



Working together to plan for the future

**COMPASS EXECUTIVE COMMITTEE MEETING
FEBRUARY 4, 2025 – 1:30 P.M.
COMPASS – 2ND FLOOR LARGE CONFERENCE ROOM
700 NE 2ND 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 or 208-475-2225.

****AGENDA****

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

II. OPEN DISCUSSION/ANNOUNCEMENTS

III. CONSENT AGENDA

Page 3 **A.* Approve the January 14, 2025, Executive Committee Meeting Minutes**

IV. ACTION ITEMS

1:35 **A. Status Report – 2025 Idaho Legislative Session** **Amy Luft**
Amy Luft will provide a status report on the 2025 Idaho Legislative Session.

1:50 **B.* Adopt Resolution 06-2025 Approving Revision 2 of the FY2025 Unified Planning Work Program and Budget** **Meg Sonnen**
Page 6 *Meg Sonnen will request Executive Committee adoption of Resolution 06-2025 approving Revision 2 of the FY2025 Unified Planning Work Program and Budget.*

2:05
Page 31

C.* Adopt Resolution 07-2025 Amending the FY2025-2031 Regional Transportation Improvement Program (TIP)

Toni Tisdale

Toni Tisdale will seek Executive Committee adoption of Resolution 07-2025 amending the FY2025-2031 TIP.

V. INFORMATION/DISCUSSION ITEM

Page 39

A.* Status Report – Regional Transportation Advisory Committee – January (Memo Only)

VI. OTHER

Next Meeting: March 11, 2025

VII. ADJOURNMENT (2:20)

***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.

T:\FY25\900 Operations\Exec\2025 Packets\February 2025\02042025 Agenda.docx

**EXECUTIVE COMMITTEE MEETING
JANUARY 14, 2025
COMPASS
SECOND FLOOR LARGE CONFERENCE ROOM AND ZOOM
700 NE 2ND STREET
MERIDIAN, IDAHO**

****DRAFT MINUTES****

ATTENDEES:

Rod Beck, Commissioner, Ada County, **Chair Elect**, in person
Trevor Chadwick, Mayor, City of Star, **Immediate Past Chair**, in person
Jay Gibbons, Commissioner, Highway District #4, **Chair**, in person
Miranda Gold, Commissioner, Ada County Highway District, in person
Debbie Kling, Mayor, City of Nampa, via ZOOM
Mary May, Councilmember, City of Eagle, **Secretary/Treasurer**, in person
Lauren McLean, Mayor, City of Boise, via ZOOM
Robert Simison, Mayor, City of Meridian, in person
Joe Stear, Mayor, City of Kuna, via ZOOM
Jarom Wagoner, Mayor, City of Caldwell, **Vice Chair**, via ZOOM

MEMBERS ABSENT:

Brad Holton, Commissioner, Canyon County
Dan Hyer, Councilmember, City of Greenleaf

OTHERS PRESENT:

Kathy Corless, City of Boise, via ZOOM
Josie Gallup, COMPASS, in person
Teri Gregory, COMPASS, in person
Lila Klopfenstein, COMPASS, in person
Amy Luft, COMPASS, in person
Austin Miller, COMPASS, in person
Chris Proud, HDR, via ZOOM
Megan Sonnen, COMPASS, in person
Matt Stoll, Executive Director, COMPASS, in person

CALL TO ORDER

Chair Jay Gibbons called the meeting to order at 1:30 p.m.

OPEN DISCUSSION/ANNOUNCEMENTS

Matt Stoll noted there was no need for Agenda Items B and C (Executive Session); Chair Gibbons agreed and stated they would not be included as part of the meeting.

Matt Stoll announced Teri Gregory will be out of town for the February Executive Committee meeting and introduced Josie Gallup who will prepare the Executive Committee and Board meeting packets, and attend the February 4, 2025, Executive Committee meeting in Teri's place. Board/committee members should RSVP their attendance for both meetings to Josie Gallup.

CONSENT AGENDA

- A. Approve December 5, 2024, Executive Committee Special Meeting Minutes and December 10, 2024, Executive Committee Meeting Minutes**

Trevor Chadwick moved and Mary May seconded approval of the Consent Agenda as presented. Motion passed unanimously.

ACTION ITEMS

- A. Establish February 24, 2025, COMPASS Board Meeting Agenda**

Matt Stoll presented agenda items 1-19 for the upcoming February 24, 2025, COMPASS Board of Directors' meeting.

Trevor Chadwick moved and Robert Simison seconded approval of items 1 – 19, for the February 24, 2025, COMPASS Board of Directors' meeting. Motion passed unanimously.

INFORMATION/DISCUSSION ITEMS

- A. Status Report – High-Capacity Transit Planning and Environmental Linkages (PEL) Study**

Austin Miller and Chris Proud, HDR, provided an update on the High-Capacity Transit PEL study.

- B. Propose Changes to COMPASS By-laws**

Meg Sonnen presented proposed changes to the COMPASS By-laws.

ADJOURNMENT

Chair Jay Gibbons adjourned the meeting at 2:13 p.m.

Approved this 4th day of February 2025.

By: _____
Jay Gibbons, Chair
Community Planning Association of
Southwest Idaho

Attest:

By: _____
Matt Stoll, Executive Director
Community Planning Association of
Southwest Idaho

T:\FY25\900 Operations\Exec\2025 Minutes\01142025 minutes.docx

EXECUTIVE COMMITTEE AGENDA ITEM IV-B

Date: February 4, 2025

Topic: Revision 2 of the FY2025 Unified Planning Work Program and Budget

Request/Recommendation:

Adopt Resolution 06-2025, approving Revision 2 of the FY2025 Unified Planning Work Program and Budget (UPWP).

Background/Summary:

Federal metropolitan planning rules require that COMPASS produce a UPWP, which is periodically amended to accommodate changes in revenues, expenses, staffing, and scope. These amendments are usually accomplished through a resolution with subsequent distribution of the approved resolution and documents to the appropriate funding agencies.

The Finance Committee recommended approval of Revision 2 of the FY2025 UPWP at its January 24, 2025, meeting.

If the Executive Committee adopts Resolution 06-2025, their action will be ratified by the COMPASS Board at its February 24, 2025, meeting.

The following revisions to revenues are proposed in Revision 2 of the FY2025 UPWP:

- Add \$7,665 for the pro-rated dues of new general member Boise County. Boise County membership was approved by the COMPASS Board of Directors at the December 16, 2024, meeting, with an effective date of December 1, 2024.
- Decrease the draw from fund balance by \$2,787 to balance the budget.

The following revisions to expenses are proposed in Revision 2 of the FY2025 UPWP:

- Increase salary expense by \$29,854 to cover one-time elements of the new Executive Director's compensation package, cover overlap between prior Executive Director and new Executive Director, and account for staff promotion.
- Increase benefit costs by \$34,074 for additional health insurance costs and the payroll tax and PERSI costs related to the increase in salary expense.
- Decrease the amount budgeted for the government affairs consultant by \$75,000. Bids came in lower than the budgeted amount.
- Increase the amount budgeted for implementation of Transportation Improvement Program (TIP) Manager software by \$31,000. COMPASS seeks to implement TIP Manager software in conjunction with the Idaho Transportation Department's (ITD) software implementation to gain efficiency in developing and managing the TIP. The budgeted dollar amount is a ceiling, and the actual cost may be less dependent on how many Idaho metropolitan planning organizations participate with ITD.
- Add an expense item of \$15,950 to cover the write off of orthophotography billing and revenue that was recorded in FY2024. The member agency withdrew from the project after the FY2024 audit was completed, so the write off had to be recorded in FY2025.

Implication (policy and/or financial):

Without adoption of Revision 2 of the FY2025 UPWP, the agency cannot make full use of available revenues.

More Information:

- 1) Attachments
- 2) For detailed information contact: Meg Sonnen, at 208-475-2228 or msonnen@compassidaho.org.

MS:tg T:\FY25\900 Operations\Exec\2025 Packets\February 2025\IV B 1 Rev2 FY25 UPWP Memo.docx



RESOLUTION NO. 06-2025

**FOR THE PURPOSE OF APPROVING REVISION 2 OF THE
FY2025 UNIFIED PLANNING WORK PROGRAM AND BUDGET**

WHEREAS, Revision 1 of the FY2025 Unified Planning Work Program and Budget was adopted by the Community Planning Association of Southwest Idaho Board of Directors under Resolution 05-2025, dated December 16, 2024;

WHEREAS, the Community Planning Association of Southwest Idaho desires to amend the annual Unified Planning Work Program and Budget as part of timely reviews;

WHEREAS, the Community Planning Association of Southwest Idaho desires to incorporate funding and program revisions in the Unified Planning Work Program and Budget to recognize federal dollars for both COMPASS and pass-through agreements to other agencies; and

WHEREAS, the attached memorandum and supporting documentation summarizes the adjustments included in Revision 2 of the FY2025 Unified Planning Work Program and Budget and is made a part hereof.

NOW, THEREFORE, BE IT RESOLVED, that the Community Planning Association of Southwest Idaho Executive Committee approves by resolution Revision 2 of the FY2025 Unified Planning Work Program and Budget; and

BE IT FURTHER RESOLVED, that the Chair and Executive Director are authorized to submit all grant and contract revisions and sign all necessary documents for grant and contract purposes.

DATED this 4th day of February 2025.

APPROVED:

By: _____
Jay Gibbons, Chair
Community Planning Association
of Southwest Idaho Board of Directors

ATTEST:

By: _____
Matthew J. Stoll, Executive Director
Community Planning Association
of Southwest Idaho

T:\FY25\900 Operations\Exec\2025 Packets\February 2025\IV B 2 Resolution 06-2025.docx

**Recommended Changes for FY2025 - Revision 2
Summary**

Revision 1 FY2025 UPWP Revenues		6,115,693	Revision 1 FY2025 UPWP Expenses		6,115,693
1	Add pro-rated membership dues for new general member, Boise County	7,665			
2				Increase salary expense for ED compensation package, staffing overlap and promotion.	29,854
3				Increase benefit costs for health benefit expenses and additional payroll tax and PERSI contributions on salary expense increase.	34,074
4				Decrease budgeted expenses for government affairs consultant based on bids received	(75,000)
5				Increase budgeted expense for implementation of TIP Manager software	31,000
6				Add an expense item to cover write off of orthophotography billing; the member agency withdrew from the project after FY2024 financial audit was completed	15,950
7	Adjust draw from fund balance to balance the budget	28,213			
Recommended Adjustments to Revenues		35,878	Recommended Adjustments to Expenses		35,878
Adjusted Revenues - Revision 2		6,151,571	Adjusted Expenses - Revision 2		6,151,571

**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
REVISION 2 FY2025 UNIFIED PLANNING WORK PROGRAM AND BUDGET
REVENUE AND EXPENSE SUMMARY**

REVENUE	FY2025 Rev 1 UPWP	FY2025 Rev 2 UPWP
GENERAL MEMBERSHIP		
Ada County	259,594	259,594
Ada County Highway District	259,594	259,594
Boise County	-	7,665
Canyon County	128,633	128,633
Canyon Highway District No. 4	50,240	50,240
City of Boise	110,254	110,254
City of Caldwell	32,371	32,371
City of Eagle	16,556	16,556
City of Garden City	5,899	5,899
City of Greenleaf	362	362
City of Kuna	13,884	13,884
City of Meridian	62,975	62,975
City of Melba	309	309
City of Middleton	5,816	5,816
City of Nampa	52,565	52,565
City of Notus	278	278
City of Parma	979	979
City of Star	8,981	8,981
City of Wilder	776	776
Subtotal	1,010,066	1,017,731
SPECIAL MEMBERSHIP		
Boise State University	10,100	10,100
Capital City Development Corporation	10,100	10,100
Idaho Department of Environmental Quality	10,100	10,100
Idaho Transportation Department	10,100	10,100
Valley Regional Transit	10,100	10,100
West Ada School District	10,100	10,100
Subtotal	60,600	60,600
GRANTS AND SPECIAL PROJECTS		
FHWA/FTA - Consolidated Planning Grants		
CPG - FY2023 K# 22108; Ada County		
CPG - FY2023 K# 22108; Canyon County		
CPG - FY2024 K# 22494 Ada County		-
CPG - FY2024 K# 22494 Canyon County		-
CPG - FY2025 K# 22998 Ada County	1,255,426	1,255,426
CPG - FY2025 K# 22998 Canyon County	512,779	512,779
Sub Total CPG Grants	1,768,205	1,768,205
STBG-TMA & STBG-U - K# 21889; FY2024 off-the-top funds for Planning	306,705	306,705
STBG-U - K# 23026/23313 Permanent Automated Counters	7,413	7,413
STBG-TMA - K# 22395 Fiscal Impact Tool Update (carryover)	-	-
STP TMA - K# 19571, CIM 2050 (carryover)	-	-
STBG TMA - K# 20271, CIM 2055	543,606	543,606
STBG-TMA K#13046 PEL, High-Capacity Transit Corridor	720,974	720,974
CRP-TMA K#24233 Carbon Reduction Strategy	166,788	166,788
FHWA Regional Safety Action Plan	122,703	122,703
FHWA Spears	276,000	276,000
STBG-TMA K#22394 Big Data Purchase	138,990	138,990
STBG-TMA K#23312 Coordinate Local Waterway-Pathway Plans	111,192	111,192
Subtotal	2,394,371	2,394,371
OTHER REVENUE SOURCES		
Orthophotography - Participant Contributions FY25 Flight	125,000	125,000
Interest Income	60,000	60,000
Subtotal	185,000	185,000
TOTAL REVENUE; Dues, Federal Funds, and Other miscellaneous	5,418,242	5,425,907
Draw From Fund Balance (CIM Implementation Grants)	80,000	80,000
Draw From Fund Balance - CIM 2055 carry forward match	19,961	19,961
Draw From Fund Balance (match on PEL high capacity transit)	57,112	57,112
Draw From Fund Balance for Fiscal Impact Tool Data Update	-	-
Draw From Fund Balance match on transportation funding study	1,866	1,866
Draw From Fund Balance (20% match safe streets and roads for all)	91,365	91,365
Draw From Fund Balance - match on carbon reduction strategy	13,212	13,212
Draw From Fund Balance - match waterway pathway plan	8,808	8,808
Draw From Fund Balance - match data purchase	11,010	11,010
Draw from Fund Balance - expense 2nd of 3 years on software	33,317	33,317
Draw From Fund Balance to cover shortfall	380,800	409,013
Subtotal	697,451	725,664
TOTAL REVENUE, ALL RESOURCES	6,115,693	6,151,571

EXPENSE	FY2025 Rev 1 UPWP	FY2025 Rev 2 UPWP
SALARY, FRINGE & CONTINGENCY		
Salary	1,750,400	1,780,254
Payroll taxes and employee benefits	795,992	830,066
Contingency (Overtime, Bonus, and Sick Time Trade)	22,000	22,000
Subtotal	2,568,392	2,632,320
INDIRECT OPERATIONS & MAINTENANCE		
Indirect Costs	310,190	310,190
Subtotal	310,190	310,190
DIRECT OPERATIONS & MAINTENANCE		
620001, Demographics and Growth Monitoring	-	-
653001, Communication and Education	61,250	61,250
661001, Long-Range Planning	867,093	867,093
661005, Safe Streets and Roads for All	456,825	456,825
661006, High Capacity Transit PEL	778,086	778,086
661008, Bike Counter Management	29,300	29,300
685001, Transportation Improvement Program	6,500	6,500
685002, Project Development Program	100,000	100,000
685003, Grant Research and Development	30,000	30,000
685004, CIM Implementation Grants	80,000	80,000
760001, Government Affairs	119,250	44,250
801001, Staff Development	50,000	50,000
820001, Committee Support	2,000	2,000
836001, Regional Travel Demand Model	300,000	300,000
860001, Geographic Information System Maintenance	191,080	191,080
990001, Direct Operations and Maintenance	165,727	212,677
Subtotal	3,237,111	3,209,061
TOTAL EXPENSE	6,115,693	6,151,571

REVENUE AND EXPENSE SUMMARY		
TOTAL REVENUE	6,115,693	6,151,571
LESS: TOTAL EXPENSES	6,115,693	6,151,571
REVENUE EXCESS/(DEFICIT)	-	-

**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
EXPENSES BY WORK PROGRAM NUMBER AND FUNDING SOURCE**

WORK PROGRAM NUMBER	EXPENSES														MATCH, LOCAL & OTHER FUNDING				TOTAL FUNDING SOURCES		
	Work Days	Labor & Indirect Cost	Direct Cost	Total Cost	FY25 CPG Ada County K# 22998 (71%) 0% match safety; 7.34% match other	FY25 CPG Canyon County K# 22998 (29%) 0% match safety; 7.34% match other	STP-TMA Off The Top K#22387 7.34% match	STBG-TMA CIM 2055 K# 20271; 7.34% match	STBG-TMA PEL, High Capacity Transit KN13046	STBG-TMA Data Purchase and Analysis K#22394; 7.34% Match	STBG-TMA Local Waterways Pathway Plans K# 23312; 7.34% Match	STBG-TMA Perm Auto Counters K#23313 7.34% Match	CRP-TMA Carbon Reduction Strategy KN24233	FHWA Safe Streets and Roads for All 20% match	FHWA Spears 20% match	Total Federal Funds	Required Match	Local Funds/FB		Other Revenue	Total Local & Other
601001 UPWP/Budget Development and Federal Assurances	73	93,979	-	93,979	46,371	18,940	21,770									87,081	6,898			6,898	93,979
620001 Demographics and Growth Monitoring	145	115,778	-	115,778	57,127	23,333	26,820									107,280	8,498			8,498	115,778
653001 Communication and Education Long-Range Planning	195	146,599	61,250	207,849												-		207,849		207,849	207,849
661001 General Project Management	615	519,237	595,150	1,114,387	301,922	123,320	79,441	291,624		111,192			166,788			1,074,287	85,100	(45,000)		40,100	1,114,387
661002 Active Transportation - Complete Streets	100	18,339	-	18,339	12,065	4,928										16,993	1,346			1,346	18,339
661002 Active Transportation - Complete Streets; 0% Match; max. of \$37,000					26,270	10,730										37,000	-			-	37,000
661005 Safe and Accessible Transportation (SS4A Action Plan)	89	90,334	456,825	547,159	59,429	24,274										482,406	106,306	(41,553)		64,753	547,159
661006 High-Capacity Transit PEL	201	209,640	778,086	987,726	103,439	42,250	48,563	720,974						122,703	276,000	915,226	72,500			72,500	987,726
661008 Bike Counter Management Resource Development/Funding	171	94,630	29,300	123,930	46,692	19,071	21,921					7,413				95,097	7,533	21,300		28,833	123,930
685001 Transportation Improvement Program	395	321,950	6,500	328,450	163,131	66,631	74,580									304,342	24,108			24,108	328,450
685002 Project Development Program	29	28,798	100,000	128,798	79,998	32,675	6,671									119,344	9,454			9,454	128,798
685003 Grant Research and Development	186	182,451	30,000	212,451												-		212,451		212,451	212,451
685004 CIM Implementation Grants	16	15,465	80,000	95,465	7,631	3,117	3,582									14,330	1,135	80,000		81,135	95,465
TOTAL PROJECTS	2,215	1,874,200	2,137,111	4,011,311	904,075	369,269	283,348	291,624	720,974	-	111,192	7,413	166,788	122,703	276,000	3,253,386	322,878	435,047	-	757,925	4,011,311
701001 Membership Services	98	100,829	-	100,829	49,750	20,321	23,357									93,428	7,401			7,401	100,829
703001 Public Services	8	7,733	-	7,733												-		7,733		7,733	7,733
705001 Transportation Liaison Services	48	56,546	-	56,546	37,201	15,195										52,396	4,150			4,150	56,546
760001 Government Affairs	60	102,216	44,250	146,466												-		146,466		146,466	146,466
TOTAL SERVICES	214	267,324	44,250	311,574	86,951	35,516	23,357	-	-	-	-	-	-	-	-	145,824	11,551	154,199	-	165,750	311,574
801001 Staff Development	119	102,937	50,000	152,937	100,615	41,096										141,711	11,226			11,226	152,937
820001 Committee Support	258	218,574	2,000	220,574	143,797	58,734										202,531	16,043	2,000		18,043	220,574
836001 Regional Travel Demand Model	67	68,716	300,000	368,716	19,988	8,164				138,990						167,142	13,240	188,334		201,574	368,716
842001 Congestion Management Process	66	67,690	-	67,690	-	-										-	-	67,690		67,690	67,690
860001 Geographic Information System Maintenance	396	343,067	191,080	534,147	-	-										-	-	409,147	125,000	534,147	534,147
TOTAL SYSTEM MAINTENANCE	906	800,984	543,080	1,344,064	264,400	107,994	-	-	-	138,990	-	-	-	-	-	511,384	40,509	667,171	125,000	832,680	1,344,064
990001 Direct Operations / Maintenance	-	-	212,677	212,677												-		152,677	60,000	212,677	212,677
661001 CIM 2055 Carry forward (unprogrammed dollars)			271,943	271,943				251,982								251,982	19,961			19,961	271,943
991001 Support Services Labor	989	-	-	-												-				-	-
999001 Indirect Operations/Maintenance	-	-	-	-												-				-	-
TOTAL INDIRECT/OVERHEAD	989	-	484,620	484,620	-	-	-	251,982	-	-	-	-	-	-	-	251,982	19,961	152,677	60,000	232,638	484,620
G R A N D T O T A L	4,324	2,942,508	3,209,061	6,151,569	1,255,426	512,779	306,705	543,606	720,974	138,990	111,192	7,413	166,788	122,703	276,000	4,162,576	394,899	1,409,094	185,000	1,988,993	6,151,569

**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
REVISION 2 FY2025 UNIFIED PLANNING WORK PROGRAM AND BUDGET
DIRECT EXPENSE SUMMARY**

DESCRIPTION	TOTAL DIRECT	PROFESSIONAL SERVICES (830)	EQUIPMENT / SOFTWARE (834)	TRAVEL / EVENTS / EDUCATION (840)	PRINTING (860)	OTHER (863)	PUBLIC INVOLVEMENT (864)	MEETING SUPPORT (865)	LEGAL / LOBBYING (872)	CARRY-FORWARD
653001 Communication and Education	61,250	26,500			700		34,050			
661001 Long Range Planning: CIM 2055	529,243	182,200			2,100		73,000			271,943
661001 LRP CIM 2055: Fiscal Impact Tool Update	12,425	12,425								
661001 LRP: Transportation Funding Study	25,425	25,425								
661001 LRP: Waterways Pathways Study	120,000	120,000								
661001 LRP: Carbon Reduction Strategy	180,000	180,000								
661005 LRP: Regional Safety Action Plan	111,825	111,825								
661005 LRP: Safety - SPEARS	345,000	345,000								
661006 LRP: PEL High Capacity Transit	778,086	764,961					13,125			
661008 Bike Counter Management	29,300		29,300							
685001 Transportation Improvement Program	6,500						6,500			
685002 Project Development Program	100,000	100,000								
685003 Grant Research and Development	30,000	30,000								
685004 CIM Implementation Grants	80,000	80,000								
760001 Government Affairs	44,250	25,000		18,000					1,250	
801001 Staff Development	50,000			50,000						
820001 Committee Support	2,000							2,000		
836001 Regional Travel Demand Model	300,000	300,000								
860001 Geographic Information System Maintenance	191,080	125,000	66,080							
990001 Direct Operations / Maintenance										
Website Maintenance	1,440	1,440								
New/replacement hardware and software	10,000		10,000							
Transit network planning software	21,245		21,245							
TIP Software	89,000		89,000							
Benefit cost analysis software, 2nd of 3 years	33,317		33,317							
CUBE	16,125		16,125							
AICP and APBP Webinar series	1,600			1,600						
Membership dues for COMPASS	17,000								17,000	
Canyon County Orthophotography Flight Write	15,950					15,950				
Other: board lunch, staff gifts, meeting refreshments, misc.	7,000							7,000		
GRAND TOTAL	3,209,061	2,429,776	265,067	69,600	2,800	15,950	126,675	9,000	18,250	271,943

**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
 REVISION 2 FY2025 UNIFIED PLANNING WORK PROGRAM AND BUDGET
 INDIRECT OPERATIONS AND MAINTENANCE EXPENSE SUMMARY**

CATEGORY	ACCOUNT CODE	FY2025 Rev 1	FY2025 Rev 2
Professional Services	930	71,700	71,700
Equipment Repair / Maintenance	936	510	510
Publications	943	2,570	2,570
Employee Professional Membership	945	3,600	3,600
Postage	950	920	920
Telephone	951	16,000	16,000
Building Maintenance and Reserve for Major Repairs	955	69,800	69,800
Printing	960	1,540	1,540
Advertising	962	3,090	3,090
Audit	970	22,000	22,000
Insurance	971	26,590	26,590
Legal Services	972	5,000	5,000
General Supplies	980	7,720	7,720
Computer Supplies	982	14,420	14,420
Computer Software / Maintenance	983	36,050	36,050
Vehicle Maintenance	991	8,750	8,750
Utilities	992	13,900	13,900
Local Travel	993	1,030	1,030
Other / Miscellaneous	995	5,000	5,000
TOTAL		310,190	310,190

**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
REVISION 2 FY2025 UNIFIED PLANNING WORK PROGRAM AND BUDGET
WORKDAY ALLOCATION SUMMARY**

WORK PROGRAM DESCRIPTION		LEAD STAFF	DIRECTORS	PLANNING	COMMUNICATIONS	OPERATIONS	TOTAL
601001	UPWP/Budget Development and Federal Assurances	ML	37	8	2	26	73
620001	Demographics and Growth Monitoring	AM	-	140	5	-	145
653001	Communication and Education	AL	14	15	166	-	195
	Long-Range Planning						
661001	General Project Management	AM	11	530	74	-	615
661002	Active Transportation - Complete Streets	AM	-	100	-	-	100
661005	Safe and Accessible Transportation (SS4A Action Plan)	HM	-	85	4	-	89
661006	High-Capacity Transit PEL	LK	6	168	27	-	201
661008	Bike Counter Management	AM	-	170	1	-	171
	Resource Development/Funding						
685001	Transportation Improvement Program	TT	11	362	22	-	395
685002	Project Development Program	MC	-	27	2	-	29
685003	Grant Research and Development	MC	6	173	7	-	186
685004	CIM Implementation Grants	MC	-	14	2	-	16
TOTAL PROJECTS			85	1,792	312	26	2,215
701001	Membership Services	MW	3	82	13	-	98
703001	Public Services	MW	-	5	3	-	8
705001	Transportation Liaison Services	MS	15	22	11	-	48
760001	Government Affairs	MS	55	-	5	-	60
TOTAL SERVICES			73	109	32	-	214
801001	Staff Development	ML	10	75	22	12	119
820001	Committee Support	AL	10	80	168	-	258
836001	Regional Travel Demand Model	MW	-	67	-	-	67
842001	Congestion Management Process	MW	-	65	1	-	66
860001	Geographic Information System Maintenance	EA	-	396	-	-	396
860002	GIS - Orthophotography processing for sales	EA	-	-	-	-	-
TOTAL SYSTEM MAINTENANCE			20	683	191	12	906
TOTAL DIRECT			178	2,584	535	38	3,335
991001	Support Services Labor	ML	282	130	155	422	989
TOTAL INDIRECT/OVERHEAD			282	130	155	422	989
TOTAL LABOR			460	2,714	690	460	4,324

FY2025

WORKDAY ALLOCATION

PROGRAM NO.	601				CLASSIFICATION:	Project																																									
TITLE:	UPWP Budget Development and Monitoring																																														
TASK / PROJECT DESCRIPTION:	Monitor and amend, as necessary, the FY2025 Unified Planning Work Program and Budget (UPWP) and related transportation grants for the metropolitan planning organization (MPO). Develop and obtain COMPASS Board approval for the FY2026 UPWP. Attain compliance on all federal requirements of transportation planning implemented under applicable federal transportation bills.																																														
PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:	The UPWP is a comprehensive work plan that coordinates federally funded transportation planning and transportation related planning activities in the region and identifies the related planning budget.																																														
FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW	Federal Code 23 CFR § 450.308 (b) An MPO shall document metropolitan transportation planning activities performed with funds provided under title 23 U.S.C. and title 49 U.S.C. Chapter 53 in a unified planning work program (UPWP) or simplified statement of work in accordance with the provisions of this section and 23 CFR part 420.																																														
FY2025 BENCHMARKS																																															
MILESTONES / PRODUCTS																																															
FY2025 UPWP Process and track revenues and expenditures for the FY2025 UPWP and related transportation grants Process required state and local agreements and other required paperwork for transportation grants						Ongoing As Needed																																									
Process and obtain Board approval of FY2025 UPWP revisions Distribute revisions of the FY2025 UPWP to the Idaho Transportation Department for tracking purposes Distribute revisions of the FY2025 UPWP to the Federal Highway Administration and the Federal Transit Administration for approval						As Needed																																									
FY2026 UPWP Development Develop process and schedule for the FY2026 UPWP Solicit membership input on possible transportation planning projects and associated needs for FY2026 Submit initial revenue assessment for FY2026 to the Finance Committee for input Obtain Board approval on FY2026 General and Special membership dues						Nov Jan-Feb Mar Apr																																									
Present FY2026 UPWP Present draft FY2026 UPWP to Finance Committee for input and feedback Present draft FY2026 UPWP to Finance Committee for recommendation Submit FY2026 UPWP to Board for adoption Submit and obtain approval from Federal Highway Administration of FY2026 UPWP Distribute FY2026 UPWP to the Idaho Transportation Department and Federal Transit Administration						Jun Jul Aug Aug Aug																																									
Track Federal requirements as related to Self-Certification Compliance with federal requirements						Ongoing																																									
Track federal requirements as related to Regional Transportation Improvement Program and the Long-Range Transportation Plan Monitor federal changes through the Federal Register						Ongoing																																									
LEAD STAFF: Meg Larsen						Expense Summary																																									
END PRODUCTS: FY2025 UPWP revisions; FY2026 UPWP; and maximize funding opportunities.																																															
ESTIMATED DATE OF COMPLETION: September-2025																																															
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="4">Funding Sources</th> <th colspan="2">Participating Agencies</th> </tr> <tr> <th></th> <th>Ada</th> <th>Canyon</th> <th>Special</th> <th>Total</th> <th></th> </tr> </thead> <tbody> <tr> <td>CPG, K22494</td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ -</td> <td></td> <td style="text-align: right;">\$ -</td> <td>Member Agencies</td> </tr> <tr> <td>CPG, K22998</td> <td style="text-align: right;">46,371</td> <td style="text-align: right;">18,940</td> <td></td> <td style="text-align: right;">65,311</td> <td>Federal Highway Administration</td> </tr> <tr> <td>STP-TMA, 22387</td> <td></td> <td></td> <td style="text-align: right;">21,770</td> <td style="text-align: right;">21,770</td> <td>Federal Transit Administration</td> </tr> <tr> <td>Local / Fund Bal</td> <td style="text-align: right;">3,672</td> <td style="text-align: right;">1,499</td> <td style="text-align: right;">1,724</td> <td style="text-align: right;">6,895</td> <td></td> </tr> <tr> <td>Total:</td> <td style="text-align: right;">\$ 50,043</td> <td style="text-align: right;">\$ 20,439</td> <td style="text-align: right;">\$ 23,494</td> <td style="text-align: right;">93,979</td> <td></td> </tr> </tbody> </table>							Funding Sources				Participating Agencies			Ada	Canyon	Special	Total		CPG, K22494	\$ -	\$ -		\$ -	Member Agencies	CPG, K22998	46,371	18,940		65,311	Federal Highway Administration	STP-TMA, 22387			21,770	21,770	Federal Transit Administration	Local / Fund Bal	3,672	1,499	1,724	6,895		Total:	\$ 50,043	\$ 20,439	\$ 23,494	93,979
Funding Sources				Participating Agencies																																											
	Ada	Canyon	Special	Total																																											
CPG, K22494	\$ -	\$ -		\$ -	Member Agencies																																										
CPG, K22998	46,371	18,940		65,311	Federal Highway Administration																																										
STP-TMA, 22387			21,770	21,770	Federal Transit Administration																																										
Local / Fund Bal	3,672	1,499	1,724	6,895																																											
Total:	\$ 50,043	\$ 20,439	\$ 23,494	93,979																																											
<table border="1" style="width: 100%; border-collapse: collapse;"> <tbody> <tr> <td colspan="2">DIRECT EXPENDITURES:</td> </tr> <tr> <td>Professional Services</td> <td style="text-align: right;">\$ -</td> </tr> <tr> <td>Legal / Lobbying</td> <td></td> </tr> <tr> <td>Equipment Purchases</td> <td></td> </tr> <tr> <td>Travel / Education</td> <td></td> </tr> <tr> <td>Printing</td> <td></td> </tr> <tr> <td>Public Involvement</td> <td></td> </tr> <tr> <td>Meeting Support</td> <td></td> </tr> <tr> <td>Other</td> <td></td> </tr> <tr> <td>Total Direct Cost:</td> <td style="text-align: right;">\$ -</td> </tr> <tr> <td>601 Total Cost:</td> <td style="text-align: right;">\$ 93,979</td> </tr> </tbody> </table>						DIRECT EXPENDITURES:		Professional Services	\$ -	Legal / Lobbying		Equipment Purchases		Travel / Education		Printing		Public Involvement		Meeting Support		Other		Total Direct Cost:	\$ -	601 Total Cost:	\$ 93,979																				
DIRECT EXPENDITURES:																																															
Professional Services	\$ -																																														
Legal / Lobbying																																															
Equipment Purchases																																															
Travel / Education																																															
Printing																																															
Public Involvement																																															
Meeting Support																																															
Other																																															
Total Direct Cost:	\$ -																																														
601 Total Cost:	\$ 93,979																																														

PROGRAM NO.	620				CLASSIFICATION:	Project
TITLE:	Demographics and Growth Monitoring					
TASK / PROJECT DESCRIPTION:	To collect, analyze, and report on growth and transportation patterns related to goals in the regional long-range transportation plan. This includes providing demographic data, such as population and employment estimates, providing relevant information for local decision-making, and updating demographic forecasts based on new entitlements and policies.					
PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:	Tracking and monitoring growth and system demands are critical to several planning efforts: 1) <i>Communities in Motion</i> as well as other corridor, subarea, and alternative analyses depend on accurate data and assumptions about current and future transportation, housing, and infrastructure demands; 2) The travel demand model also requires current and accurate housing and employment data; 3) Accessing, mapping, and disseminating census data and training enables member agencies to have data for studies, grants, land use allocation demonstration modeling, and other analyses, and is an often requested member service, and 4) Development review, including the fiscal impact analysis, enables local decision-makers to bridge regional and local planning efforts to provide growth supportive of <i>Communities in Motion</i> .					
FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:	Federal Code 23 CFR § 450.322 (b) -- Long-range plans require valid forecasts of future demand for transportation services that are based on existing conditions that can be included in the travel demand model. In updating the transportation plan, the MPO shall use the latest available estimates and assumptions for population, land use, travel, employment, congestion, and economic activity. "The metropolitan transportation plan shall, at a minimum, include (1) The projected transportation demand of persons and goods in the metropolitan planning area over the period of the transportation plan...."					
FY2025 BENCHMARKS						
MILESTONES / PRODUCTS						
Population and Employment Estimates Data collection and geocoding of building permits Complete 2024 employment data Complete 2024 Development Monitoring Report Complete 2025 population estimates and receive Board acceptance						Ongoing Mar Mar Apr
Development Forecasting, Tracking, and Reconciliation Update preliminary plat files and other entitled development						Ongoing
Demographics Support Respond to member requests for census data Provide development and policy reviews and checklists Include fiscal impact analysis with development checklist per policy Development checklist report						Ongoing Ongoing Ongoing Mar
LEAD STAFF: Austin Miller						Expense Summary
END PRODUCT: Demographic products: 1) 2025 population estimates; 2) 2025 employment estimates; 3) 2024 Development Monitoring Report updated; 4) annual demographic reconciliation; and 5) development checklist report						
ESTIMATED DATE OF COMPLETION: September-2025						Total Workdays: 145
						Salary \$ 70,914
						Fringe 32,661
						Overhead 12,203
						Total Labor Cost: 115,778
Funding Sources				Participating Agencies		DIRECT EXPENDITURES: Professional Services Legal / Lobbying Equipment Purchases Travel / Education Printing Public Involvement Meeting Support Other
	Ada	Canyon	Special	Total	Member Agencies	
CPG, K22494	\$ -	\$ -		\$ -	Housing authorities and other housing stakeholders	
CPG, K22998	57,127	23,333		80,460		
STP-TMA, 22387			26,820	26,820		
Local / Fund Bal	4,525	1,848	2,125	8,498		
Total:	\$ 61,652	\$ 25,181	\$ 28,945	115,778		Total Direct Cost: \$ -
						620 Total Cost: \$ 115,778

PROGRAM NO.	653			CLASSIFICATION:	Project	
TITLE:	Communication and Education					
TASK / PROJECT DESCRIPTION:	The Communication and Education task broadly includes external communications, public relations, public involvement, public education, and ongoing COMPASS Board education. Specific elements of the task include, but are not limited to, managing the ongoing COMPASS education series, the annual COMPASS 101 workshop, periodic Board workshops, and the Leadership in Motion awards program; writing the annual report, <i>Keeping Up With COMPASS</i> newsletter, brochures, web content, news releases, and other documents; managing COMPASS' social media channels; supporting the Public Participation Workgroup; and representing COMPASS at open houses and other events.					
PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:	The Communication and Education program helps COMPASS facilitate public involvement in, and understanding of, transportation and related planning efforts by planning and implementing an integrated communications/education and public participation strategy.					
FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:	Federal Code 23 CFR § 450.316 requires public input and involvement in metropolitan planning organization planning activities. Public involvement for specific programs (e.g., regional transportation improvement program, regional long-range transportation plan [<i>Communities in Motion</i>]) is planned and budgeted under those programs. The Communication and Education task supports that outreach and involvement through developing and updating the COMPASS participation plan, coordinating outreach efforts, and providing more general (non-program specific) opportunities for the public to learn about transportation, planning, financial, and related issues to support federally required public involvement efforts.					
FY2025 BENCHMARKS						
MILESTONES / PRODUCTS						
General Continue work with media -- set up interviews, develop story ideas, respond to inquiries, write/distribute news releases Support work of Public Participation Workgroup Implement the COMPASS participation plan; work toward goals established in the plan Provide outreach/public speaking support and training to staff					Ongoing Ongoing Ongoing Ongoing	
Develop tools, such as electronic and print materials, designed for most effective means of communication Maintain and enhance COMPASS social media channels Continually update the COMPASS website to improve usability and keep content up to date Develop the FY2025 annual report, annual budget summary, and annual communication summary Write and distribute the monthly Keeping Up With COMPASS newsletter Update/develop other print materials as appropriate Continue to produce the "In Motion" COMPASS podcast, with a minimum of one episode every other month					Ongoing Ongoing Oct - Dec Ongoing Ongoing Ongoing	
Education and community outreach Develop and implement the FY2025 public education series Support and collaborate with other agencies' outreach and education efforts and programs Participate in community events to share planning-related information Attend/support member agencies at public meetings Manage/support the Leadership in Motion awards program Plan and host the annual "COMPASS 101" workshop Present information about COMPASS and our programs to stakeholders and community groups as requested Continue to lead an interagency regional safety education campaign					Jan - Sep Ongoing Ongoing Ongoing Aug - Dec Jan - Feb Ongoing Ongoing	
LEAD STAFF:	Amy Luft				Expense Summary	
END PRODUCT:	Public involvement in, and understanding of, transportation planning and related issues.					
					Total Workdays:	195
					Salary	\$ 89,792
					Fringe	41,356
					Overhead	15,452
					Total Labor Cost:	146,599
ESTIMATED DATE OF COMPLETION:					September-2025	
Funding Sources				Participating Agencies		DIRECT EXPENDITURES: Professional Services \$ 26,500 Legal / Lobbying Equipment Purchases Travel / Education Printing 700 Public Involvement 34,050 Meeting Support Other Total Direct Cost: \$ 61,250
CPG, K22494 CPG, K22998	Ada	Canyon	Special	Total	Member Agencies	
				\$ -		
Local / Fund Bal			207,849	207,849		
				-		
	\$ -	\$ -	\$ 207,849	\$ 207,849		
					653	Total Cost: 207,849

PROGRAM NO.	661			CLASSIFICATION:	Project
TITLE:	Long Range Planning				
TASK / PROJECT DESCRIPTION:	This project encompasses the activities to identify regional transportation needs and solutions, and prepare a regional long-range transportation plan, <i>Communities in Motion</i> (CIM), for Ada and Canyon Counties. This task also incorporates implementation support for the adopted long-range transportation plan and ongoing long-range planning activities.				
PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:	<i>Communities in Motion</i> (CIM) is developed in cooperation with member agencies, local governments and the Idaho Transportation Department by a continuing, cooperative, and comprehensive planning process. This performance and outcome-based planning will help guide resources to infrastructure and service projects that collectively help achieve the regional (CIM) goals.				
FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:	Federal Code 23 CFR § 450 "Infrastructure Investment and Jobs Act" (IIJA) requires that the regional long-range transportation plan be updated every four years in air quality maintenance areas, otherwise every five years. 23 USC 150-- establishes national goals and a performance program, in consultation with stakeholders, including metropolitan planning organizations. The purpose is to provide a means to the most efficient investment of federal transportation funds.				
FY2025 BENCHMARKS					
MILESTONES / PRODUCTS					
General Project Management Monitor legislative, funding, etc. changes and provide updates Update financial analysis Transportation funding study					Ongoing Oct-Mar May-June
Land Use Review comprehensive plans					Ongoing Ongoing
Active Transportation (bicycle and pedestrian) Review micromobility Update regional pathway network Develop coordinated regional waterway-pathway plan Intergrate bicycle pedestrian count program into planning process					FY24-FY25
Freight Update freight study Develop freight rail analysis					FY24-FY25
Public Transportation Coordinate high capacity transit planning and environmental linkages (PEL) study Update regional public transportation network Update coordinated plan Conduct first and last mile needs analysis Develop park and ride coordination plan					FY24-FY25
Roadways Update congestion management process, strategies and implementation Update regional transportation demand management policy/strategy Analyze smart cities/intelligent transportation systems corridor intergration opportunities Develop carbon reduction strategy					FY24-FY25
Safety Develop regional safety action plan					FY24-FY25
Equity Analysis of transportation underfunding Update disadvantaged groups needs analysis					FY24-FY25
Environment, Natural Resources, and Resiliency Update environmental mitigation strategies Develop resiliency improvement plan					FY24-FY25
Economic Activity Update travel and tourism					FY24-FY25
Emerging technology and security Develop regional transportation security education and support Develop electric vehicles alternative fuels infrastructure deployment study Develop autonomous vehicles preparedness study					FY24-FY25
Performance Management Update asset management information as needed Update federally required performance targets as needed					Mar Ongoing
Public Involvement Conduct public involvement according to the work plan					Ongoing
Bike Counter Management Manage portable counter requests Manage permanent counter program and COMPASS Data Bike Manage and report data					Ongoing Ongoing Ongoing
LEAD STAFF: Austin Miller					
END PRODUCT: Begin development of <i>Communities in Motion 2055</i> ; projects to address new planning emphasis areas and prepare for federal grant opportunities; collect bicycle and pedestrian data.					Expense Summary
					Total Workdays: 1,176
					Salary \$ 593,623
					Fringe 273,406
					Overhead 102,152
					Total Labor Cost: 969,180
ESTIMATED DATE OF COMPLETION: September-2025					
Funding Sources				Participating Agencies	
	Ada	Canyon	Special	Total	Member Agencies
CPG, K22494	-	-	-	-	ITD
CPG, K22998	523,547	213,843	-	737,390	FHWA
CPG, K22998 NO MATCH	26,270	10,730	-	37,000	FTA
STP-TMA, 22387	-	-	149,925	149,925	Housing authorities and other housing stakeholders
STBG-TMA, K22395	-	-	-	-	
STBG-TMA, K19571	-	-	-	-	
STBG-TMA, K20271	-	-	291,624	291,624	
STBG-TMA, K23312	-	-	111,192	111,192	
STBG-TMA, K13046	-	-	720,974	720,974	
STBG-TMA, K23313	-	-	7,413	7,413	
CRP-TMA, K24233	-	-	166,788	166,788	
FHWA	-	-	398,703	398,703	
Local / Fund Bal	41,472	16,939	149,118	207,529	
Total:	591,289	241,512	1,995,737	2,828,541	
					Professional Services \$ 1,741,836
					Legal / Lobbying
					Equipment Purchases 29,300
					Travel / Education
					Printing 2,100
					Public Involvement 86,125
					Carry-Forward
					Total Direct Cost: \$ 1,859,361
					661 Total Cost: 2,828,541

PROGRAM NO.	685				CLASSIFICATION:	Project		
TITLE:	Resource Development/Funding							
TASK / PROJECT DESCRIPTION:	Develop a FY2026-2032 Regional Transportation Improvement Program (TIP) for Ada and Canyon Counties that complies with all federal, state, and local regulations and policies to fund transportation projects. Process amendments and provide project tracking and monitoring for the FY2025-2031 TIP. With consultant assistance, COMPASS staff will assist member agencies in transforming project ideas into well-defined projects with cost estimates, purpose and need statements, environmental scans, and public information plans. Grant research, development, and grant administration are expected to secure additional funding into the region. COMPASS will award <i>Communities in Motion</i> (CIM) Implementation Grants to member agencies after appropriate outreach, prioritization, and contract due diligence.							
PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:	Implement requested projects by member agencies, and leverage local dollars. Well defined and scoped projects with accurate project costs and schedules allow strong grant applications, linked closely with CIM 2050 goals and performance measures, increase the delivery of funded projects on time and on budget. These efforts provide the necessary federal documentation for member agencies to obtain federal funding for transportation projects. Staff provides assistance to member agencies to ensure projects meet deadlines and do not lose federal funding through project monitoring and committee participation.							
FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:	The task is designed to help identify additional revenue sources for member agencies, assist in funding improvements and maintenance of the transportation system, and assist member agencies in implementing the regional long-range transportation plan and the annual TIP. Under 23 CFR § 450, COMPASS is required to develop a TIP in cooperation with ITD and public transportation operators. Certain additional requirements are required in the Boise Urbanized Area because it is considered a Transportation Management Area (TMA). The TIP is required to be updated every four years; however, COMPASS follows the update cycle of ITD's Statewide Transportation Improvement Program (STIP), which is updated annually. All projects receiving federal funding or considered regionally significant must be consistent with the regional long-range transportation plan. The TIP is also scrutinized in the federal Certification Review.							
FY2025 BENCHMARKS								
MILESTONES / PRODUCTS								
685001 Transportation Improvement Program Update funding application process Conduct member outreach Solicit project applications Assist members with developing complete applications Facilitate ranking of project applications Assign projects to funding programs through a prioritization process Develop the final FY2026-2032 Regional Transportation Improvement Program Incorporate reporting methods for federal performance targets, prior to deadlines Monitor, track, and process changes to the FY2025-2031 Regional Transportation Improvement Program Balance federal-aid programs managed by COMPASS, as changes occur Provide assistance to member agencies with federal-aid funding concerns Provide funding and programming assistance to Valley Regional Transit (VRT) Update the Resource Development Plan						Oct-Sept		
685002 Project Development Program Award projects through a prioritization process Select, contract with, and manage consultants Manage project development teams Review/revise, approve, and disseminate reports						Oct-Sept		
685003 Grant Research and Development Seek funding for project needs listed in the Resource Development Plan Monitor grant sources; share grant information Match grant sources with unfunded members needs Write/assist member agencies with grant applications, such as INFRA, RAISE, CDBG, etc.						Oct-Sept		
685004 CIM Implementation Grants Award projects through a prioritization process Administer contracting/reporting/billing processes Manage projects to ensure completion on time and on budget						Oct-Sept		
LEAD STAFF: Toni Tisdale					Expense Summary			
END PRODUCTS: Current-year TIP amendments and TIP update. Annual Resource Development Plan. Project Development Program pre-concept reports. Application assistance. CIM Implementation Grants.								
					Total Workdays: 626			
					Salary \$ 336,057			
					Fringe 154,778			
					Overhead 57,829			
					Total Labor Cost: 548,664			
ESTIMATED DATE OF COMPLETION: September-2025					DIRECT EXPENDITURES: Professional Services \$ 216,500 Legal / Lobbying Equipment Purchases Travel / Education Printing Public Involvement Meeting Support Other Total Direct Cost: \$ 216,500 685 Total Cost: \$ 765,165			
Funding Sources				Participating Agencies				
	Ada	Canyon	Special	Total			Member Agencies	
CPG, K22494	-	-	-	-				
CPG, K22998	\$ 250,760	102,423	-	353,183				
STP-TMA, 22387	-	-	84,833	84,833				
	-	-	-	-				
Local / Fund Bal	19,864	8,113	299,171	327,148				
	-	-	-	-				
Total:	\$ 270,624	\$ 110,536	\$ 384,004	\$ 765,165				

PROGRAM NO.	701				CLASSIFICATION:	Service
TITLE:	General Membership Services					
TASK / PROJECT DESCRIPTION:	Provides assistance to COMPASS members, including demographic data, mapping, geographic information system assistance/education, travel demand modeling, and other project support.					
PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:	This service promotes implementation of the regional long-range transportation plan. COMPASS staff are engaged in the members' studies and can become more familiar with their assumptions and recommendations. Use of consistent data and methodologies in the various studies and plans conducted by member agencies is beneficial to the region as well.					
FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:	There are no federal or state requirements concerning provision of services to member agencies. There are no certification review comments, corrective actions or recommendations related to this program. Member support provides assistance to agencies fulfilling activities related to <i>Communities in Motion</i> , air quality evaluations, and more detailed transportation planning activities such as corridor studies.					
FY2025 BENCHMARKS						
MILESTONES / PRODUCTS						
Provide general assistance to member agencies as requested in the areas of: Specific assistance determined per member agency requests, may include: Geographic Information Systems (GIS) (maps, data, and analyses) Data and travel demand modeling Demographic, development, and related information Traffic counts and related information Travel time data and analysis Other requests as budget allows Specifically requested assistance: <i>FY2025 Member Requests; as ranked by RTAC</i> <i>State Highway 69 Extension, UP Crossings, and Connectivity Study (20 days) *</i> <i>North Canyon / Ada Connectivity Study (20 days) *</i> <i>Construction Coordination and GIS Database Phase 1 for Concurrency (15 days) **</i>						Ongoing As Needed As Needed
<i>*These studies need direct dollar commitments from member agency(ies) once scope is developed</i> <i>**Phase 1 will clearly identify the need, stakeholders (transportation, utilities, and others), commitment from them all of to participate, identify roles/responsibilities, outline deliverables, and estimate ongoing support/effort</i>						
LEAD STAFF: Mary Ann Waldinger					Expense Summary	
END PRODUCT: Data, mapping, and modeling assistance to COMPASS members. Support for member agency studies and planning activities.					Total Workdays: 98	
					Salary \$ 61,758	
					Fringe 28,444	
					Overhead 10,627	
					Total Labor Cost: 100,829	
ESTIMATED DATE OF COMPLETION: September-2025					DIRECT EXPENDITURES:	
Funding Sources				Participating Agencies		
	Ada	Canyon	Special	Total	Member Agencies	
CPG, K22494					ITD	
CPG, K22998	49,750	20,321		70,071	ACHD	
STP-TMA, 22387			23,357	23,357	Canyon County	
					Ada County	
Local / Fund Bal	3,940	1,610	1,850	7,400	Highway District 4	
				-	Cities of Middleton, Caldwell, Star, Eagle and Kuna	
Total:	\$ 53,690	\$ 21,931	\$ 25,207	\$ 100,829		
					Total Direct Cost: \$ -	
					701	Total Cost: \$ 100,829

PROGRAM NO.	703				CLASSIFICATION:	Service
TITLE:	Public Services					
TASK / PROJECT DESCRIPTION:	To provide data, mapping, demographic, and other assistance to the public and non-member entities, as appropriate. For some products, such as maps, there is a charge for the product. When data or other information are not "off-the-shelf" and staff time is needed for research, a labor charge may be applied consistent with COMPASS policy.					
PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:	COMPASS responds to questions from the public and provides a number of products to the public and other entities: demographic data, development information, traffic counts and projections, maps, and geographic information system analyses.					
FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:	There are no federal or state requirements concerning provision of services to the public. However, these services support COMPASS' vision, mission, roles, and values, including: "...serve as a source of information and expertise..." (COMPASS Mission), "serve as the regional technical resource..." (Role #3 Expert), and "perform and share quality analyses" (Role #3 Expert).					
FY2025 BENCHMARKS						
MILESTONES / PRODUCTS						
Provide assistance to public and non-member entities, as requested, in the areas of: Geographic Information Systems (GIS) (maps, data, and analyses) Data and travel demand modeling for proposed developments Demographic, development, and related information Traffic counts and related information Travel time data and analysis Other general requests for information						Ongoing
LEAD STAFF: Mary Ann Waldinger					Expense Summary	
END PRODUCT: Information assistance to the general public.					Total Workdays: 8	
					Salary	\$ 4,736
					Fringe	2,181
					Overhead	815
					Total Labor Cost:	7,733
ESTIMATED DATE OF COMPLETION: September-2025					DIRECT EXPENDITURES: \$ -	
Funding Sources				Participating Agencies		
	Ada	Canyon	Special	Total	Member Agencies Professional Services Legal / Lobbying Equipment Purchases Travel / Education Printing Public Involvement Meeting Support Other	
CPG, K22998				\$ -		
Local / Fund Bal	-	-	7,733	\$ 7,733		
Total:	\$ -	\$ -	\$ 7,733	\$ 7,733		
					Total Direct Cost: \$ -	
					703	Total Cost: \$ 7,733

PROGRAM NO.	705				CLASSIFICATION:	Service	
TITLE:	Transportation Liaison Services						
TASK / PROJECT DESCRIPTION:	To provide adequate staff liaison time at member agency meetings and coordinate transportation-related planning activities with member agencies.						
PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:	Transportation liaison services ensure staff representation and coordination with membership on transportation-related planning. Requests that exceed four days may require COMPASS Board approval of a new work program.						
FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:	Achieve better inter-jurisdictional coordination of transportation and land use planning. Documentation of other significant transportation planning projects occurring within the Treasure Valley through the Unified Planning Work Program and Budget.						
FY2025 BENCHMARKS							
MILESTONES / PRODUCTS							
Attend member agency meetings and coordinate transportation-related planning activities with member agencies							Ongoing
LEAD STAFF: Matt Stoll					Expense Summary		
END PRODUCT: Ongoing staff liaison role to member agencies.					Total Workdays: 48		
					Salary \$ 34,634		
					Fringe 15,952		
					Overhead 5,960		
					Total Labor Cost: 56,546		
ESTIMATED DATE OF COMPLETION: September-2025					DIRECT EXPENDITURES:		
Funding Sources				Participating Agencies			
	Ada	Canyon	Special	Total	Member Agencies Professional Services \$ - Legal / Lobbying Equipment Purchases Travel / Education Printing Public Involvement Meeting Support Other		
CPG, K22494				\$ -			
CPG, K22998	37,201	15,195		\$ 52,396			
				-			
Local / Fund Bal	2,947	1,204		4,151			
	-			-	Total Direct Cost: \$ -		
Total:	\$ 40,148	\$ 16,399		\$ 56,546	705	Total Cost: \$ 56,546	

PROGRAM NO.	760			CLASSIFICATION:	Service	
TITLE:	Government Affairs					
TASK / PROJECT DESCRIPTION:	Identify, review, monitor, advocate and report to the COMPASS Board on pending state and federal legislation that directly or indirectly relates to COMPASS priorities and activities.					
PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:	To secure funding and influence policies on relevant transportation-related legislation at the federal and state levels.					
FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:	There is no federal requirement for this process. The Board works together to identify and prioritize needs and projects.					
FY2025 BENCHMARKS						
MILESTONES / PRODUCTS						
Federal Legislative Priorities Obtain COMPASS Board approval of 2025 federal legislative priorities Educate and advocate on 2025 federal legislative priorities Work with COMPASS Executive Committee to identify 2026 federal priorities and positions Obtain COMPASS Board approval of 2026 federal legislative priorities					Oct Oct-Aug Apr-Jul Aug	
State Legislative Priorities Educate and advocate on FY2025 legislative priorities Plan and initiate a road useage charge education program Work with Executive Committee to identify possible priorities and position statements for FY2026 legislative session Obtain Board endorsement of FY2026 legislative priorities					Oct-Aug Oct-Sep Apr-Aug Aug	
LEAD STAFF: Matt Stoll					Expense Summary	
END PRODUCT: An effective advocacy program for legislative issues and positions that have been approved by the Board.					Total Workdays: 60	
					Salary \$ 62,607	
					Fringe 28,835	
					Overhead 10,774	
					Total Labor Cost: 102,216	
ESTIMATED DATE OF COMPLETION:				September-2025		
Funding Sources				Participating Agencies		
	Ada	Canyon	Special	Total	Member Agencies	
				\$ -		
Local / Fund Bal			146,466	\$ 146,466		
				-		
Total:	\$ -	\$ -	\$ 146,466	\$ 146,466	760	Total Direct Cost: \$ 44,250
						Total Cost: 146,466

PROGRAM NO.	801			CLASSIFICATION:	System Maintenance
TITLE:	Staff Development				
TASK / PROJECT DESCRIPTION:	To provide staff with resources necessary to keep them informed of federal and state regulations, current transportation planning technologies, and best practices and activities nationally.				
PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:	The activities of this task are part of the overall continuous process to enhance technical and professional capacity. It is important that staff be informed and educated on new regulations and practices to develop and maintain a responsive transportation program.				
FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:	There are no federal or state requirements concerning provision of staff training; however, COMPASS provides staff with opportunities for training and education. Training examples include attending workshops and conferences sponsored by Federal Highway Administration, National Association of Regional Councils, American Planning Association, Western Planner, Association of Metropolitan Planning Organizations, the Transportation Research Board, etc., to keep staff well informed.				
FY2025 BENCHMARKS					
MILESTONES / PRODUCTS					
Staff training and development					Ongoing
LEAD STAFF: Meg Larsen END PRODUCT: Maintain staff knowledge of federal grant requirement needs and changes and build a strong team through national and local seminars, workshops, conferences, and educational classes.					Expense Summary Total Workdays: 119 Salary \$ 63,049 Fringe 29,039 Overhead 10,850 Total Labor Cost: 102,937
ESTIMATED DATE OF COMPLETION: September-2025					DIRECT EXPENDITURES:
Funding Sources				Participating Agencies	
	Ada	Canyon	Special	Total	
CPG, K22494				\$ -	Professional Services \$ -
CPG, K22998	100,615	41,096		141,711	Legal / Lobbying
					Equipment Purchases
					Travel / Education 50,000
					Printing
					Public Involvement
					Meeting Support
					Other
Local / Fund Bal	7,969	3,256		11,226	
				-	
Total:	\$ 108,584	\$ 44,352	\$ -	\$ 152,937	Total Direct Cost: \$ 50,000
					801 Total Cost: \$ 152,937

PROGRAM NO.	820			CLASSIFICATION:	System Maintenance
TITLE:	Committee Support				
TASK / PROJECT DESCRIPTION:	To provide support to the COMPASS Board and standing committees as defined by the COMPASS Bylaws and Joint Powers Agreement.				
PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:	Provide coordination and communication among member agencies' staff and elected officials in transportation and land use planning, through meeting materials, agendas, and minutes, which are a historical record of events leading to the decision-making processes.				
FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:	The COMPASS Joint Powers Agreement, Section 4.1.6(K), states, "Open Meeting Law: All meetings of the Board shall be governed under the provisions of the Open Meeting Law, Chapter 2, Title 74, Idaho Code, and any amendments and/or recodification thereof."				
FY2025 BENCHMARKS					
MILESTONES / PRODUCTS					
Provide meeting coordination, materials, and follow-up to the Board, standing committees, and workgroups.					Ongoing
LEAD STAFF: Amy Luft					
END PRODUCT: Ongoing support of committees to promote involvement and communication.					
					Expense Summary
					Total Workdays: 258
					Salary \$ 133,877
					Fringe 61,660
					Overhead 23,038
					Total Labor Cost: 218,574
ESTIMATED DATE OF COMPLETION:				September-2025	
Funding Sources				Participating Agencies	
	Ada	Canyon	Special	Total	Member Agencies
CPG, K22494				\$ -	
CPG, K22998	143,797	58,734		\$ 202,531	
Local / Fund Bal	11,391	4,653	2,000	18,043	
				-	
Total:	\$ 155,188	\$ 63,387		\$ 220,574	
					DIRECT EXPENDITURES:
					Professional Services \$ -
					Legal / Lobbying
					Equipment Purchases
					Travel / Education
					Printing
					Public Involvement
					Meeting Support 2,000
					Other
					Total Direct Cost: \$ 2,000
					820 Total Cost: 220,574

PROGRAM NO.	836			CLASSIFICATION:	System Maintenance
TITLE:	Technical Support: Regional Travel Demand Model				
TASK / PROJECT DESCRIPTION:	Upkeep of the regional travel demand model is an ongoing task needed to maintain the model as a useful tool in planning activities. It also provides vital information for the required process of air quality conformity demonstration and all benefit-cost evaluations.				
PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:	The model outputs are used to test and plan transportation projects, support capital improvement plans and impact fee and/or proportionate share programs for member agencies, conduct air quality conformity of the Regional Transportation Improvement Program (TIP) and regional long-range transportation plan, provide area of influence model runs to inform the traffic impact study process, and respond to various special member requests.				
FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:	Federal Code 23 CFR § 450.324 -- Long-range transportation plans require valid forecasts of future demand for transportation services which are provided by a travel demand model. Outputs from the model are also necessary for transportation conformity determinations of the TIP and long-range plan and evaluating the impacts of alternative transportation investments. In updating the transportation plan, (e) "the MPO shall base the update on the latest available estimates and assumptions for population, land use, travel, employment, congestion, and economic activity" (f) "The metropolitan transportation plan shall, at a minimum, include (1) The current and projected transportation demand of persons and goods in the metropolitan planning area over the period of the transportation plan;..."				
FY2025 BENCHMARKS					
MILESTONES / PRODUCTS					
Key Elements					
Maintain and update traffic count database					Ongoing
Maintain the structure and integrity of the regional travel demand model for use in the Transportation Economic Development Impact System (TREDIS)					Ongoing
Provide travel demand modeling assistance to support member agency needs and special projects					Ongoing
Provide technical and modeling support as needed for regional long range transportation plan					Ongoing
Work with and use ITD's required protocols to update of the Federal Aid Functional Classification Systems after adjusted urban area boundaries are approved by IT Board and FHWA - Boise Division					Oct-Aug
Special Tasks and Model Improvements					
Provide technical analysis on member agency requests vetted through RTAC					Ongoing
Provide modeling and technical assistance to ITD's corridor and environmental studies					Ongoing
Provide technical analysis on unanticipated member agency requests					Ongoing
Maintain the data foundation system and continue to incorporate into other data sources					Ongoing
LEAD STAFF: Mary Ann Waldinger					
END PRODUCT: Reasonable and reliable regional travel demand model using the latest available information and forecasts for various types of projects, studies, and analyses.					
					Expense Summary
					Total Workdays: 67
					Salary \$ 42,089
					Fringe 19,385
					Overhead 7,243
					Total Labor Cost: 68,716
ESTIMATED DATE OF COMPLETION: September-2025					
Funding Sources				Participating Agencies	
	Ada	Canyon	Special	Total	Highway Districts
CPG, K22494				\$ -	Member Agencies
CPG, K22998	19,988	8,164		28,152	Federal Highways Administration
STCH-TMA, K22394			138,990	138,990	Idaho Transportation Department
				-	Valley Regional Transit
Local / Fund Bal	1,583	647	199,344	201,574	Department of Environmental Quality
Total:	\$ 21,571	\$ 8,811	\$ 338,334	\$ 368,716	
					DIRECT EXPENDITURES:
					Professional Services \$ 300,000
					Legal / Lobbying
					Equipment Purchases
					Travel / Education
					Printing
					Public Involvement
					Meeting Support
					Other
					Total Direct Cost: \$ 300,000
					836 Total Cost: \$ 368,716

PROGRAM NO.	842			CLASSIFICATION:	System Maintenance		
TITLE:	Congestion Management Process						
TASK / PROJECT DESCRIPTION:	Maintain a functional congestion management process (CMP) for the Treasure Valley. Conduct data collection, update the congestion management process as needed, produce the Annual Congestion Management Report, maintain regional intelligent transportation system (ITS) architecture and inventory. Research, provide, and monitor transportation demand management (TDM) strategies. Work with member agencies to identify regional congestion issues, identify congestion management needs, and recommend congestion management strategies.						
PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:	The Congestion Management Process (CMP) is a systematic, cyclical, and regionally accepted approach for managing congestion that generates current information regarding regional congestion, outlines methods for identifying congestion management needs, identifies strategies to mitigate congestion, defines performance measures and targets related to congestion, and defines the path for implementing strategies through COMPASS' transportation improvement program (TIP) and regional long-range transportation plan.						
FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:	Federal Code 23 CFR § 450.322 -- A congestion management process is federally required for areas with populations exceeding 200,000, known as Transportation Management Areas. While only a portion of COMPASS' planning area is subject to this requirement (the Boise Urbanized Area), COMPASS' CMP covers its entire planning area. (a) "The transportation planning process in a TMA shall address congestion management through a process that provides for safe and effective integrated management and operation of the multimodal transportation system, based on a cooperatively developed and implemented metropolitan-wide strategy, of new and existing transportation facilities eligible for funding under title 23 U.S.C. and title 49 U.S.C. Chapter 53 through the use of travel demand reduction (including intercity bus operators, employer-based commuting programs such as a carpool program, vanpool program, transit benefit program, parking cash-out program, shuttle program, or telework program), job access projects, and operational management strategies..."						
FY2025 BENCHMARKS							
MILESTONES / PRODUCTS							
Congestion Management and Travel Time Data							
Complete the Congestion Management Annual Report using the National Performance Measure Research Data Set (NPMRDS) for 2024						June-Sept	
Maintain the Congestion Management Process Technical Document						Ongoing	
Publish congestion management annual report to digital format (web map/story map)						June-Sept	
Work with Regional Operations Workgroup and other COMPASS workgroups to identify congestion issues, congestion management needs, and congestion management strategies						Ongoing	
NPMRDS Travel Time Data and Process							
Develop process for evaluating effectiveness of congestion mitigation projects using the NPMRDS and INRIX travel time data sets						Ongoing	
Transportation System Management and Ops (TSMO) and ITS Plan Update							
Maintain the regional ITS inventory and TSMO/ITS projects list						Ongoing	
Refine the integration of management and operation strategies and TSMO projects into the long range plan						Ongoing	
LEAD STAFF: Mary Ann Waldinger							
END PRODUCT: Maintenance of the congestion management process, congestion management annual report (congestion issues, needs, strategies), current year travel time data collection and analysis, and an updated TSMO/ITS projects list and inventory.						Expense Summary	
						Total Workdays: 66	
		Salary \$ 41,460					
		Fringe 19,095					
		Overhead 7,135					
		Total Labor Cost: 67,690					
ESTIMATED DATE OF COMPLETION: September-2025							
Funding Sources				Participating Agencies			
	Ada	Canyon	Special	Total	Highway Districts	DIRECT EXPENDITURES:	
CPG, K22108				\$ -	Member Agencies	Professional Services	
CPG, K22494	-	-		-	Federal Highways Administration	Legal / Lobbying	
				-		Equipment Purchases	
				-		Travel / Education	
				-		Printing	
Local / Fund Bal	-	-	67,690	67,690		Public Involvement	
				-		Meeting Support	
				-		Other	
Total:	\$ -	\$ -	\$ 67,690	\$ 67,690		Total Direct Cost: \$ -	
					842	Total Cost: \$ 67,690	

PROGRAM NO.	860	CLASSIFICATION:	System Maintenance
TITLE:	Geographical Information System Maintenance (GIS)		
TASK / PROJECT DESCRIPTION:	Planning activities depend on current and accurate geographic information. For data to be available in a quality suitable for planning, continual data acquisition is necessary. This involves partnering with other GIS stakeholders, data maintenance, editing, and creating new data from GPS and orthophotography.		
PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:	GIS data and technology are used for internal budget support. COMPASS also provides this geographic information to its members and the general public in the form of maps, data, and analysis. COMPASS works in conjunction with its member agencies via the Regional Geographic Advisory Workgroup (RGAWG) to create regional data that can be used for many purposes.		
FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW, REFERENCE TO STRATEGIC PLAN:	Federal Code 23 CFR § 450.324 (f)-- In updating the transportation plan, the MPO shall use the latest available estimates and assumptions for population, land use, travel, employment, congestion, and economic activity. "The metropolitan transportation plan shall, at a minimum, include (1) The projected transportation demand of persons and goods in the metropolitan planning area over the period of the transportation plan...."		
FY2025 BENCHMARKS			
MILESTONES / PRODUCTS			
Provide GIS Data Maintenance and Support for COMPASS Projects Data analysis, and maintenance for performance reporting and other planning needs Enterprise database maintenance Data integration GIS Technology Census BAS			Ongoing
GIS Cooperation Continue participation in the Treasure Valley GIS User Group and Canyon Spatial Data Cooperative (SDC) meetings			Quarterly/as needed
Regional Geographic Advisory Committee Host the Regional Geographic Advisory Workgroup to enable regional cooperation of GIS data			Quarterly/as needed
Regional Data Center Expand and maintain authoritative regional GIS data Conduct data accuracy checks and metadata on regional data sets			Ongoing
Transportation Improvement Program Provide ongoing support			Ongoing
2024 Orthophotography Project Finalize 2024 orthophotography acquisition Distribute final data products to participants			December
2025 Orthophotography Project Conduct 2025 orthophotography flight Conduct QC on preliminary data Continue to plan for future orthophotography acquisition and funding			March - October
LEAD STAFF: Eric Adolfson		Expense Summary	
END PRODUCT: 1) An expanded use of GIS technology and data for regional planning; and 2) Continued GIS coordination and development of the most accurate and up-to-date information possible.		Total Workdays: 396	
		Salary \$ 210,129	
		Fringe 96,779	
		Overhead 36,159	
		Total Labor Cost: 343,067	
ESTIMATED DATE OF COMPLETION: September-2025		DIRECT EXPENDITURES:	
Funding Sources		Participating Agencies	
	Ada	Canyon	Special
			Total
CPG, K22108			\$ -
CPG, K22494			-
			-
		534,147	-
Local / Fund Bal			534,147
			-
Total:	\$ -	\$ -	\$ 534,147
			\$ 534,147
			860
			Total Cost: 534,147

PROGRAM NO.	990			CLASSIFICATION:	Indirect / Overhead
TITLE:	Direct Operations & Maintenance				
TASK / PROJECT DESCRIPTION:	To provide local dollars for expenditures that do not qualify for reimbursement under the federal guidelines. Program dollars for professional services for COMPASS Board related events, meeting expenses, and equipment/software needs.				
PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:	Adequately cover expenses needed to support the Board, Executive Director, and agency outside of federally funded projects.				
FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:	There are no federal or state requirements concerning these provisions; however, the Finance Committee oversees and approves these accounts and expenditures.				
FY2025 BENCHMARKS					
				MILESTONES / PRODUCTS	
Provide local dollars for expenditures not federally funded. Planned FY2025 equipment and software expenditures Transit network planning software Transportation improvement program management software Benefit-cost analysis software Transportation modeling software				Ongoing	
LEAD STAFF: Meq Larsen				Expense Summary	
END PRODUCT: Adequately cover the direct expenses needed to support the Board, Executive Director, equipment needs, and COMPASS operations.				Total Workdays: 0	
				Salary \$ -	
				Fringe -	
				Overhead -	
				Total Labor Cost: \$ -	
ESTIMATED DATE OF COMPLETION: September-2025				DIRECT EXPENDITURES:	
Funding Sources				Participating Agencies	
	Ada	Canyon	Special	Total	Member Agencies
CPG, K22108				\$ -	
CPG, K22494				\$ -	
CIM2055 KN20271	Carry forward only		251,982	251,982	
Other				-	
Local / Fund Bal			232,638	232,638	
				-	
Total:	\$ -	\$ -	\$ 484,620	\$ 484,620	
					Professional Services 1,440
					Legal / Lobbying \$ 17,000
					Equipment Purchases 169,687
					Travel / Education 1,600
					Printing
					Public Involvement
					Meeting Support 7,000
					Other 15,950
					CIM 2055 carry forward \$ 271,943
					Total Direct Cost: \$ 484,620
					990 Total Cost: \$ 484,620

PROGRAM NO.	991			CLASSIFICATION:	Indirect / Overhead
TITLE:	Support Services Labor				
TASK / PROJECT DESCRIPTION:	To provide labor to support the ongoing administrative functions of COMPASS. Areas include: personnel management, financial management, information technology management, procurement, contracting, and general administration. Work with independent auditor on annual audit.				
PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:	To maintain payroll, accounts payable/receivable, benefits, recruitment, building and vehicle maintenance, general ledger bank reconciliation, cash flow, annual audit, and development of the computer system.				
FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:	<p>The Office of Management and Budget (OMB) requires that a single audit be performed to ensure federal funds are being expended properly. The most recent OMB regulation issued for this purpose is Title 2 U.S. Code of Federal Regulations (CFR) Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance). It includes uniform cost principles and audit requirements for federal awards to nonfederal entities and administrative requirements for all federal grants and cooperative agreements.</p> <p>Memorandum of Understanding 04-01, Operation and Financing of the Metropolitan Planning Organization in the Boise and Nampa Urbanized Areas -- between COMPASS and the Idaho Transportation Department states and agrees to allow indirect costs as outlined in the agreement.</p>				
FY2025 BENCHMARKS					
MILESTONES / PRODUCTS					
General Administration Review standing agreements Conduct appropriate procurement processes and prepare contracts, as needed Update COMPASS operational policies as needed Monitor general workplace and personnel needs Provide administrative assistance for agency needs					Aug As needed As needed Ongoing Ongoing
Personnel Management Prepare and complete recruitment processes Conduct employee annual evaluations Renew insurance policies Pursue FY2025 benefit options					As needed
Financial Management Close FY2024 financial records and begin FY2025 Provide annual audit support and complete financial reports Complete COMPASS annual Audit Report Prepare and distribute year-end payroll reports Complete budget variance information and report to the Finance Committee quarterly Maintain inventory of furniture, equipment, hardware and software					Oct-Nov Oct-Dec Jan Jan Quarterly Ongoing
Information Technology Manage Information Technology consultant and coordinate work efforts Prioritize needs, analyze costs, make recommendations and implement system improvements Coordinate with staff to configure equipment and software to meet the needs of each position Maintain security and integrity of IT systems, and perform appropriate back ups Coordinate systems with member agencies					Ongoing Oct - Dec
LEAD STAFF: Meg Larsen					Expense Summary
END PRODUCT: An agency where administrative support, personnel management, financial management, and general administrative needs are fully met and whose activities are effectively monitored and communicated to the Board.					Total Workdays: 989
					Salary \$ -
					Fringe -
					Overhead -
					Total Labor Cost: \$ -
ESTIMATED DATE OF COMPLETION: September-2025					DIRECT EXPENDITURES:
Funding Sources				Participating Agencies	
	Ada	Canyon	Special	Total	Professional Services \$ -
				\$ -	Legal / Lobbying
				-	Equipment Purchases
				-	Travel / Education
				-	Printing
				-	Public Involvement
				-	Meeting Support
				-	Other
Total:					Total Direct Cost: \$ -
					991 Total Cost: \$ -

EXECUTIVE COMMITTEE AGENDA ITEM IV-C

February 4, 2025

Topic: Amendment to the FY2025-2031 Regional Transportation Improvement Program (TIP)

Request/Recommendation:

COMPASS staff seeks COMPASS Executive Committee's adoption of Resolution 07-2025 (Attachment 1) modifying the FY2025-2031 TIP at the request of Valley Regional Transit and the Idaho Transportation Department. The Regional Transportation Advisory Committee recommended approval on January 22, 2025.

Background/Summary

Action is needed from the COMPASS Board of Directors when a project increases by more than 30% and is more than \$1 million or when a project increases by more than \$5 million.

- Valley Regional Transit requested to increase their **rolling stock, infrastructure, and technology project** in FY2025, carrying over funds from FY2024 that were not obligated and increasing the amount to match the needs in VRT's budget. The increase is \$2,076,750, or 84.87%.
- The Idaho Transportation Department requested to increase its **Interstate 84 widening project between the Centennial Interchange and the Franklin Road Interchange** in the City of Caldwell. During review, staff determined that previous expenditures did not match the actual obligations that occurred in FY2024; therefore, adjustments are also proposed to match the actual obligations. The overall increase is \$5,500,470, or 4.67%. The increase is based on inflationary costs.

A public comment period was held January 6, 2025, through January 16, 2025, to address the proposed amendment to the FY2025-2031 TIP. A total of ten individuals commented during the public comment period. Verbatim comments are provided in Attachment 2. Staff does not recommend changes to the amendment based on the public comments received.

If approved, staff will request ratification of the action by the COMPASS Board of Directors on February 24, 2025.

Implication (policy and/or financial):

The amendment to the TIP ensures that the document continues to meet federal fiscal constraint requirements and enables work to continue on these projects.

More Information:

- 1) Attachment 1: Resolution 07-2025
- 2) Attachment 2: Verbatim Public Comments
- 3) For detailed information contact: Toni Tisdale, Resource Development Team Lead, at 208/475-2238 or ttisdale@compassidaho.org.

RESOLUTION NO. 07-2025

Attachment

**FOR THE PURPOSE OF AMENDING THE FY2025-2031
REGIONAL TRANSPORTATION IMPROVEMENT PROGRAM**

WHEREAS, the Community Planning Association of Southwest Idaho (COMPASS) was designated by the Governor of Idaho as the metropolitan planning organization responsible for transportation planning in Ada and Canyon Counties;

WHEREAS, the Infrastructure Investment and Jobs Act (IIJA), Title 23 United States Code Section 134, and Title 49 United States Code Section 5303 require metropolitan planning organizations to develop and approve transportation improvement programs;

WHEREAS, the IIJA, Title 23 United States Code Section 134, and Title 49 United States Code Section 5303 require projects contained in the transportation improvement programs to be financially constrained;

WHEREAS, the IIJA, Title 23 United States Code Section 134, and Title 49 United States Code Section 5303 require transportation improvement programs be developed in consultation with all interested parties;

WHEREAS, a public comment period was held from January 6, 2025, through January 16, 2025, and comments were shared with the COMPASS Executive Committee for consideration;

WHEREAS, the Community Planning Association of Southwest Idaho desires to take timely action to ensure the availability of federal funds;

WHEREAS, the Community Planning Association of Southwest Idaho developed this amendment to the FY2025-2031 Regional Transportation Improvement Program in compliance with all applicable state and federal regulations; and

WHEREAS, the attached table details the amendment to the FY2025-2031 Regional Transportation Improvement Program.

NOW, THEREFORE, BE IT RESOLVED, that the Community Planning Association of Southwest Idaho's Executive Committee approves this amendment to the FY2025-2031 Regional Transportation Improvement Program.

ADOPTED this 4th day of February 2025.

By: _____
Jay Gibbons, Chair
Community Planning Association
of Southwest Idaho Board of Directors

ATTEST:

By: _____
Matthew J. Stoll, Executive Director
Community Planning Association
of Southwest Idaho

T:\FY25\900 Operations\2025 Resolutions\Resolution 07-2025.docx



Community Planning Association of Southwest Idaho (COMPASS)

Amendment #3 for FY2025-2031 Transportation Improvement Program												
Key Number	Project	Sponsor	Scheduled Funding for Project Lifetime			Percent Change	Program/ Funding Source	Federal Funding Year	Funding Phase	Current Total	Total After Revision	Brief Explanation
			*Current Total	Revised Total	Amount Change							
18788	Transit - Rolling Stock, Infrastructure, and Technology, Boise Area, VRT	VRT	\$2,447,000	\$4,523,750	\$2,076,750	84.87%	FTA 5307 LU	2024	Construction	\$1,375,000	\$982,500	Adjust for FY2025 needs to match VRT's budget.
							FTA 5307 LU	2025	Construction	\$268,000	\$2,738,750	
23437	I-84, Centennial Interchange to Franklin Interchange, Caldwell	ITD	\$117,705,542	\$123,206,012	\$5,500,470	4.67%	Leading Idaho	2025	Construction	\$4,967,000	\$10,467,470	Correction to match obligations that occurred at the end of FY2024 and increase funds to meet current funding needs.
							TECM	2025	Design	\$0	(\$2,110,016)	
							TECM	2025	Right-of-Way	\$0	\$1,938,700	
							TECM	2025	Construction	\$0	\$171,316	
							Previous Obligations	N/A	N/A	\$125,665,000	\$112,738,542	

* Current Total - Previous TIP total.
 COMPASS TIP Amendment Policy: <https://www.compassidaho.org/documents/people/policies/TIPAmendPolicy081522.pdf>
 Only information proposed to change is included in this action.

- Acronyms:
 5307 = Urban Transit Formula Funds
 FY = Fiscal Year
 FTA = Federal Transit Administration
 I = Interstate
 ITD = Idaho Transportation Department
 LU = Large Urban
 TECM = Transportation Expansion and Congestion Mitigation
 TIP = Transportation Improvement Program
 VRT = Valley Regional Transit

+

Public Comments Received (Verbatim)

Amendment #3 to the FY2025-2031 Regional Transportation Improvement Program (TIP)

Public Comment Period: January 6 – January 16, 2025

Total number of comments received by COMPASS: 10

Topic:

The proposed amendment would adjust the cost of two projects to meet current funding needs: one to accommodate for Valley Regional Transit’s 2025 budget needs and one to increase the funding for the I-84, Centennial Interchange to Franklin Interchange project in Caldwell.

Comment (The comments below are verbatim, as submitted by the commenter. As such, typographical errors have not been corrected.)	Staff Response	Name, Zip Code, Affiliation
I’m grateful to see much needed funding directed to Valley Regional Transit.	Thank you for your comments; they will be shared with Valley Regional Transit and the COMPASS Board of Directors.	NA
The freeways are a literal deathtrap. Gas prices fluctuate, and increasingly I find myself preferring not to drive. Ideally a train system would be the way to go, but more busses would be a good move	Thank you for your comments; they will be shared with Valley Regional Transit and the COMPASS Board of Directors.	NA
Hello, Yes, please increase the budget to improve VRT budget needs. Idaho desperately needs better transportation options! Thank you	Thank you for your comments; they will be shared with Valley Regional Transit and the COMPASS Board of Directors.	Stephanie Wicks
I do not support increased funding for VRT I do support increased funding for the Roadwork	Thank you for your comments; they will be shared with Valley Regional Transit, the Idaho Transportation Department, and the COMPASS Board of Directors.	Mac McOmber
VRT has been woefully under funded. This increase is a step in the right direction. Thank you	Thank you for your comments; they will be shared with Valley Regional Transit and the COMPASS Board of Directors.	NA
I support the budget increase to accommodate the VRT's 2025 budget needs and also to increase funding for the I-84 Centennial Interchange to Franklin Interchange project in Caldwell. It is important to address budget concerns as early as possible to avoid last minute requests for funds that are needed for critical projects like the two referenced above. Thank you for the opportunity to comment on funding for these two projects!	Thank you for your comments; they will be shared with Valley Regional Transit, the Idaho Transportation Department, and the COMPASS Board of Directors.	Pike Teinert

<p align="center">Comment</p> <p align="center">(The comments below are verbatim, as submitted by the commenter. As such, typographical errors have not been corrected.)</p>	<p align="center">Staff Response</p>	<p align="center">Name, Zip Code, Affiliation</p>
<p>These comments are in regard to: "FY2025-2031 Regional Transportation Improvement Program (TIP)" What is the total cost per passenger mile for "Valley Region Transit" including all costs including infrastructure, employees, equipment, land, buildings, buses, maintenance etc.. . Would it be more cost effective and provide better service to simply pay for passengers to make use of ride share services? I'm of the opinion that the entire program should be eliminated as it is more expensive and provides worse overall service to available alternatives and at the same time actually makes traffic congestion worse. Regards</p> <p><u>Response to Valley Regional Transit's answer (see column to the right) to the question above:</u></p> <p>Based even on the \$3.73 per mile estimate, which excludes capital costs, this seems several times more expensive on average than just subsidising ride share services while at the same time being significantly less efficient and convenient.</p>	<p>Thank you for your comments; they will be shared with Valley Regional Transit, the Idaho Transportation Department, and the COMPASS Board of Directors.</p> <p><u>Response from Valley Regional Transit:</u> VRT regularly reports on operating costs (i.e., employees, fuel, preventative maintenance, energy etc.) per passenger mile because those are recurring annual costs. VRT does not report on capital costs (i.e., buses, buildings, bus stops etc.) per passenger mile because those are expenses that provide benefit over many years of service and would need to be compared to the passenger miles over that same time frame.</p> <p>Below are the available operating costs per passenger mile that VRT reported to the National Transit Database in 2023. These costs vary substantially for different kinds of service. This is largely because of the varying productivity of the different service types.</p> <p>Fixed Route: \$3.73 cost per passenger mile Demand Response: \$11.55 cost per passenger mile</p> <p>VRT also supports various specialized transportation services such as Beyond Access which provides shared rides to older adults and persons with disabilities, Meridian Medical Transportation which provides Meridian residents weekday transportation to medical appointments, Meridian Veterans Shuttle which provides service to veterans between Meridian and the Veterans hospital in Boise, Rides2Wellness which provides medical transportation for patients of St. Luke's, St. Alphonsus and designated clinics, and the Volunteer Driver Program which provides transportation to essential services like medical facilities, social services, nutrition etc. Each of these services would have different costs per passenger mile.</p>	<p align="center">Benjamin Knigge</p>

<p align="center">Comment</p> <p align="center">(The comments below are verbatim, as submitted by the commenter. As such, typographical errors have not been corrected.)</p>	<p align="center">Staff Response</p>	<p align="center">Name, Zip Code, Affiliation</p>
	<p>There are certainly some instances where it would be more cost effective to leverage shared ride services. Valley Regional Transit does this with the VRT Lyft Pass Program and the VRT Late Night program. There are many other cases where public transit services (particularly fixed route services) are either more cost effective or provide a higher level of service than shared ride services. These include frequent corridors such as State St, Fairview, and Vista, where riders don't need to request a ride for their recurring trips as they would for shared ride services. This also applies to high demand corridors such as Overland, and Emerald where the number of people using the service could not be matched by shared ride services. This is especially the case when you have persons with disability or youth under 18 who are prohibited from taking advantage of shared ride services.</p> <p>Finally, transit services not only improve congestion currently, but they are the only motorized mode of transportation that has the capacity to reduce/limit congestion even as transportation demand increases. Also, many of the capital investments that are necessary for public transportation, such as safe, accessible sidewalks, are of benefit to the non-riding public as well. Valley Regional Transit frequently partners with local jurisdictions to improve their non-motorized infrastructure. The benefits of these investments are felt by transit riders and non-riders alike.</p>	

<p style="text-align: center;">Comment</p> <p style="text-align: center;">(The comments below are verbatim, as submitted by the commenter. As such, typographical errors have not been corrected.)</p>	<p style="text-align: center;">Staff Response</p>	<p style="text-align: center;">Name, Zip Code, Affiliation</p>
<p>Hi, The two projects proposed in Amendment #3 (FY2025-2031) are important. I once was a VRT passenger (mostly between Nampa and BSU, and I really appreciated - even enjoyed - that service. I also have used VRT between Caldwell (where I live) and Nampa. Public transportation is a vital part of any community's infrastructure and, in my opinion, an important contributor to democracy and social stability. The I-84 interchange project is also vitally important in order to manage the dramatic rise in traffic in Caldwell and traffic on I-84 as a whole. Alternate routes cannot manage the traffic that flows through this part of the city. Thank you,</p>	<p>Thank you for your comments; they will be shared with Valley Regional Transit, the Idaho Transportation Department, and the COMPASS Board of Directors.</p>	<p>Karen H. Brown</p>
<p>While road improvement projects are important, I feel like the greatest use of funds would be to invest in programs and projects that mitigate car traffic on our roadways. Sidewalks and a bike lane on Lonestar, which houses a major middle school would be wonderful. Instead of funding to go towards roadways, invest that money in reliable public transit whether that be a more robust bus network or a metro line similar to Salt Lake City. Thank you for your time.</p>	<p>Thank you for your comments; they will be shared with Valley Regional Transit, the City of Nampa, the Idaho Transportation Department, and the COMPASS Board of Directors.</p>	<p>83651</p>
<p>I think it's great that VRT is getting more funding. They're a vital resource for the community and I'd love to see them expand both the area they cover and their hours of operation. I clicked the link to see the full project proposal and there wasnt much there. I would love to learn more about what VRT intends to do with the extra funds</p>	<p>Thank you for your comments; they will be shared with Valley Regional Transit and the COMPASS Board of Directors.</p>	<p>NA</p>

EXECUTIVE COMMITTEE AGENDA ITEM V-A

Date: February 4, 2025

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 January 22, 2025, meeting.

CONSENT AGENDA

Approve December 18, 2024, RTAC Meeting Minutes Recommend Adoption of Regional Safety Targets for FY2025

RTAC approved the consent agenda.

SPECIAL ITEM

Introduction to COMPASS

RTAC received a brief introduction to COMPASS' work products and RTAC calendar.

ACTION ITEMS

Elect Chair and Vice Chair

RTAC elected Crystal Craig, City of Nampa, as Chair and Tessa Gregor, City of Boise, as Vice Chair.

Recommend an Amendment to the FY2025-2031 Regional Transportation Improvement Program (TIP)

RTAC recommended COMPASS Executive Committee's adoption of Resolution X-2025 amending the FY2025-2031 TIP at the request of Valley Regional Transit and the Idaho Transportation Department.

INFORMATION/DISCUSSION ITEM

Demonstrate *Communities in Motion 2055* Public Outreach

RTAC discussed *Communities in Motion 2055* upcoming public outreach efforts.

MORE INFORMATION

Contact Austin Miller, Planning Team Lead, at amiller@compassidaho.org or Crystal Craig, City of Nampa, at craigc@cityofnampa.us.

T:\FY25\800 System Maintenance\820 Committee Support\RTAC\Monthly Executive Report\Jan 2025 Exec Committee Status Report RTAC.docx