as Transportation Management Areas by the US Department of Transportation (USDOT). These areas affect planning requirements and the types of federal funding available for use. Boundaries are updated by the US Census Bureau following each decennial census. These boundaries are often irregular. For the purposes of transportation planning and programming, USDOT allows metropolitan planning organizations to adjust, or “smooth,” the boundaries within their planning areas, within specific guidelines, to form more logical boundaries. See Appendix A.

### **Changes to Metropolitan Planning Area Boundaries**

Definition/Purpose: A metropolitan planning area is the geographic area in which the metropolitan transportation planning process is carried out, determined by agreement between the MPO for the area and the governor. The metropolitan planning area must encompass at least the urban area(s) and the contiguous area expected to become urban within a 20-year forecast period. It may encompass the entire metropolitan statistical area as defined by the US Census Bureau. See Appendix B.

### **COMPASS’ Participation Plan**

Definition/Purpose: COMPASS’ federally required Participation Plan guides all COMPASS outreach and participation processes, including those for the long-range transportation plan and transportation improvement program. See Appendix C.

### **COMPASS’ Regional Long-Range Transportation Plan**

Definition/Purpose: COMPASS develops a regional long-range transportation plan (LRTP) for Ada and Canyon Counties every five years. The long-range planning process is the process for identifying, prioritizing, and funding needed projects and studies for the next five- to twenty-plus years in the COMPASS planning area. See Appendix D.

### **COMPASS’ Title VI Plan**

Definition/Purpose: As a recipient of federal funding, all of COMPASS’ programs and activities must be conducted in accordance with all federal laws. See Appendix E.

### **COMPASS’ Unified Planning Work Program (UPWP)**

Definition/Purpose: The UPWP is COMPASS’ annual statement of work identifying the planning priorities and activities to be carried out within COMPASS’ planning area. See Appendix F.

### **Federal Aid Functional Classification**

Definition/Purpose: Functional classification is the process to group roadways into classes according to the character of service they are intended to provide. The functional classification of a roadway impacts its eligibility for federal funding, among other purposes. See Appendix G.

### **National Highway System**

Definition/Purpose: The National Highway System (NHS) includes the interstate highway system as well as other roads important to the nation’s economy, defense, and mobility. See Appendix H.

## **Planning Efforts, Studies, and Related Projects**

Definition/Purpose: ITD and COMPASS conduct planning studies as part of their planning processes. ITD and COMPASS should consult and/or coordinate with each other to conduct these studies, as appropriate, and coordinate on other related projects to ensure mutual benefit. See Appendix I.

## **Regional and Statewide Transportation Improvement Programs**

Definition/Purpose: Annually, in cooperation with ITD, COMPASS develops a regional transportation improvement program (TIP), which is a short-term budget of federally funded and regionally significant transportation projects in Ada and Canyon Counties. The purpose of COMPASS' TIP is to implement the investment priorities identified in the region's LRTP. Therefore, transportation projects in the TIP should first be identified as priorities in the LRTP. See Appendix J.

## **Transportation Performance Management**

Definition/Purpose: Transportation Performance Management is a strategic approach that uses system information to make investment and policy decisions to achieve performance goals. ITD sets statewide performance targets. COMPASS can set its own targets or support ITD's targets. See Appendix K.

## **FINANCING:**

COMPASS' federal funding sources for planning activities and projects are identified in the approved TIP and UPWP. Funds must be obligated before a request for reimbursement is submitted. COMPASS provides ITD a detailed request for reimbursement for each of the funding sources monthly, or as expenses are incurred if less frequently. The request for reimbursement includes payroll costs, direct costs, allocated indirect costs using the approved indirect cost rate, and the local match amount. ITD reviews COMPASS' indirect cost rate annually based on the previous fiscal year's audited financial statements. Supporting documentation for these costs is included with the request for reimbursement. ITD staff reviews and verifies the request for reimbursement before processing payment.

## **LIMITATIONS:**

Nothing in this MOU between ITD and COMPASS shall be construed as limiting or expanding the statutory or regulatory responsibilities of any involved individual in performing functions granted to them by law; or as requiring either entity to expend any sum in excess of its respective appropriation. Each and every provision of this MOU is subject to the laws and regulations of the state of Idaho and of the United States. Nothing in this MOU shall be construed as a waiver of ITD's sovereign immunity.

Nothing in this MOU shall be construed as expanding the liability of either party. In the event of a liability claim, each party shall defend their own interests. Neither party shall be required to provide indemnification of the other party.

## **EFFECTIVE DATE:**

This MOU shall become effective upon signature of the Director of ITD or delegate and the signing authority of COMPASS, whichever is most recent. This MOU shall remain in full force and effect from the Effective Date for a period of five (5) years, unless it is amended or terminated by either party as provided in this MOU.

## **METHOD OF TERMINATION:**

This MOU shall remain in force unless formally terminated by either party after sixty (60) days written notice to the other party.

**AMENDMENTS:**

Amendments to this MOU shall become effective upon mutual agreement and written approval by the Director of ITD or delegate and the signing authority of COMPASS.

**SIGNATURES:**

IDAHO TRANSPORTATION DEPARTMENT

By \_\_\_\_\_ Date \_\_\_\_\_  
Amy Schroeder, Division Administrator

COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO

By \_\_\_\_\_ Date \_\_\_\_\_  
Matthew J. Stoll, Executive Director

## Appendix A. Adjusting Urban Area Boundaries

Definition/Purpose: The US Census Bureau classifies areas by population – large urban (over 50,000), small urban (5,000 – 50,000), and rural (under 5,000). Urban areas over 200,000 are further classified as Transportation Management Areas by the US Department of Transportation (USDOT). These areas affect planning requirements and the types of federal funding available for use. Boundaries are updated by the US Census Bureau following each decennial census. These boundaries are often irregular. For the purposes of transportation planning and programming, USDOT allows metropolitan planning organizations to adjust, or “smooth,” the boundaries within their planning areas, within specific guidelines, to form more logical boundaries.

Applicable Federal Regulations: 23 USC 101(a)35

Triggers for Review/Updates:

- Release of urban area boundaries following decennial census

Process and Responsibilities:

COMPASS	Timing	ITD
Acquire data and analyze and report on implications of new boundaries	Upon trigger	
Prepare and document draft adjusted boundaries  Present draft adjusted boundaries to COMPASS committees, FHWA – ID, and ITD for review	4 months	Review and comment on draft boundaries as submitted; review, discuss, and vote on recommendation/approval of revised boundaries as a member of the Regional Transportation Advisory Committee and COMPASS Board of Directors
Submit letter of request, signed COMPASS Board resolution, and PDF of map of proposed updated urban area boundaries to ITD for approval; copy FHWA - ID	1 week after COMPASS Board approval	
	Within 2 months of receipt of urban boundary adjustment request	Receive submission, update appropriate ITD data/maps with proposed urban area boundaries, and present to IT Board for approval
	Within 15 days of IT Board approval	Submit letter of request, signed IT Board resolution, and PDF of map of proposed updated urban area boundaries for all Idaho MPOs to FHWA – ID for approval; copy COMPASS
Maintain all updated GIS files, data, and maps	15 days from receipt of FHWA approval	Prepare and send formal approval letter, signed by ITD Director, to COMPASS  Ensure all GIS files, data, and maps are updated with approved changes and route to appropriate ITD staff

Final Products:

- Resolutions adopted by the COMPASS and Idaho Transportation (IT) Boards approving the proposed adjusted urban area boundaries within COMPASS’ approved planning area.
- Approval letter signed by the ITD Director, as governor’s designee.
- Approval letter from the Federal Highway Administration – Idaho Division, submitted to ITD Director (copy COMPASS).
- Updated urban area map and related GIS files (ITD, COMPASS, and FHWA – ID).

## Appendix B. Changes to Metropolitan Planning Area Boundaries

**Definition/Purpose:** A metropolitan planning area is the geographic area in which the metropolitan transportation planning process is carried out, determined by agreement between the MPO for the area and the governor. The metropolitan planning area must encompass at least the urban area(s) and the contiguous area expected to become urban within a 20-year forecast period. It may encompass the entire metropolitan statistical area as defined by the US Census Bureau.

**Applicable Federal Regulations:** 23 CFR 450.312

**Triggers for Review/Updates:**

- Release of decennial census data
- Request by a local jurisdiction
- Corrective action or recommendation from COMPASS' federal Certification Review
- Changes in federal laws

**Process and Responsibilities:**

COMPASS	Timing	ITD
Perform technical analysis to determine if changes are warranted (if none, process stops)	Upon trigger	
Prepare and document proposed changes Present proposed changes to COMPASS committees and Board of Directors for recommendation and approval	6 – 9 months	Review, discuss, and vote on recommendation/approval of proposed changes as a member of the Regional Transportation Advisory Committee and COMPASS Board of Directors
Submit letter of request, signed COMPASS Board resolution, and map of proposed planning area boundaries to ITD	1 week after COMPASS Board approval	
	2 months	Receive submission, update appropriate ITD maps with proposed planning area boundaries, and present to IT Board for approval
	Within 15 days of IT Board approval	Submit letter of request, signed IT Board resolution, and PDF of map of proposed updated planning area boundaries to FHWA – ID for approval; copy COMPASS
Maintain all updated GIS files, data, and maps	15 days from receipt of FHWA approval	Prepare and send formal approval letter, signed by ITD Director, to COMPASS  Ensure all GIS files, data, and maps are updated with approved changes and route to appropriate ITD staff

**Final Products:**

- Resolutions adopted by COMPASS and IT Boards of Directors approving the proposed updated COMPASS planning area.
- Approval letter signed by the ITD Director, as governor's designee.
- Updated metropolitan planning area map and related GIS files (ITD, COMPASS, and FHWA – ID).
- Updated COMPASS Joint Powers Agreement reflecting new members.

## Appendix C. COMPASS' Participation Plan

Definition/Purpose: COMPASS' federally required Participation Plan guides all COMPASS outreach and participation processes, including those for the long-range transportation plan and transportation improvement program.

Applicable Federal Regulations: 23 CFR 450.316

Triggers for Updates:

- New federal laws/regulations
- Significant demographic changes
- Significant changes to outreach best practices or technologies

Process and Responsibilities:

COMPASS	Timing	ITD
Review federal requirements, analyze demographic data, and identify key and underrepresented populations	Ongoing	
Work with COMPASS' Public Participation Workgroup to: <ul style="list-style-type: none"> <li>• Review plan goals and key stakeholders</li> <li>• Identify portion(s) of the plan in need of update</li> <li>• Develop and/or update goals, objectives, best practices, etc., based on review and input</li> </ul>	Initiate upon trigger; 2 - 4 months duration	ITD D3 communication staff review and provide input into plan goals, stakeholders, best practices, and other plan elements as a member of COMPASS' Public Participation Workgroup
Write plan with iterative feedback from the Public Participation Workgroup	2 – 4 months	ITD D3 communication staff review and provide feedback on draft plan as a member of COMPASS' Public Participation Workgroup
Develop outreach plan for the Participation Plan	Minimum 30 days prior to public comment period	ITD D3 communication staff review and provide input into the outreach plan as a member of COMPASS' Public Participation Workgroup; identify areas where ITD can assist with outreach
Translate draft Participation Plan and outreach materials into additional language(s) and format(s), as appropriate	Minimum 15 days prior to public comment period	
Solicit public feedback on the Participation Plan (public comment period)	Minimum 45 days	Assist with public outreach in the Participation Plan, as appropriate ITD communication, planning, and Office of Civil Rights staff review and provide formal comments on the draft plan
Update draft Participation Plan based on comments received	Within 30 days of end of comment period	
Review comments received and changes based on those comments with the Public Participation Workgroup; request recommendation of adoption	Within 30 days of end of comment period	Review comments and changes as a member of COMPASS' Public Participation Workgroup; recommend COMPASS Board of Directors' adoption
Request COMPASS Board of Directors' adoption of plan	COMPASS Board of Directors' meeting following workgroup recommendation	Adopt Participation Plan as a member of the COMPASS Board of Directors
Implement Participation Plan across all COMPASS programs; partner with ITD on outreach efforts	Ongoing	Partner with COMPASS on outreach efforts

Final Product:

- COMPASS Board of Directors' adopted Participation Plan, with signed resolution.



## Appendix D. COMPASS' Regional Long-Range Transportation Plan

Definition/Purpose: COMPASS develops a regional long-range transportation plan (LRTP) for Ada and Canyon Counties every five years. The long-range planning process is the process for identifying, prioritizing, and funding needed projects and studies for the next 5 – 20+ years in the COMPASS planning area.

Applicable Federal Regulations: 23 CFR 450.324

Trigger for Updating or Amending the Long-Range Transportation Plan:

- Update
  - Scheduled five-year update cycle
- Periodic Amendments
  - Changes in federal laws
  - Changes in available funding for projects identified in the plan
  - Unanticipated substantive changes

Process and Responsibilities:

COMPASS	Timing*	ITD
<p>Develop the scope of work for the plan update, establish the growth forecast for the horizon year, and develop an initial financial forecast to the horizon year</p> <p>Potentially solicit public input^</p>	Year 1	<p>Review, provide feedback, recommend, and approve the scope of work, growth forecast, and financial forecast as part of COMPASS workgroups, the Regional Transportation Advisory Committee (RTAC), and the Board of Directors</p> <p>Provide data on anticipated revenues, costs, and deferred maintenance in Ada and Canyon Counties to feed into COMPASS' financial forecast in June, in coordination with financial data provided for COMPASS' TIP</p> <p>Provide input into, and assist with, public involvement through COMPASS' Public Participation Workgroup, as needed</p>
<p>Establish the horizon-year growth and transportation vision, determine plan goals, conduct needed studies and analyses, and update the financial forecast, as needed</p> <p>Potentially solicit public input^</p>	Year 2	<p>Review, provide feedback, recommend, and approve the growth and transportation vision and plan goals as part of COMPASS workgroups, RTAC, and the Board of Directors; collaborate on studies as appropriate</p> <p>Provide data on anticipated revenues, costs, and deferred maintenance in Ada and Canyon Counties to feed into COMPASS' financial forecast in June, in coordination with financial data provided for COMPASS' TIP</p> <p>Provide input into, and assist with, public involvement through COMPASS' Public Participation Workgroup, as needed</p>
<p>Conduct needed studies and analyses, update the financial forecast, as needed, and establish the plan's funding policy</p> <p>Potentially solicit public input^</p>	Year 3	<p>Provide data on anticipated revenues, costs, and deferred maintenance in Ada and Canyon Counties to feed into COMPASS' financial forecast in June, in coordination with financial data provided for COMPASS' TIP</p> <p>Review, provide feedback, recommend, and approve the funding policy as part of RTAC and the Board of Directors; collaborate on studies as appropriate</p> <p>Provide input into, and assist with, public involvement through COMPASS' Public Participation Workgroup, as needed</p>

COMPASS	Timing*	ITD
<p>Update the financial forecast, as needed</p> <p>Establish a prioritization process for all transportation needs based on performance-based planning principles, the congestion management process, equity considerations, and other factors</p> <p>Identify the scope, location, timing, and cost of needed transportation improvements out to the horizon year of the plan (all modes, funded and unfunded projects, studies)</p> <p>Potentially solicit public input<sup>^</sup></p>	Year 4	<p>Provide data on anticipated revenues, costs, and deferred maintenance in Ada and Canyon Counties to feed into COMPASS' financial forecast in June, in coordination with financial data provided for COMPASS' TIP</p> <p>Review, provide feedback, recommend, and approve the prioritization process as part of COMPASS workgroups, RTAC, and the Board of Directors</p> <p>Identify the scope, location, timing, and cost of needed transportation improvements on the state system out to the horizon year of the plan for inclusion in the plan (all modes, funded and unfunded projects, studies); provide within 30 days of request</p> <p>Provide input into, and assist with, public involvement through COMPASS' Public Participation Workgroup, as needed</p>
<p>Prioritize funded projects and unfunded needs across all modes using the established prioritization process</p> <p>Conduct an air quality conformity<sup>#</sup> demonstration, if applicable</p> <p>Write the draft plan and associated documents</p> <p>Solicit public comment on the draft plan (30 days minimum)<sup>^</sup></p> <p>Update the draft plan based on public feedback; request RTAC recommendation and Board of Directors' adoption</p>	Year 5	<p>Prioritize funded projects and unfunded needs using the established prioritization process as a member of RTAC and COMPASS workgroups; approve the prioritized funded and unfunded lists as a member of the COMPASS Board of Directors</p> <p>Approve the project list and modeling assumptions for the air quality conformity demonstration (if applicable) as a member of the Interagency Consultation Committee</p> <p>Provide input into, and assist with, soliciting public comment on the draft plan through COMPASS' Public Participation Workgroup</p> <p>Recommend and adopt the final plan as a member of RTAC and the COMPASS Board of Directors</p>
<p>Implement the plan through conducting studies, developing plans, and funding projects as identified in the plan; collaborate with ITD as appropriate on studies, plans, seeking funding, and funding projects</p> <p>Amend the plan as needed to meet new federal requirements, add new funded projects, or address other substantive changes as they arise; follow TIP amendment process<sup>+</sup></p>	Periodically/ Ongoing	<p>Collaborate with COMPASS as appropriate on studies, plans, seeking funding, and funding projects</p> <p>Notify COMPASS of any unfunded projects proposed for funding or changes to funded projects within 5 days of decision to move forward to allow for timely plan amendments</p>

*\*Each long-range plan update is unique, and the exact timing and nature of each step varies; therefore, the process described above is illustrative only*

*<sup>^</sup>Public involvement is guided by COMPASS' Participation Plan and occurs at multiple stages of the development process; exact timing, methods, and topics varies from plan to plan, but always include a minimum 30-day public comment period on the draft plan*

*<sup>#</sup>Air quality conformity requirements are prescribed in federal law; definitions of projects subject to conformity were developed by the Interagency Consultation Committee and described in air quality conformity reports*

*<sup>+</sup>New funded projects that are subject to air quality conformity requirements will only be added during regular plan or TIP update cycles*

#### Final Product:

- A fiscally constrained multimodal regional long-range transportation plan that outlines regional needs to the horizon year and meets all federal planning requirements.

## Appendix E. COMPASS' Title VI Plan

Definition/Purpose: As a recipient of federal funding, all of COMPASS' programs and activities must be conducted in accordance with all federal laws.

Applicable Federal Regulations: 23 CFR 450.336 (a)(3)

Triggers for Updates:

- Four-year schedule, beginning in 2026
- New federal laws/regulations
- Significant changes to regional demographics, transit services, and/or roadway infrastructure

Process and Responsibilities:

COMPASS	Timing	ITD
Review federal requirements; analyze changes to demographic data and transportation services and infrastructure	Ongoing	
Analyze demographic data; identify key and underrepresented populations		
Review Title VI Plans from other metropolitan planning organizations for best practices and innovative techniques	Initiate upon trigger	Work with COMPASS to ensure coordination and consistency of Title VI plans (ITD Office of Civil Rights)
Work with ITD Office of Civil Rights to ensure coordination and consistency of Title VI plans	3 months	
Develop updated draft Title VI plan		
Review draft plan with ITD's Office of Civil Rights and COMPASS' Public Participation Workgroup for feedback	2 months	Review and provide feedback on the draft Title VI plan (Office of Civil Rights and as a member of COMPASS' Public Participation Workgroup)
Request COMPASS Board of Directors' adoption of the Title VI plan	Even-numbered month	Adopt the Title VI plan as a member of the COMPASS Board of Directors
Submit letter of request and COMPASS Board-approved Title VI plan to ITD	1 week after COMPASS Board approval	
	Within 1 month of receipt	Approve COMPASS' Title VI plan and notify COMPASS of approval via letter (ITD Office of Civil Rights)
Implement the Title VI plan across all COMPASS programs; partner with ITD as appropriate	Ongoing	Partner with COMPASS as appropriate

Final Product:

- COMPASS Board of Directors' adopted, and ITD approved, Title VI plan, with signed resolution.

## Appendix F. COMPASS' Unified Planning Work Program (UPWP)

Definition/Purpose: The UPWP is COMPASS' annual statement of work identifying the planning priorities and activities to be carried out within COMPASS' planning area.

Applicable Federal Regulations: 23 CFR 450.308

### Triggers for Updates:

- Annual update:
  - Sufficient time to prepare for COMPASS' Board of Directors adoption in August of each year, to ensure adequate time for ITD and federal approval by October 1; this process typically begins in January.
- Periodic revisions:
  - Proposed changes to the COMPASS budget, planning priorities, or planned activities, or new regional studies implemented in the COMPASS planning area.

### Process and Responsibilities:

COMPASS	Timing	ITD
Schedule meeting with ITD staff to discuss studies, plans, and construction projects for the upcoming fiscal year to ensure COMPASS workdays to assist ITD are adequately included and regional studies are listed in the UPWP	January	Meet with COMPASS to share plans for studies, plans, and projects for the upcoming fiscal year; provide projections of needs for COMPASS staff assistance
Solicit other member agency projects for the upcoming fiscal year when over five days of COMPASS assistance is anticipated. Incorporate information from January ITD meeting into this process	February	Assist COMPASS with ensuring accurate scope, timing, etc., are reflected for ITD projects
Work with the Regional Transportation Advisory Committee (RTAC) to prioritize member agency project requests	March	Participate in prioritization process as a member of RTAC
Update five-year projections of planned activities and present to the COMPASS Finance Committee	March	Receive projections as part of Finance Committee packet; provide input as warranted
Present draft UPWP to Finance Committee for review	June	Receive draft UPWP as part of Finance Committee packet; provide input as warranted
Present draft UPWP to Finance Committee for recommendation to COMPASS Board	July	Receive draft UPWP as part of Finance Committee packet; provide input as warranted
Present UPWP to COMPASS Board for approval	August	Review, discuss, and vote on UPWP as a member of the COMPASS Board of Directors
Submit Board-approved UPWP to ITD's Planning and Development Services office for approval	August	
	September	Approve COMPASS' UPWP and submit to Federal Highway and Transit Administrations for approval
Revise as needed; submit to Finance Committee for recommendation and COMPASS Board of Directors for approval	As needed, based on triggers	Receive draft UPWP as part of Finance Committee packet; provide input as warranted. Review, discuss, and vote on UPWP as a member of the COMPASS Board of Directors
Submit Board-approved UPWP to ITD's Planning and Development Services office for approval	Within one week of Board approval	
	Within one month of receipt	Approve COMPASS' revised UPWP and submit to Federal Highway and Transit Administrations for approval

### Final Product:

- Complete, adopted UPWP document, including signed resolution.

## Appendix G. Federal Aid Functional Classification

Definition/Purpose: Functional Classification is the process to group roadways into classes according to the character of service they are intended to provide. The functional classification of a roadway impacts its eligibility for federal funding.

Applicable Federal Regulations: 23 CFR 470.105

Triggers for Review/Updates:

- Full review/update:
  - Release of decennial census data; following changes to urban and planning area boundaries
  - Changes in federal laws
- Annual review/minor update:
  - Autumn, if warranted based on construction of new or realignment of existing facility

Process and Responsibilities:

COMPASS	Timing	ITD
Meet with transportation jurisdictions within planning area to discuss potential changes	Upon trigger	
Document requested changes to non-state facilities; gather applicable data from transportation jurisdictions; prepare draft maps	4 months	
Present draft changes to COMPASS committee(s), ITD staff, and COMPASS Board of Directors	March/April	Review and comment on draft changes as submitted; review, discuss, and vote on recommendation/approval of changes as a member of the Regional Transportation Advisory Committee and COMPASS Board of Directors
Submit letter of request, signed COMPASS Board resolution, and excel file, GIS file, Idaho Functional Classification Change Request Form (when appropriate), and PDF of maps with proposed changes to Functional Classification to ITD	1 week after COMPASS Board approval in April	
	Yearly in June	Receive submission, update appropriate ITD data/maps with proposed changes, and present to IT Board for approval, as part of a "package" of all functional classification change requests for the state
	Within 15 days of IT Board approval	Submit letter of request, signed IT Board resolution, excel file, GIS file, and PDF of maps with proposed changes to Functional Classification to FHWA – ID for approval and copy COMPASS
	Within 15 days of FHWA approval	Ensure all GIS files, data, and maps are updated with approved changes and route to appropriate ITD and COMPASS staff; maintain all functional classification maps and related GIS files and data
Submit technical corrections* to ITD	As needed	
*Technical corrections only refer to errors or omissions that differ from the approved Federal Aid Functional Classification map	Within 30 days of receipt	Make technical corrections

*Final Products:*

- Resolutions adopted by the IT and COMPASS Boards of Directors approving requested changes to the Federal Aid Functional Classification map.
- Approval letter from the Federal Highway Administration (sent to ITD; forwarded to COMPASS).
- Updated Federal Aid Functional Classification maps and related GIS data (ITD, COMPASS, FHWA – ID).

## Appendix H. National Highway System

Definition/Purpose: The National Highway System (NHS) includes the interstate highway system as well as other roads important to the nation's economy, defense, and mobility.

Applicable Federal Regulations: 23 CFR 470.107 and .113

Triggers for Review/Updates:

- Changes in federal laws
- Construction of new or realignment of existing facility on the NHS
- Transference of NHS facility between ITD and local agencies

Process and Responsibilities:

COMPASS	Timing	ITD
Meet with transportation jurisdictions within planning area to discuss potential changes	Upon trigger; initiate with sufficient time to present to COMPASS Board and Regional Transportation Advisory Committee in February	Notify and coordinate with COMPASS on changes to the NHS initiated by ITD prior to action being taken
Present draft changes for action to COMPASS committee(s), ITD staff, and COMPASS Board of Directors	February/March/April	Review and comment on changes as submitted; review, discuss, and vote on recommendation/approval of changes as a member of the Regional Transportation Advisory Committee and COMPASS Board of Directors
Submit letter of request, excel file, GIS file, and PDF of maps with proposed changes to the NHS to ITD	1 week after COMPASS Board approval in April	
	2 months; IT Board approval in June	Receive submission, update appropriate ITD data/maps with proposed changes, and present to IT Board for approval
	Within 15 days of IT Board approval	Submit letter of request, signed IT Board resolution, excel file, GIS file, and PDF of maps with proposed changes to the NHS to FHWA – ID for approval and copy COMPASS
	Within 15 days of FHWA approval	Ensure all GIS files, data, and maps are updated with approved changes and route to appropriate ITD and COMPASS staff Maintain all functional classification maps and related GIS files and data
Submit technical corrections* to the ITD Broadband Utilities Program Manager	As needed	
<i>*Technical corrections <u>only</u> refer to errors or omissions that differ from the approved NHS</i>	Within 30 days of notification	Make technical corrections

Final Products:

- Resolution adopted by the IT Board approving requested changes to the NHS.
- Approval letter from the Federal Highway Administration (sent to ITD; forwarded to COMPASS).
- Updated NHS map and related GIS files (ITD, COMPASS, and FHWA – ID).

## Appendix I. Planning Efforts, Studies, and Related Projects

Definition/Purpose: COMPASS and ITD conduct planning studies as part of their planning processes. COMPASS and ITD should consult and/or coordinate with each other to conduct these studies, as appropriate, and coordinate on other related projects to ensure mutual benefit.

Applicable Federal Regulations: 23 CFR 450.318

### Triggers:

- Scheduled development or update of regional or statewide plans, studies, or related projects
- Needs identified through other planning processes, requests or direction from other government bodies, or changes to policies, development patterns, funding, etc.
- Changes in federal laws
- Availability of competitive grants or new funding sources

### Process and Responsibilities – Planning Studies Within COMPASS’ Planning Area:

COMPASS	Timing	ITD
Initiate discussions with ITD staff independently and through the Regional Transportation Advisory Committee (RTAC) to identify needed planning studies within the time frame of the next long-range transportation plan	During long-range transportation plan update	Identify needed funded and unfunded planning studies and share with COMPASS for inclusion in the long-range transportation plan
Review identified planning studies with RTAC; work with study sponsor to identify the appropriate type of study and level of effort; identify as short-term programmed, long-term funded, or unfunded; prioritize as appropriate  Include in long-range transportation plan, based on information above	During long-range transportation plan update	Work with study sponsor to identify the appropriate type of study and level of effort  Participate in review, prioritization, etc., as a member of RTAC  Recommend and approve priority funded and unfunded studies to be included in the long-range plan as a member of RTAC and the COMPASS Board of Directors
When funded, add to COMPASS’ TIP following the standard TIP update or amendment process  Include in the list of regional studies in UPWP	During annual TIP update or amendment process	When funded, add to ITD’s STIP by reference through COMPASS’ TIP following the standard TIP update or amendment process
Initiate meeting with ITD staff to discuss ITD-sponsored corridor studies, environmental studies, construction projects, grant applications, and similar projects in the COMPASS planning area anticipated in the upcoming fiscal year	December/January	Meet with COMPASS staff to discuss ITD-sponsored studies and projects (see sample list at left) in the COMPASS planning area anticipated in the upcoming fiscal year
Develop project scopes and prioritize projects for COMPASS assistance for inclusion in COMPASS’ UPWP when COMPASS assistance is anticipated following the standard UPWP process; include studies in the list of regional studies in UPWP	February – August	Work with COMPASS staff to confirm scope, needed assistance, and estimated number of COMPASS workdays for ITD projects, when COMPASS assistance is anticipated  Participate in UPWP development and approval, following the standard UPWP process
Coordinate with ITD on COMPASS-managed planning studies and related projects. Coordination may include co-managing projects, including ITD staff on project-related committees and workgroups, and requesting ITD input and review  Provide assistance to ITD for ITD-managed planning studies and other projects as requested, including grant writing/letters of support, modeling, benefit/cost analyses, and providing GIS analysis and other data in a timely manner  Provide ITD with COMPASS’ official, approved demographic, roadway, and transit data, and land use assumptions for Ada and Canyon	Ongoing	Coordinate with COMPASS on ITD-managed planning studies and related projects. Coordination may include co-managing projects, including COMPASS staff on project-related committees and workgroups, and requesting COMPASS input and review  Provide assistance, including data and background information, to COMPASS for COMPASS-managed planning studies and other projects as requested in a timely manner  Work with COMPASS to ensure plans and studies in Ada and Canyon Counties use COMPASS’



COMPASS	Timing	ITD
Counties, for use in planning studies and related projects		official, approved demographic, roadway, and transit data, and land use assumptions
Work with ITD to ensure that non-ITD grant applications developed with COMPASS assistance are provided to ITD to submit to the Idaho Division of Financial Management (DFM) prior to submission to the grantor		Share results of planning studies and related projects with COMPASS
Share results of planning studies and related projects with ITD		Submit grant applications to DFM for approval; provide DFM response to COMPASS

Process and Responsibilities – Statewide Planning Studies:

COMPASS	Timing	ITD
	As needed	Provide the opportunity for COMPASS to actively participate in statewide planning processes
Notify ITD if COMPASS will participate directly (representing COMPASS only), participate as a representative of all/other Idaho MPOs, participate by proxy (another MPO will represent COMPASS), or decline to participate	Upon invitation	
Actively participate by attending meetings, reviewing documents, and providing other input and assistance as requested	Throughout plan/study development (assuming COMPASS' participation)	Provide meaningful opportunities for COMPASS' participation, input, and review throughout the planning process
		Share results and final products with COMPASS

Final Products:

- Planning studies included in the long-range transportation plan, TIP/STIP, and COMPASS' UPWP.
- Completed regional and statewide planning studies and other related projects developed with mutual cooperation and input.

## Appendix J. Regional and Statewide Transportation Improvement Programs

**Definition/Purpose:** Annually, in cooperation with ITD, COMPASS develops a regional transportation improvement program (TIP), which is a short-term budget of federally funded and regionally significant transportation projects in Ada and Canyon Counties. The purpose of COMPASS' TIP is to implement the investment priorities identified in the region's LRTP. Therefore, projects in the TIP should first be identified as priorities in the long-range plan.

Concurrently, in cooperation with COMPASS and other MPOs, ITD develops the statewide version of the same document – the Statewide Transportation Improvement Program (STIP). COMPASS' TIP is included by reference in ITD's STIP – that is, the STIP does not separately list projects in COMPASS' planning area (Ada and Canyon Counties), but rather links to COMPASS' TIP. Per ITD's standard practice, ITD includes all its projects in its STIP, regardless of funding source, to allow flexibility in adjusting funding sources. As projects in COMPASS' planning area are included in the STIP by referencing the TIP, all ITD projects in COMPASS' planning area are included in COMPASS' TIP, regardless of funding source, to accommodate ITD's standard practice.

ITD also develops a parallel document, the Idaho Transportation Investment Program (ITIP) which is written for a more “public” audience than the STIP. Unlike the STIP, the ITIP does directly list projects in COMPASS' planning area, but it is not recognized by federal agencies.

**Applicable Federal Regulations:** 23 CFR 450.326

**Triggers for Updating or Amending the TIP/STIP:**

- Annual Update
  - Summer prior to the year of adoption
- Periodic Amendments
  - Change in scope of funded project, as defined in each agency's amendment policy<sup>1</sup>
  - Unanticipated needs or funding that necessitate adding or removing projects
  - Changes in federal or state laws or regulations

**Process and Responsibilities – Annual Update:**

COMPASS	Timing	ITD
Prepare for update and call for projects, including: <ul style="list-style-type: none"> <li>• Updating COMPASS' application guide</li> <li>• Holding joint COMPASS/ITD meetings with COMPASS member agencies to discuss needs and the application process</li> </ul>	Summer/fall	Participate in COMPASS' process by: <ul style="list-style-type: none"> <li>• Recommending and approving the application guide and rural priorities as a member of the Regional Transportation Advisory Committee (RTAC) and COMPASS Board of Directors</li> <li>• Participating in joint meetings with COMPASS member agencies</li> </ul>
Develop TIP project list, including: <ul style="list-style-type: none"> <li>• Soliciting funding applications from local agencies for programs managed by COMPASS*</li> <li>• Working with RTAC to:               <ul style="list-style-type: none"> <li>◦ Prioritize applications for projects in the COMPASS planning area using established performance-based planning and congestion management criteria</li> <li>◦ Develop a funding plan that matches available funding with top-ranked projects for programs managed by COMPASS*</li> <li>◦ Develop the draft TIP project list that includes all federally funded, regionally significant, and ITD projects in the COMPASS planning area</li> </ul> </li> <li>• Participate in ITD's process by:               <ul style="list-style-type: none"> <li>◦ Prioritizing and submitting COMPASS Board-approved priorities for local programs managed by ITD/the Local</li> </ul> </li> </ul>	December – June	Develop the STIP project list, including: <ul style="list-style-type: none"> <li>• Allocating funding for local programs for projects within COMPASS' planning area managed by the ITD/LHTAC<sup>^, #</sup></li> <li>• Including COMPASS in the ITD prioritization process</li> <li>• Reviewing the draft ITIP with the IT Board prior to release for public comment</li> </ul> Participate in COMPASS' process by: <ul style="list-style-type: none"> <li>• Prioritizing local projects in the COMPASS planning area, approving initial prioritization, and approving the funding plan for programs managed by COMPASS as a member of RTAC</li> <li>• Providing COMPASS with ITD's D3 draft project list no later than April 1</li> <li>• Reviewing COMPASS' draft TIP as a member of RTAC and the COMPASS Board</li> </ul> Approve the project list and modeling assumptions for the air quality conformity demonstration (if applicable) as a member of the Interagency Consultation Committee

<sup>1</sup> COMPASS: <https://compassidaho.org/resourcedevelopment/#FundPol> ITD: <https://itd.idaho.gov/funding/?target=stip>

COMPASS	Timing	ITD
<p>Highway Technical Assistance Council (LHTAC)<sup>^</sup> to ITD/LHTAC for inclusion in their funding processes</p> <ul style="list-style-type: none"> <li>o Collaborating with ITD by providing input into project applications and priorities<sup>#</sup></li> </ul> <p>Enter COMPASS-managed programs* into ITD's project management database</p> <p>Review the draft TIP project list with RTAC and the COMPASS Board of Directors prior to public comment</p> <p>Conduct an air quality conformity demonstration, if applicable<sup>2</sup></p>		
<p>Develop the TIP report to accompany the TIP project list; include demonstration of fiscal constraint and performance measure targets and analyses from the previous year</p>	June - September	<p>Provide data on anticipated revenues, costs, and deferred maintenance in Ada and Canyon Counties to feed into COMPASS' financial forecast (June; within 2 weeks of request)</p>
<p>Solicit public comment on the draft TIP:</p> <ul style="list-style-type: none"> <li>• Align timing with ITD's comment period and co-promote whenever possible</li> <li>• When asked, provide responses to ITD regarding questions/comments from the public within three business days of receipt when possible</li> <li>• Share comments received on ITD projects with ITD within 10 days of close of comment period</li> </ul>	Minimum 30 days; month of July	<p>Solicit public comment on the draft ITIP:</p> <ul style="list-style-type: none"> <li>• Align timing with COMPASS' public comment period and co-promote whenever possible</li> <li>• When asked, provide responses to COMPASS regarding questions/comments from the public within three business days of receipt when possible</li> <li>• ITD Office of Communications and Planning and Development will share comments received on projects in the COMPASS planning area with COMPASS within 10 days of close of comment period</li> </ul>
<p>Recommend and approve the final TIP project list and air quality conformity demonstration, if applicable</p> <p>Submit final TIP report and submittal letter via email to ITD, requesting ITD approval; copy Federal Highway and Transit Administrations</p>	August-September	<p>Recommend the TIP project list as a member of RTAC and approve as a member of the COMPASS Board of Directors</p> <p>Receive approved TIP project list from COMPASS and finalize per mirroring procedures for final approval</p>
	October	Request IT Board approval of ITD's STIP; the STIP includes COMPASS' TIP by reference
	November	Submit STIP to Federal Highway and Transit Administrations
<p>Compile the annual list of projects, showing obligation status of all projects with programmed funding in the previous fiscal year</p> <p>Post on COMPASS website no later than December 31</p>	November / December	Provide COMPASS with transit project obligation data for inclusion in annual list of projects (November, within two weeks of request)
	December	Send COMPASS a copy of the federal STIP/TIP approval letter when received
Update TIP amendment policy as needed; work with RTAC and COMPASS Board of Directors for review/recommendation/approval	As needed	Recommend and approve updates to COMPASS' TIP amendment policy as a member of RTAC and the COMPASS Board of Directors

<sup>2</sup> Projects requiring air quality conformity demonstration will only be added to COMPASS' TIP during the annual update cycle

Process and Responsibilities – Amendments and Modifications:

COMPASS	Timing	ITD <i>ITD amendment only*</i>
Identify trigger; notify ITD to begin process to amend or modify the STIP	Upon trigger Notification within 15 days of decision to move forward	*Identify trigger; notify COMPASS to begin process to amend the TIP and other documents as needed
Determine the type of action needed per COMPASS' amendment policy within three days and develop action plan; share with ITD for ITD projects  Follow one of the two processes in italics below; details outlined in COMPASS' TIP amendment policy	Upon receipt of all needed information	*Determine the type of action needed Modify the STIP as appropriate. Process changes based on IT Board policies and procedures If comment period is required; coordinate with COMPASS, including providing one joint public comment period when possible. When a joint comment period is administered by ITD, ITD will provide comments to COMPASS upon close of the comment period
<i>Administrative Modification: Prepare documentation for COMPASS Executive Director signature. Comment period may be required; if so, coordinate with ITD, including providing one joint public comment period when possible. When a joint comment period is administered by COMPASS, COMPASS will provide comments to ITD upon close of the comment period</i>	Monthly	
<i>Amendment: Comment period is required; coordinate with ITD, including providing one joint public comment period when possible. When a joint comment period is administered by COMPASS, COMPASS will provide comments to ITD upon close of the comment period</i>	Total: 6 – 8 weeks, including public comment COMPASS Board adoption: even numbered months	
Enter obligations or changes to COMPASS-managed programs or locally funded projects into ITD's project database; complete and submit ITD Form 2210 to ITD HQ Planning and Program Management Office staff for inclusion in the next IT Board meeting packet	Within 10 business days of COMPASS Board adoption	Include completed Form 2210 in next IT Board meeting packet
Attend IT pre-Board meeting to discuss Board item	Week prior to Board meeting	Invite COMPASS staff to pre-Board meeting
Attend IT Board meeting to respond to questions, if asked, concerning the proposed changes	IT Board meeting	Share any known questions or concerns with COMPASS staff prior to the meeting
Complete process as noted above for full TIP		Process changes based on IT Board policies and procedures

\*Programs managed by COMPASS include:

- Carbon Reduction Program (CRP) (Transportation Management Area [TMA], Large Urban [LU])
- Planning programs (TMA, LU)
- Surface Transportation Block Grant (STBG) (TMA, LU)
- Transit Enhanced Mobility of Seniors and Individuals with Disabilities Program (5310) (SU)
- Transit Bus and Bus Facilities Program (5339) (SU)
- Transportation Alternatives Program (TAP) (TMA)

^Programs managed by ITD include, but are not limited to:

- Carbon Reduction Program (CRP) (SU, Rural [R], anywhere in the state [A])
- National Electric Vehicle Infrastructure (NEVI) Program
- *Promoting Resilient Operations for Transformative, Efficient, and Cost-Saving Transportation* (PROTECT) (A)
- State Planning and Research (A)

^Programs jointly managed by ITD or LHTAC include, but are not limited to:

- Local Bridge Program
- Highway Safety Improvement Program (HSIP) (State and Local)
- Transportation Alternatives Program (TAP) (LU, SU, R, A)

#Follow agreed-upon statewide process outlined in a future agreement between ITD and Idaho's metropolitan planning organizations.

Final Product:

- Regional and statewide transportation improvement programs, including project lists, reports, and Board resolutions.

## Appendix K. Transportation Performance Management

Definition/Purpose: Transportation Performance Management is a strategic approach that uses system information to make investment and policy decisions to achieve performance goals. ITD sets statewide performance targets; COMPASS can set its own targets or support ITD's targets.

Applicable Federal Regulations: 23 CFR 490.207, .307, .407, .507, .607, .707, .807

Triggers for Updates:

- Data/Reporting:
  - Annual cycle
  - New federal laws/regulations
  - Changes in the air quality status of all or parts of Ada and/or Canyon Counties
  - Changes in statewide targets
- Targets:
  - The start of a new performance period; timing varies from one to four years, based on target
  - New federal laws/regulations
  - Changes in the air quality status of all or parts of Ada and/or Canyon Counties
  - Changes in statewide targets

Process and Responsibilities:

COMPASS	Timing	ITD
	March	Enter Idaho's emission reduction data in the Congestion Mitigation Air Quality (CMAQ) Public Access System
	March - June	Submit to the Federal Highway Administration (FHWA): <ul style="list-style-type: none"> <li>• Bridge infrastructure condition data</li> <li>• Highway Performance Monitoring System (HPMS) pavement condition, system reliability, and freight reliability data for the interstate and National Highway System (NHS)</li> </ul>
	August	Submit Idaho's Highway Safety Improvement Program report to FHWA  Provide COMPASS with annual statewide and regional data on performance of the interstate and non-interstate NHS: <ul style="list-style-type: none"> <li>• Percent of the interstate pavement in good and poor condition</li> <li>• Percent of the non-interstate NHS pavement in good and poor condition</li> <li>• Percent of NHS bridges in good and poor condition</li> <li>• Percent of person-miles reliable on the interstate and non-interstate NHS</li> <li>• Truck Travel Time Reliability on the interstate</li> <li>• Regional segment/point-level GIS data on all of the above</li> </ul> Provide COMPASS with annual emission reduction and traffic congestion performance data: <ul style="list-style-type: none"> <li>• Annual hours of peak hour of excessive delay per capita on the NHS within the Transportation Management Area (TMA)</li> <li>• Percent of non-single occupant vehicle travel within the TMA</li> </ul>

COMPASS	Timing	ITD
		<ul style="list-style-type: none"> <li>Emission reductions within the TMA if classified as a maintenance or nonattainment area</li> <li>Regional segment/point-level GIS data on all of the above</li> </ul> <p>Provide COMPASS with new or adjusted statewide targets and explanation of changes for the two-year and four-year performance periods for pavement, bridge, reliability, freight, and CMAQ emission reduction and traffic congestion measures</p>
	October	Provide COMPASS with annual statewide and regional safety performance data and targets
<p>Request COMPASS Board of Directors' adoption of region-specific safety targets <u>or</u> support of ITD statewide safety targets</p> <p>Request COMPASS Board of Directors' adoption of any other new or adjusted targets, as needed</p>	December	
<p>Notify ITD of support (or not) of annual statewide safety targets</p> <p>Notify ITD of support (or not) of other established statewide targets, when targets have been updated by ITD</p>	February	

**Final Product:**

- COMPASS and IT Boards of Directors' approved targets that meet federal deadlines and requirements.

## EXECUTIVE COMMITTEE AGENDA ITEM IV-C

Date: January 9, 2024

### Topic: Proposed Updates to COMPASS Employee Benefits

#### Request/Recommendation:

COMPASS staff requests Executive Committee recommendation for COMPASS Board of Directors' approval of the attached amendments to the COMPASS Employment Policies and Procedures, incorporating changes and additions to the COMPASS employee benefit package.

#### Background/Summary:

Like many of our member agencies, COMPASS has faced challenges in recruiting and retaining employees in the current competitive labor market. COMPASS strives to maintain a competitive benefit package relative to member agencies and peer metropolitan planning organizations to support its recruiting and retention efforts. To that end, COMPASS proposes the addition of a paid parental leave benefit, and enhancements to its vacation leave and commuting benefits.

Paid parental leave is an attractive benefit for potential and current employees, and one that is offered by numerous COMPASS member agencies. The table below summarizes the number of weeks of paid parental leave offered by a sample of member agencies that offer this benefit.

Member agency	Weeks of paid parental leave
Ada County Highway District	12
City of Meridian	12
State of Idaho	8
Ada County	8
City of Boise	6
City of Caldwell	6 (proposed 1/2/2024)

COMPASS proposes to offer 6 weeks of paid parental leave, with the specific parameters outlined in the attachment. If approved, this attachment will be incorporated as Section 17.7 of the COMPASS Employment Policies and Procedures and will be effective March 1, 2024. The costs of this policy will be soft costs, in that other staff will need to cover some of the work of employees on leave, and project schedules may need to be adjusted to accommodate leave, but there will not be a direct dollar impact to the budget, as COMPASS budgets as fully staffed throughout the year.

COMPASS proposes to increase the amount of vacation leave offered to employees by three days per tier, as outlined in the attached amended Section 17.1 of the COMPASS Employment Policies and Procedures. Additionally, COMPASS staff proposes to remove the prohibition on use of vacation within the first six months of employment. Additional leave time is the most requested enhancement to its benefit package that COMPASS receives from its staff and candidates.

The requirement that staff have enough accrued vacation available to cover their request in full remains in place. COMPASS continues to reserve the right to deny a request for vacation leave if that leave impedes COMPASS from completing its work in a timely manner.

If approved, this attachment will replace Section 17.1 of the current COMPASS Employment Policies and Procedures and will be effective March 1, 2024. Like parental leave, the costs of this policy enhancement will be soft costs, in that other staff will need to cover some of the work of employees on leave, but there will not be a direct dollar impact to the budget, as COMPASS budgets as fully staffed throughout the year. Some additional costs may be incurred for payout of a higher accrued vacation balance should employees terminate their employment with COMPASS, but these costs are typically offset by savings from vacancies.

Lastly, staff proposes the attached rewrite of Section 16.5 of the COMPASS Employment Policies and Procedures to state more clearly that qualified transportation benefits offered will be those permissible under Internal Revenue Service (IRS) guidance, and those benefits are subject to change without notice. For example, under current guidance, COMPASS may make available a transit pass to employees at no cost to them but is not able to provide bicycle commuting expense reimbursement on a pre-tax basis. This policy revision allows COMPASS to provide qualified transportation benefits appropriately as the IRS code changes without necessitating a re-write of the policy.

**Implication (policy and/or financial):**

Without COMPASS Board of Directors' approval of the proposed changes, the current Employment Policies and Procedures manual, effective March 1, 2022, will remain in effect.

**More Information:**

- 1) Attachments:           Section 17.7 Paid Parental Leave  
                                  Section 17.1 Vacation Leave  
                                  Section 16.5 Qualified Transportation Benefits
- 2) For detailed information contact: Meg Larsen at 208-475-2228 or  
    mlarsen@compassidaho.org

ML:tg



## 17.7 PAID PARENTAL LEAVE

COMPASS offers paid parental leave to eligible full-time and part-time employees to provide an opportunity to bond and welcome a new child to their family. Paid parental leave is available to all full-time and part-time employees that have been employed with COMPASS for at least twelve consecutive months prior to the commencement of paid parental leave. Eligibility determinations are made as of the date that the child is born or placed via adoption.

Parental leave refers to paid time off following the birth of an employee's natural child or the legal placement of a child with an employee for the purposes of adoption. The maximum amount of paid parental leave is 30 days (6 weeks) in a 12-month period for full-time employees. Part-time employees are eligible for a pro-rated amount of parental leave based on the number of hours typically worked in a week.

To be eligible for paid parental leave, employees must meet one of the following criteria:

- Be a new parent by childbirth
- Be a parent of a child born to a surrogate mother
- Be the new adoptive parent of a child under the age of 18; this criterion does not apply to the adoption of a stepchild by a stepparent, or to the placement of a foster child
- Be an individual seeking to adopt a child after the birth of that child; but the adoption has not yet been finalized

Surrogate mothers and sperm/egg donors are not eligible for paid parental leave.

Full-time employees may receive a maximum of 6 weeks (30 days) of paid parental leave in a rolling 12-month period. Multiple births or adoptions in a 12-month period will not increase the maximum amount of paid parental leave.

Paid parental leave shall run concurrently with leave under the Family Medical Leave Act, as applicable.

Employees may use paid parental leave continuously for 6 weeks or as a pre-defined reduced work schedule as long as it is used within 12 months of the birth date or adoptive placement date of the child. Paid parental leave may not be used in less than full day increments.

If a COMPASS paid holiday occurs during the period of paid parental leave, the time will be paid as holiday pay and not count against the employee's paid parental leave allotment. Employees may use accrued sick or vacation leave in addition to paid parental leave in accordance with the policies and procedures governing those leave benefits.

Paid parental leave will be compensated at the employee's rate of pay at the time of commencement of leave and is paid on COMPASS' regularly scheduled pay dates.

COMPASS will maintain all benefits for employees during the paid parental leave period in accordance with the policies and procedures governing those benefits.

Employees must provide at least 30 days' notice prior to using paid parental leave, when foreseeable, or as soon as possible when 30 days advance notice is not feasible. The notice must include the anticipated start date of the paid parental leave and the anticipated schedule and duration of the paid parental leave.

Employees may be required to submit documentation of the birth or placement of the child. Acceptable documentation may include but is not limited to:

- For Adoption – Adoption order or proof of placement
- For Birth – Birth certificate or report of birth, custody order, proof of placement

Documents provided must show the date of birth or date of placement if placement was other than the date of birth. The name of the legal parent must appear on the birth certificate, a legal document establishing paternity, or a legal document establishing adoption.

Parental leave not used within 12 months of the birth date or placement date of the child is forfeited. Parental leave is forfeited upon termination of employment.

## 17.0 LEAVE TIME POLICIES

### 17.1 VACATION LEAVE

#### 17.1.1 ACCRUAL

Vacation leave credit is earned at a rate typically determined by length of employment and hours worked with COMPASS. Employees begin to accrue vacation leave on their first day of employment with COMPASS. ~~\_, but they are not eligible to use accrued vacation until they have completed six months of employment.~~

Vacation leave typically accrues to full-time employees as shown in the table below, subject to the listed maximums. Part-time employees accrue vacation leave at a rate proportional to the hours worked in each pay period. The Executive Director may negotiate an alternate accrual rate with employees at his/her sole discretion. In no event will total annual accrual exceed ~~24~~<sup>7</sup> days per year for employees other than the Executive Director.

COMPASS encourages employees to ~~utilize~~<sup>use</sup> their vacation leave for rest and relaxation. To encourage ~~utilization~~<sup>use</sup> of vacation time, COMPASS has established a maximum accrual. Employees may only accrue vacation up to their maximum accrual. Employees that reach their maximum accrual will stop accruing additional vacation until they ~~utilize~~<sup>use</sup> some of their accrued vacation and fall below the maximum.

Vacation leave will continue to accrue while an employee is on any type of leave with pay.

Vacation will not accrue to any employee during any type of leave without pay.

<del>Years of Employment</del>	<del>Accrual</del>	<del>Maximum Accrual</del>
<del>0 to 5</del>	<del>12 days per year</del>	<del>192 hours or 24 days</del>
<del>5+ to 10</del>	<del>15 days per year</del>	<del>240 hours or 30 days</del>
<del>10+ to 15</del>	<del>18 days per year</del>	<del>288 hours or 36 days</del>
<del>15+ to 20</del>	<del>21 days per year</del>	<del>336 hours or 42 days</del>
<del>20+</del>	<del>24 days per year</del>	<del>384 hours or 48 days</del>

<u>Years of Employment</u>	<u>Accrual</u>	<u>Maximum Accrual</u>
<u>0 to 5</u>	<u>15 days per year</u>	<u>240 hours or 30 days</u>
<u>5+ to 10</u>	<u>18 days per year</u>	<u>288 hours or 36 days</u>
<u>10+ to 15</u>	<u>21 days per year</u>	<u>336 hours or 42 days</u>
<u>15+ to 20</u>	<u>24 days per year</u>	<u>384 hours or 48 days</u>
<u>20+</u>	<u>27 days per year</u>	<u>432 hours or 54 days</u>

#### 17.1.2 USE OF ACCRUED VACATION

~~After completing six months of employment, employees may use accrued vacation leave.~~

Non-exempt employees may use leave in quarter hour (15 minute) increments to cover absences from their normally scheduled workday.

Exempt employees should use leave for absences of four hours or more from their normally scheduled workday, regardless of the number of hours worked on the other days of the week.

Exempt employees do not need to use leave when they are absent less than four hours of their normally scheduled workday. Exempt employees are expected to manage their time and complete their tasks and projects within the timeframes established with their supervisors, without regard to absences during their normally scheduled workday.

Employees should submit a leave request to their supervisors in advance of their planned time off. Employees must have enough accrued leave accumulated to cover their leave request in full. Leave will not be advanced to employees. Generally, leave requests will be approved unless the employee's absence at the requested time would impede the ability of the agency to complete its work in a timely manner. Approved leave requests should be forwarded to the payroll preparer.

When a holiday occurs during an employee's vacation and the employee is entitled to the holiday, it will not be counted as part of the vacation leave used.

### 17.1.3 DISPOSITION OF ACCRUED VACATION UPON TERMINATION

Employees who have been employed for at least ~~six~~ six months will receive a lump sum payment for unused accrued vacation earned through the termination date upon termination of employment with COMPASS. The amount due for unused accrued vacation will be calculated using the employee's rate of pay at the termination date.

Employees with less than ~~six~~ six months of employment with COMPASS will not be entitled to vacation leave pay upon termination of employment. ~~If employees used any vacation leave during their first six months of employment, the amount paid for that vacation leave will be deducted from the employee's final pay. If an employee uses vacation leave during the first six months of employment, the Director of Operations will prepare an agreement specifying the terms and conditions of that use for the signatures of the Executive Director and the employee.~~

## 16.5 QUALIFIED TRANSPORTATION BENEFITS~~ALTERNATIVE~~ ~~TRANSPORTATION INCENTIVE~~

COMPASS supports efforts to reduce the use of single-occupant vehicles ~~through reimbursement of some expenses incurred by those using alternative transportation modes such as bicycles, buses, and vanpools up to the maximum set by federal guidelines.~~ by providing qualified transportation benefits as defined and permitted by the applicable federal tax code. These benefits may include but not be limited to access to transit passes, commuter highway vehicles, reimbursement of qualified bicycle commuting expenses, and reimbursement of parking expenses.

Employees should be aware that qualified transportation benefits as defined in the federal tax code are subject to change, and previously available benefits may be ~~removed~~removed, or new benefits may be added without notice.

Employees should contact the Director of Operations for information on currently available qualified transportation benefits, and the requirements to access those benefits.

~~The employee must sign a statement verifying that they use this mode of travel to get to COMPASS employment 60% or more of the working days in a month in order to receive reimbursement.~~

## EXECUTIVE COMMITTEE AGENDA ITEM V-A

Date: January 9, 2024

### **Topic: Status Report - Regional Transportation Advisory Committee (RTAC)**

#### **Request/Recommendation:**

Information only.

#### **Background/Summary:**

RTAC Bylaws state that the RTAC Chair will submit a monthly status report on RTAC activities to the COMPASS Executive Committee. Below is an outline of agenda items and actions from the November 15, 2023, meeting.

#### **CONSENT AGENDA**

**Approve September 27, 2023, RTAC Meeting Minutes**

**Approve 2024 RTAC Meeting Dates/Times**

RTAC approved the consent agenda.

#### **ACTION ITEMS**

##### **Elect Vice Chair for Remainder of 2023**

RTAC elected Doug Hanson, City of Kuna, as Vice Chair for the remainder of 2023, as the previous Vice Chair, Miranda Carson, is no longer a member of RTAC.

##### **Recommend Changes to the Transportation Improvement Program Amendment Policy**

RTAC recommended COMPASS Board of Directors' approval of changes to the regional transportation improvement program (TIP) amendment policy to more closely align with the Idaho Transportation Department's statewide TIP amendment policy and incorporate changes requested by federal transportation agencies.

##### **Recommend *Communities in Motion 2055* Goals and Objectives**

RTAC discussed revised proposed goals and objectives for *Communities in Motion 2055* and delayed action to a future meeting to allow time for additional discussion of questions and edits proposed in the meeting.

##### **Recommend Transportation Management Area Balancing**

RTAC recommended actions to balance the Surface Transportation Block Grant and Transportation Alternatives Program in the Transportation Management Area (TMA) to use available funding to meet needs as requested by COMPASS member agencies. One item (Safe Routes to School) requires COMPASS Board of Directors' approval, as it is a 39% increase in cost, and will be brought to the COMPASS Board for action in its December 18, 2023, meeting. The other actions will be processed through a Staff Administrative Modification.

## **Recommend Adoption of a Resolution Modifying the FY2023-2029 and FY2024-2030 Regional Transportation Improvement Programs**

RTAC recommended COMPASS Board of Directors' approval of modifications to the FY2023-2029 and FY2024-2030 TIPs to increase the cost of four projects. The Safe Routes to Schools project (above) will be added to this modification. The action will be brought to the COMPASS Board of Directors for action in its December 18, 2023, meeting.

## **INFORMATION/DISCUSSION ITEMS**

### **Review COMPASS Funding Procedures**

RTAC received an overview of where to access COMPASS funding procedures on the COMPASS website.

### **Status Report FY2023 *Communities in Motion* (CIM) Implementation Grants and Project Development Program Projects**

RTAC received an update on FY2023 CIM Implementation Grants and Project Development Program projects and where to find information about both programs on the COMPASS website.

### **More Information:**

1) Contact Toni Tisdale, Principal Planner, at [ttisdale@compassidaho.org](mailto:ttisdale@compassidaho.org) or Lee Belt, City of Greenleaf, at [clerk@greenleaf-idaho.us](mailto:clerk@greenleaf-idaho.us).

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## EXECUTIVE COMMITTEE AGENDA ITEM V-A

Date: January 9, 2024

### **Topic: Status Report - Regional Transportation Advisory Committee (RTAC)**

#### **Request/Recommendation:**

Information only.

#### **Background/Summary:**

RTAC Bylaws state that the RTAC Chair will submit a monthly status report on RTAC activities to the COMPASS Executive Committee. Below is an outline of agenda items and actions from the December 20, 2023, meeting.

#### **CONSENT AGENDA**

##### **Approve November 15, 2023, RTAC Meeting Minutes**

RTAC approved the consent agenda.

#### **ACTION ITEMS**

##### **Recommend *Communities in Motion 2055* Goals and Objectives**

RTAC recommended COMPASS Board of Directors' approval of the *Communities in Motion 2055* goals and objectives, as presented by an RTAC subcommittee. This item will be brought to the COMPASS Board of Directors for action in its February 26, 2024, meeting.

#### **INFORMATION/DISCUSSION ITEMS**

##### **Review the 2022 Treasure Valley Annual Congestion Management System Report**

RTAC reviewed the 2022 Congestion Management System report and implementation of congestion management strategies.

##### **Review Scope of the Carbon Reduction Strategy**

RTAC reviewed the proposed scope of work for COMPASS' carbon reduction strategy. The project will be bid in the winter of 2024.

##### **Review U. S. Department of Transportation (USDOT) Toolkits**

RTAC received an overview of three online tools developed by the USDOT to assist local agencies in identifying disadvantaged populations for federal grant applications.

#### **More Information:**

1) Contact Toni Tisdale, Principal Planner, at [ttisdale@compassidaho.org](mailto:ttisdale@compassidaho.org) or Lee Belt, City of Greenleaf, at [clerk@greenleaf-idaho.us](mailto:clerk@greenleaf-idaho.us).

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