



Working together to plan for the future

COMPASS BOARD OF DIRECTORS' MEETING PACKET

February 24, 2025



Working together to plan for the future

Community Planning Association of Southwest Idaho 2025 COMPASS Board of Directors

GENERAL MEMBERS	SPECIAL MEMBERS	EX-OFFICIO MEMBERS
Ada County: Commissioner Rod Beck Commissioner Ryan Davidson Commissioner Tom Dayley	Boise State University: Drew Alexander, Associate Vice President for Campus Operations	Governor's Office: Jamie Neill
Ada County Highway District: Commissioner Miranda Gold Commissioner Kent Goldthorpe Commissioner Patricia Nilsson	Capital City Development Corporation: John Brunelle, Executive Director	Greater Boise Auditorium District: Cody Lund, Executive Director
Boise County: Commissioner Bob Callahan Commissioner Lindy Lindstrom Commissioner Clay Tucker	Idaho Department of Environmental Quality: Troy Smith, Regional Administrator	Southwest District Health Department: Nikole Zogg, District Director
Canyon County: Commissioner Zach Brooks Commissioner Brad Holton Commissioner Leslie Van Beek	Idaho Transportation Department: Jason Brinkman, District 3 Engineer	
Canyon Highway District No. 4: Commissioner Jay Gibbons	Valley Regional Transit: Elaine Clegg, Chief Executive Officer	
City of Boise: Mayor Lauren McLean Councilmember Kathy Corless Councilmember Colin Nash	West Ada School District David Reinhart, Chief Operating Officer	
City of Caldwell: Mayor Jarom Wagoner Robb MacDonald, Director of Public Works		
City of Eagle: Mayor Brad Pike Councilmember Mary May		
City of Garden City: Mayor John Evans		
City of Greenleaf: Councilmember Dan Hyer		
City of Kuna: Mayor Joe Stear Councilmember John Laraway		
City of Melba: Mayor Cory Dickard		
City of Meridian: Mayor Robert Simison Councilmember John Overton Charlie Rountree		
City of Middleton: Mayor Jackie Hutchison		
City of Nampa: Mayor Debbie Kling Councilmember Victor Rodriguez Tom Points, Public Works Director		
City of Notus: Mayor David Porterfield		
City of Parma: Brett Laird, Public Works Director		
City of Star: Mayor Trevor Chadwick		
City of Wilder: Chelsie Johnson, Public Works Superintendent		

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MAKING A MOTION:

1. **Seek recognition from the chair.**
2. **When you are recognized, say, "I move..."**
State your motion clearly, concisely, and completely.
3. **Wait for someone to "second" your motion.**
A "second" does not imply the person making the second agrees with the motion – only that he/she agrees it should be debated.
4. **Wait while the chair restates the motion.**
Be prepared to provide the motion to the chair in writing, if needed or requested, to ensure the chair accurately restates it.
5. **Respectfully debate your motion.**
As the person making the motion, you have the right to speak first, but do not have to. When you speak, state your opinion then respectfully listen to, and consider, other opinions.
6. **Wait for the chair to take a vote.**
After discussion is complete, the chair will call for a vote.
7. **Listen as the chair announces the result of the vote.**

Motions to Protect Rights:
• Division of the Assembly
• Point of order
• Appeal chair's ruling
• Point of information
• Parliamentary inquiry
Motions to Choose Voting Methods:
• Vote by ballot, roll call, counted vote
• Choose method of nominations
• Open or close nominates or the polls
Motions to Delay Action:
• Refer to a committee
• Postpone to a definite time
• Recess
• Adjourn
• Postpone indefinitely
• Lay on the table
Motions to Vary the Procedures:
• Suspend the rules
• Divide the question
• Request to withdraw a motion
• Request relief from duty – or resign
Motions to Re-examine:
• Reconsider
• Rescind/Amend something previously adopted
• Take from the table
• Discharge a committee

To Change a Proposed Motion:
Amend Motions to Raise Urgent Issues:
• Question of privilege
• Orders of the day
• Object to consideration
Motions to Control Debate:
• Limit debate
• Previous question

TABLE OF RULES RELATING TO MOTIONS:

Motion	Debate?	Amend?	Vote
Adjourn	No	No	Majority
Amend	Yes	Yes	Majority
Amend Something Previously Adopted	Yes	Yes	(a) Majority with notice; or (b) 2/3; or (c) Majority of entire membership
Appeal	Normally	No	Majority in negative required to reverse chair's decision
Commit	Yes	Yes	Majority
Debate, Close (Previous Question)	No	No	2/3
Debate, Limit or Extend Limits of	No	Yes	2/3
Main Motion	Yes	Yes	Majority
Postpone	Yes	Yes	Majority
Previous Question	No	No	2/3
Recess	No	Yes	Majority
Reconsider	If motion to be reconsidered debatable	No	Majority
Rescind	Yes	Yes	(a) Majority with notice; or (b) 2/3; or (c) Majority of entire membership
Refer (Commit)	Yes	Yes	Majority
Suspend the Rules (of Order)	No	No	2/3
Suspend the Rules (standing or convention standing rules)	No	No	Majority
Voting, motions relating to	No	Yes	Majority

2025 COMPASS BOARD MEETING DATES

COMPASS BOARD MEETING DATE/TIME	LOCATION	KEY ITEMS
<p>April 21, 2025 1:30 pm – 3:30 pm</p>	<p>COMPASS First Floor Boardroom 700 NE 2nd Street Meridian, Idaho</p>	<ul style="list-style-type: none"> • Approve Extension Delivery Deadlines for Local Federal-Aid Projects • Accept 2025 Population Estimates • Approve FY2026 General and Special Membership Dues
<p>June 16, 2025 1:30 pm – 3:30 pm</p>	<p>COMPASS First Floor Boardroom 700 NE 2nd Street Meridian, Idaho</p>	<ul style="list-style-type: none"> • Approve Priorities for the End-of-Year and Redistribution Program • Review Draft FY2026-2032 Regional Transportation Improvement Program (TIP)
<p>August 18, 2025 1:30 pm – 3:30 pm</p>	<p>COMPASS First Floor Boardroom 700 NE 2nd Street Meridian, Idaho</p>	<ul style="list-style-type: none"> • Approve COMPASS Workgroup Charters • Approve the FY2027-2033 COMPASS Application Guide • Approve the FY2026 Unified Planning Work Program and Budget (UPWP) • Approve FY2026 Communities in Motion Implementation Grants and Project Development Program Projects • Approve the FY2026-2032 Regional Transportation Improvement Program (TIP) • Approve 2026 Idaho and Federal Legislative Session Position Statements • Accept Alternatives Analysis Methodology and Findings for the High-Capacity Transit (Let's Ride Treasure Valley) PEL Study
<p>October 20, 2025 1:30 pm – 3:30 pm</p>	<p>COMPASS First Floor Boardroom 700 NE 2nd Street Meridian, Idaho</p>	<ul style="list-style-type: none"> • Establish 2026 COMPASS Board and Executive Committee Dates and Location; provide 30 Day Notice of Annual Meeting • Approve the FY2026 COMPASS Resource Development Plan
<p>December 15, 2025 Holiday Luncheon 12:00 pm</p> <p>Annual Meeting 1:30 pm – 3:30 pm <i>In person only, no remote option</i></p>	<p>Nampa Civic Center 311 3rd Street South Nampa, Idaho</p>	<ul style="list-style-type: none"> • Approve Revision 1 of the FY2026 Unified Planning Work Program and Budget (UPWP) • Confirm 2026 Board Officer Slate

**COMPASS BOARD OF DIRECTORS
FEBRUARY 24, 2025 – 1:30 PM
COMPASS – 1ST FLOOR BOARD 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.)

Board members can participate in the meeting in person or via Zoom conference call.
Please RSVP 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 7 **A.* Approve January 13, 2025, COMPASS Board of Directors Meeting Minutes**
- Page 10 **B.* Receive Approved December 5, 2024, December 10, 2024, and January 14, 2025, Executive Committee Meeting Minutes**
- Page 18 **C.* Receive Approved December 12, 2024, Finance Committee Meeting Minutes**
- Page 20 **D.* Confirm Finance Committee Membership**
- Page 21 **E.* Ratify Resolution 06-2025 Amending Revision 2 of the FY2025 Unified Planning Work Program and Budget**
- Page 46 **F.* Ratify Resolution 07-2025 Amending the FY2025-2031 Regional Transportation Improvement Program (TIP)**

IV. SPECIAL ITEMS

- 1:35 **A.* Introduction to COMPASS** **Amy Luft**
Page 54 *Amy Luft will provide a brief introduction to COMPASS' work products and Board calendar.*
- 1:50 **B. Status Report – Finance Committee** **Mary May**
The Finance Committee Chair will provide a status report on the January 24, 2025, special Finance Committee meeting.

1:55
Page 55

C.* Status Report – Funding Study

Amy Luft

Amy Luft will present an overview of COMPASS' transportation funding study.

V. ACTION ITEMS

2:15
Page 57

A.* Adopt the COMPASS Regional Safety Action Plan and FY2025 Safety Targets

**Hunter Mulhall/
Mark Heisinger,
Kittelson**

Hunter Mulhall and Mark Heisinger, Kittelson, will seek COMPASS Board of Directors' adoption of the COMPASS Regional Safety Action Plan and FY2025 safety targets.

VI INFORMATION/DISCUSSION ITEMS

2:35

A. Status Report - State Legislative Issues

Amy Luft

Amy Luft will provide an overview of Idaho Legislative action to date, relating to COMPASS' adopted position statements.

2:50
Page 61

B.* Review Results of the 2024 Change in Motion Scorecard

Hunter Mulhall

Hunter Mulhall will review the results of the 2024 Change in Motion scorecard and discuss next steps.

3:05
Page 62

C.* Proposed Changes to COMPASS By-laws

Meg Sonnen

Meg Sonnen will present proposed changes to the COMPASS By-laws.

3:15
Page 79

D.* Review an Upcoming *Communities in Motion* 2055 Public Survey

Austin Miller

*Austin Miller will demonstrate an upcoming *Communities in Motion* 2055 public survey.*

VII. EXECUTIVE DIRECTOR'S REPORT (INFORMATION ONLY)

Page 85

A.* Staff Activity Reports

Page 89

B.* Status Report – Current Air Quality Data

Page 95

C.* Status Report – Regional Transportation Advisory Committee Attendance

Page 96

D.* Administrative Modifications

VIII. OTHER

Next Meeting: April 21, 2025

IX. ADJOURNMENT (3:25)

***Enclosures. Times are approximate. Agenda is subject to change.**

Those needing assistance with COMPASS events or materials, or needing materials in alternate formats, please call 208-475-2229 with 48 hours advance notice. Si necesita asistencia con una junta de COMPASS, o necesita un documento en otro formato, por favor llame al 208-475-2229 con 48 horas de anticipación.

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**COMPASS BOARD OF DIRECTORS’
SPECIAL MEETING
JANUARY 13, 2025
COMPASS, 1ST FLOOR BOARD ROOM
700 NE 2ND STREET, MERIDIAN, ID
ZOOM CONFERENCE CALL**

****DRAFT MINUTES****

ATTENDEES:

Rod Beck, Commissioner, Ada County, **Chair Elect**, in person
Jason Brinkman, Idaho Transportation Department – District 3, in person
Zach Brooks, Commissioner, Canyon County, in person
Zach Piepmeyer for John Brunelle, Capital City Development Corporation, via ZOOM
Trevor Chadwick, Mayor, City of Star, **Immediate Past Chair**, in person
Elaine Clegg, Valley Regional Transit, in person
Kathy Corless, Councilmember, City of Boise, via ZOOM
Ryan Davidson, Commissioner, Ada County, via ZOOM
John Evans, Mayor, City of Garden City, in person
Jay Gibbons, Commissioner, Highway District No. 4, **Chair**, in person
Miranda Gold, Commissioner, Ada County Highway District, in person
Brad Holton, Commissioner, Canyon County, via ZOOM
Jackie Hutchison, Mayor, City of Middleton, via ZOOM
Debbie Kling, Mayor, City of Nampa, in person
David Luft, Department of Environmental Quality, via ZOOM
Mary May, Councilmember, City of Eagle, **Secretary/Treasurer**, in person
Robb McDonald, City of Caldwell, via ZOOM
Dave McKinney, Commissioner, Ada County Highway District, in person
Lauren McLean, Mayor, City of Boise, via ZOOM
Colin Nash, Councilmember, City of Boise, via ZOOM
Patricia Nilsson, Commissioner, Ada County Highway District, in person
Tom Points, City of Nampa, via ZOOM
David Porterfield, Mayor, City of Notus, via ZOOM
Dave Reinhart, West Ada School District, in person
Charlie Rountree, City of Meridian, in person
Robert Simison, Mayor, City of Meridian, in person
Joe Stear, Mayor, City of Kuna, in person
Matt Stoll, Executive Director, Community Planning Association, Ex officio, in person
Jarom Wagoner, Mayor, City of Caldwell, **Vice Chair**, via ZOOM
Nikole Zogg, Southwest District Health, Ex officio, via ZOOM

MEMBERS ABSENT:

Drew Alexander, Boise State University
Bob Callahan, Commissioner, Boise County
Tom Dayley, Commissioner, Ada County
Cory Dickard, Mayor, City of Melba
Dan Hyer, Councilmember, City of Greenleaf
Chelsie Johnson, City of Wilder
Brett Laird, City of Parma
John Laraway, Councilmember, City of Kuna
Lindy Lindstrom, Commissioner, Boise County
Cody Lund, Greater Boise Auditorium District, Ex officio
Jamie Neill, Governor’s Office, Ex officio
John Overton, Councilmember, City of Meridian
Brad Pike, Mayor, City of Eagle
Victor Rodriguez, Councilmember, City of Nampa
Clay Tucker, Commissioner, Boise County
Leslie Van Beek, Commissioner, Canyon County

OTHERS PRESENT:

Mark Christiansen, Councilmember, City of Middleton, in person
Teri Gregory, Community Planning Association, in person
Amy Luft, Community Planning Association, in person
Craig Raborn, in person

CALL TO ORDER

Chair Jay Gibbons called the meeting to order at 1:31 pm.

OPEN DISCUSSION/ANNOUNCEMENTS

Chair Jay Gibbons introduced Craig Raborn.

CONSENT AGENDA

A. Approve December 16, 2024, COMPASS Board of Directors Meeting Minutes

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

ACTION ITEMS

A. Executive Session – Personnel Matter, Idaho Code [74-206 (a)]

Trevor Chadwick moved and John Evans seconded to move into Executive Session pursuant to Idaho Code [74-206 (a)(b)] at 1:39 p.m.

Matt Stoll called roll. The following COMPASS Board of Directors members were present and voted in the affirmative: Rod Beck, Jason Brinkman, Zach Brooks, Zach Piepmeyer for John Brunelle, Trevor Chadwick, Elaine Clegg, Kathy Corless, Ryan Davidson, John Evans, Jay Gibbons, Miranda Gold, Brad Holton, Jackie Hutchison, Debbie Kling, David Luft, Mary May, Robb McDonald, Dave McKinney, Lauren McLean, Colin Nash, Patricia Nilsson, Tom Points, David Porterfield, Dave Reinhart, Charlie Rountree, Robert Simison, Joe Stear, and Jarom Wagoner.

The Board of Directors convened back into session at 2:33 p.m.

B. Consider New Executive Director Appointment

After discussion, Mary May moved and Rod Beck seconded to approve the hiring of Craig Raborn as the new COMPASS Executive Director effective February 17, 2025, and to also approve Matt Stoll to work remotely from February 17-28, 2025. Motion passed unanimously.

ADJOURNMENT

Chair Jay Gibbons adjourned the meeting at 2:37 p.m.

Approved this 24th day of February 2025.

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

Attest:

By: _____
Craig Raborn, Executive Director
Community Planning Association of Southwest Idaho



**SPECIAL EXECUTIVE COMMITTEE MEETING
DECEMBER 5, 2024
MAYOR'S OFFICE CONFERENCE ROOM
MERIDIAN CITY HALL
33 E BROADWAY AVENUE
MERIDIAN, IDAHO**

****MINUTES****

MEMBERS PRESENT:

Rod Beck, Commissioner, Ada County, **Vice Chair**, in person
Trevor Chadwick, Mayor, City of Star, **Chair**, in person
Jay Gibbons, Commissioner, Highway District #4, **Chair Elect**, in person
Miranda Gold, Commissioner, Ada County Highway District, in person
Brad Holton, Commissioner, Canyon County, in person
Dan Hyer, Councilmember, City of Greenleaf, in person
Debbie Kling, Mayor, City of Nampa, **Immediate Past Chair**, in person
Mary May, Councilmember, City of Eagle, in person
Hannah Brass Greer for Lauren McLean, Mayor, City of Boise, in person
Joe Stear, Mayor, City of Kuna, in person

MEMBERS ABSENT:

Robert Simison, Mayor, City of Meridian
Jarom Wagoner, Mayor, City of Caldwell, **Secretary/Treasurer**

CALL TO ORDER

Chair Trevor Chadwick called the meeting to order at 7:30 a.m.

ACTION ITEMS

A. Executive Session - Personnel Matter Idaho Code [74-206 (a)]

Debbie Kling moved and Mary May seconded to move into Executive Session pursuant to Idaho Code [74-206 (a)] at 7:31 a.m.

Chair Trevor Chadwick called roll. The following Executive Committee members were present and voted in the affirmative: Rod Beck, Trevor Chadwick, Jay Gibbons, Miranda Gold, Brad Holton, Dan Hyer, Debbie Kling, Mary May, Hannah Brass Greer for Lauren McLean, and Joe Stear.

The committee convened back into session at 11:01 a.m. No action was taken in the Executive Session.

ADJOURNMENT


Jay Gibbons moved and Mary May seconded to adjourn the meeting. Motion passed unanimously.

Chair Trevor Chadwick adjourned the meeting at 11:01 a.m.

Approved this 14th day of January, 2025.

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

Attest:

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



Working together to plan for the future

**EXECUTIVE COMMITTEE MEETING
DECEMBER 10, 2024
COMPASS
SECOND FLOOR LARGE CONFERENCE ROOM AND ZOOM
700 NE 2ND STREET
MERIDIAN, IDAHO**

****MINUTES****

ATTENDEES:

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

MEMBERS ABSENT:

Joe Stear, Mayor, City of Kuna

OTHERS PRESENT:

Hannah Brass Greer, City of Boise, via ZOOM
Teri Gregory, COMPASS, in person
Amy Luft, COMPASS, in person
Megan Sonnen, COMPASS, in person
Matt Stoll, Executive Director, COMPASS, in person

CALL TO ORDER

Chair Trevor Chadwick called the meeting to order at 1:30 p.m.

OPEN DISCUSSION/ANNOUNCEMENTS

Matt reminded the Executive Committee of the December 16, 2024, holiday luncheon and Board meeting.

CONSENT AGENDA

A. Approve November 12, 2024, Executive Committee Meeting Minutes

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

ACTION ITEMS

A. Recommend Metropolitan Transportation Planning Memorandum of Understanding with Valley Regional Transit

Amy Luft presented the metropolitan transportation planning memorandum of understanding with Valley Regional Transit.

Debbie Kling moved and Miranda Gold seconded to recommend COMPASS Board of Directors' approval for Matt Stoll to sign the memorandum of understanding. Motion passed unanimously.

B. Executive Session - Personnel Matter Idaho Code [74-206 (a)]

Mary May moved and Dan Hyer seconded to move into Executive Session pursuant to Idaho Code [74-206 (a)] at 1:37 p.m.

Matt Stoll called roll. The following Executive Committee members were present and voted in the affirmative: Rod Beck, Trevor Chadwick, Jay Gibbons, Miranda Gold, Brad Holton, Dan Hyer, Debbie Kling, Mary May, Lauren McLean, Bill Nary for Robert Simison, and Jarom Wagoner.

The committee convened back into session at 1:57 p.m. No action was taken in the Executive Session.

C. Action Related to Executive Session

Mary May moved and Miranda Gold seconded to authorize Chair Chadwick to negotiate employment terms with one or more of the candidates as determined in the chair's discretion for consideration of appointment by the COMPASS Board of Directors at a special meeting on Monday, January 13, 2025. Motion passed unanimously.

Miranda Gold moved and Jay Gibbons seconded to establish a COMPASS Board of Directors special meeting on January 13, 2025. Motion passed unanimously.


ADJOURNMENT

Chair Trevor Chadwick adjourned the meeting at 2:01 p.m.

Approved this 14th day of January 2025.

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

Attest:

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

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

****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

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**FINANCE COMMITTEE MEETING
DECEMBER 12, 2024
COMPASS 2ND FLOOR LARGE CONFERENCE ROOM AND ZOOM**

****MINUTES****

ATTENDEES:

Rod Beck, Commissioner, Ada County, in person
Zach Brooks, Commissioner, Canyon County, in person
Jay Gibbons, Commissioner, Highway District No. 4, in person
Dave McKinney, Commissioner, Ada County Highway District, in person
Victor Rodriguez, Councilmember, City of Nampa, via ZOOM
Jarom Wagoner, Mayor, City of Caldwell, **Chair**, in person

MEMBERS ABSENT:

Robert Simison, Mayor, City of Meridian, **Vice Chair**

OTHERS PRESENT:

Morgan Browning, Harris CPAs, via ZOOM
Ashley Cannon, COMPASS, in person
Teri Gregory, COMPASS, in person
Amy Luft, COMPASS, in person
Meg Sonnen, COMPASS, in person
Matt Stoll, COMPASS, in person

CALL TO ORDER:

Chair Jarom Wagoner called the meeting to order at 12:00 p.m.

OPEN DISCUSSION/ANNOUNCEMENTS

Matt Stoll reminded the committee of the COMPASS luncheon and Board meeting on December 16, 2024.

CONSENT AGENDA

A. Approve November 21, 2024, Finance Committee Meeting Minutes

Jay Gibbons moved and Victor Rodriguez seconded approval of the Consent Agenda as presented. Motion passed unanimously.

INFORMATION/DISCUSSION ITEM

A. Review Report of Disbursements Made in the Reporting Period

Meg Sonnen presented the disbursements made in the reporting period, November 20, 2024, through December 5, 2024, which was provided in the packet for information.

ACTION ITEMS

A. Accept Fiscal Year 2024 Audit Report

Morgan Browning, Harris CPAs, presented the fiscal year 2024 audit report and noted an unmodified ("clean") opinion for the 2024 audit.

After discussion, **Dave McKinney moved and Rod Beck seconded acceptance of the fiscal year 2024 audit report as presented.** Motion passed unanimously.

B. Establish 2025 Finance Committee Meeting Dates

Meg Sonnen presented the 2025 Finance Committee meeting dates.

Jay Gibbons moved and Zach Brooks seconded to establish the 2025 Finance Committee meeting dates as presented. Motion passed unanimously.

ADJOURNMENT

Chair Jarom Wagoner adjourned the meeting at 12:14 p.m.

Approved this 24th day of January 2025.

By: 
Mary May, Chair

Attest:

By: 
Robert Simison, Vice Chair

BOARD OF DIRECTORS AGENDA ITEM III-D

February 24, 2025

Finance Committee

The purpose of the Finance Committee is to provide guidance to management and to establish reasonable, but not absolute, assurance regarding internal policies, procedures, and controls for the sound operation of COMPASS.

The committee is composed of seven COMPASS Board members: the COMPASS Board Secretary-Treasurer, three members from Ada County and three members from Canyon County. The terms of office for committee members are two-year staggered terms, except for the Secretary-Treasurer whose term is one year. There is no limit to the number of terms a member may serve. Terms are numbered except for the Secretary-Treasurer as odd-year/even-year terms.

Vacancies on the committee are filled by the Board Chair and presented annually to the COMPASS Board for confirmation at the first meeting following the annual meeting of the Board. In the event that a duly appointed committee member is unable to attend a meeting of the committee, that member may arrange for an alternate to participate in committee deliberations on his/her behalf.

Name	Member Agency	Term
Mary May	City of Eagle	One year term ending 1/2026
Ada County		
Trevor Chadwick	City of Star	Even (expires 1/2026)
John Overton	City of Meridian	Odd (expires 1/2027)
Rod Beck	Ada County	Even (expires 1/2026)
Canyon County		
Zach Brooks	Canyon County	Odd (expires 1/2027)
Jay Gibbons	Highway District 4	Even (expires 1/2026)
Victor Rodriguez	City of Nampa	Odd (expires 1/2027)

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COMPASS BOARD AGENDA ITEM III-E

Date: February 24, 2025

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

Request/Recommendation:

Ratify the adoption of 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.

The Executive Committee adopted Resolution 06-2025 at their February 4, 2025, meeting.

The following revisions to revenues were made 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 were made 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 ratification of the 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.

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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**

**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	EXPENSE	FY2025 Rev 1 UPWP	FY2025 Rev 2 UPWP
GENERAL MEMBERSHIP			SALARY, FRINGE & CONTINGENCY		
Ada County	259,594	259,594	Salary	1,750,400	1,780,254
Ada County Highway District	259,594	259,594	Payroll taxes and employee benefits	795,992	830,066
Boise County	-	7,665	Contingency (Overtime, Bonus, and Sick Time Trade)	22,000	22,000
Canyon County	128,633	128,633	Subtotal	2,568,392	2,632,320
Canyon Highway District No. 4	50,240	50,240			
City of Boise	110,254	110,254	INDIRECT OPERATIONS & MAINTENANCE		
City of Caldwell	32,371	32,371	Indirect Costs	310,190	310,190
City of Eagle	16,556	16,556	Subtotal	310,190	310,190
City of Garden City	5,899	5,899			
City of Greenleaf	362	362	DIRECT OPERATIONS & MAINTENANCE		
City of Kuna	13,884	13,884	620001, Demographics and Growth Monitoring	-	-
City of Meridian	62,975	62,975	653001, Communication and Education	61,250	61,250
City of Nelba	309	309	661001, Long-Range Planning	867,093	867,093
City of Middleton	5,816	5,816	661005, Safe Streets and Roads for All	456,825	456,825
City of Nampa	52,565	52,565	661006, High Capacity Transit PEL	778,086	778,086
City of Notus	278	278	661008, Bike Counter Management	29,300	29,300
City of Parma	979	979	685001, Transportation Improvement Program	6,500	6,500
City of Star	8,981	8,981	685002, Project Development Program	100,000	100,000
City of Wilder	776	776	685003, Grant Research and Development	30,000	30,000
Subtotal	1,010,066	1,017,731	685004, CIM Implementation Grants	80,000	80,000
			760001, Government Affairs	119,250	44,250
SPECIAL MEMBERSHIP			801001, Staff Development	50,000	50,000
Boise State University	10,100	10,100	820001, Committee Support	2,000	2,000
Capital City Development Corporation	10,100	10,100	836001, Regional Travel Demand Model	300,000	300,000
Idaho Department of Environment Quality	10,100	10,100	860001, Geographic Information System Maintenance	191,080	191,080
Idaho Transportation Department	10,100	10,100	990001, Direct Operations and Maintenance	165,727	212,677
Valley Regional Transit	10,100	10,100	Subtotal	3,237,111	3,209,061
West Ada School District	10,100	10,100			
Subtotal	60,600	60,600	TOTAL EXPENSE	6,115,693	6,151,571
GRANTS AND SPECIAL PROJECTS					
FHWA/FTA - Consolidated Planning Grants					
CPG - FY2023 K # 22108; Ada County	1,255,426	1,255,426			
CPG - FY2023 K # 22108; Canyon County	512,779	512,779			
CPG - FY2024 K # 22494 Ada County	1,768,205	1,768,205			
CPG - FY2024 K # 22494 Canyon County	306,705	306,705			
CPG - FY2025 K # 22998 Ada County	7,413	7,413			
CPG - FY2025 K # 22998 Canyon County	-	-			
Sub Total CPG Grants	2,839,528	2,839,528			
STBG-TMA & STBG-U - K # 21889; FY2024 off-the-top funds for Planning	-	-			
STBG-U - K # 23026/23313 Permanent Automated Counters	543,606	543,606			
STBG-TMA - K # 22395 Fiscal Impact Tool Update (carryover)	720,974	720,974			
STP TMA - K # 19571, CIM 2050 (carryover)	166,788	166,788			
STBG TMA - K # 20271, CIM 2055	122,703	122,703			
STBG-TMA K#13046 PEL, High-Capacity Transit Corridor	276,000	276,000			
CRP-TMA K#24233 Carbon Reduction Strategy	138,990	138,990			
FHWA Regional Safety Action Plan	111,192	111,192			
FHWA Spears	2,394,371	2,394,371			
STBG-TMA K#22394 Big Data Purchase	125,000	125,000			
STBG-TMA K#23312 Coordinate Local Waterway-Pathway Plans	60,000	60,000			
Subtotal	185,000	185,000			
OTHER REVENUE SOURCES					
Orthophotography - Participant Contributions FY25 Flight	80,000	80,000			
Interest Income	19,961	19,961			
Subtotal	57,112	57,112			
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			
REVENUE AND EXPENSE SUMMARY					
TOTAL REVENUE	6,115,693	6,151,571			
LESS: TOTAL EXPENSES	6,115,693	6,151,571			
REVENUE EXCESS/(DEFICIT)	-	-			

REVENUE AND EXPENSE SUMMARY

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 Lemhi County K# 22998 (29%) 0% match safety; 7.34% match	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 K#13046	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 K#24233	FIWA Safe Streets and Roads for All 20% match	FIWA Speers 20% match	Total Federal Funds		Required Match	Local Funds/FB	Other Revenue
601001 UPWP/Budget Development and Federal Assurances	73	93,979	-	93,979	46,371	18,940	21,770	291,624	720,974	-	111,192	-	166,788	-	-	87,081	6,898	-	-	6,898
620001 Demographics and Growth Monitoring	145	115,778	-	115,778	57,127	23,333	26,820	-	-	-	-	-	-	-	-	107,280	8,498	207,849	-	207,849
653001 Communication and Education	195	146,599	61,250	207,849	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
661001 Long-Range Planning	615	519,237	585,150	1,114,387	301,922	123,320	79,441	291,624	720,974	111,192	-	166,788	-	-	1,074,287	85,100	(45,000)	-	40,100	
661002 General Project Management	100	18,339	-	18,339	12,065	4,928	10,730	-	-	-	-	-	-	-	16,993	1,346	-	-	1,346	
661003 Active Transportation - Complete Streets	37,000	37,000	-	37,000	26,270	10,730	-	-	-	-	-	-	-	-	37,000	-	-	-	37,000	
661004 Active Transportation - Complete Streets, 0% Match; max. of \$37,000	100	18,339	-	18,339	12,065	4,928	10,730	-	-	-	-	-	-	-	16,993	1,346	-	-	1,346	
661005 Safe and Accessible Transportation (SSAA Action Plan)	89	90,324	456,825	547,159	59,429	24,274	48,563	-	-	-	-	-	-	-	482,406	106,300	(41,553)	-	64,753	
661006 High-Capacity Transit PEL	201	209,640	778,086	987,726	103,439	42,250	48,563	-	720,974	-	-	-	-	-	915,226	72,500	-	-	72,500	
661008 Bike Counter Management	171	94,630	29,300	123,930	46,692	19,071	21,921	-	-	-	7,413	-	-	-	95,097	7,533	21,300	-	28,833	
685001 Resource Development/Funding	395	321,950	6,500	328,450	163,131	66,631	74,580	291,624	720,974	111,192	7,413	166,788	-	-	3,253,386	322,878	435,047	-	757,925	
685002 Transportation Improvement Program	29	28,798	100,000	128,798	79,998	32,675	6,671	-	-	-	-	-	-	-	304,342	24,108	-	-	24,108	
685003 Project Development Program	186	182,451	30,000	212,451	7,631	3,117	3,582	-	-	-	-	-	-	-	119,344	9,454	-	-	9,454	
685004 Grant Research and Development	16	15,465	80,000	95,465	904,075	369,269	283,348	291,624	720,974	-	-	-	-	-	14,330	1,135	80,000	-	212,451	
685004 CIM Implementation Grants	16	15,465	80,000	95,465	904,075	369,269	283,348	291,624	720,974	-	-	-	-	-	14,330	1,135	80,000	-	212,451	
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	
703001 Public Services	8	7,733	-	7,733	37,201	15,195	-	-	-	-	-	-	-	-	52,396	4,150	-	-	4,150	
705001 Transportation Union Services	48	56,546	-	56,546	37,201	15,195	-	-	-	-	-	-	-	-	52,396	4,150	-	-	4,150	
760001 Government Affairs	60	102,216	44,250	146,466	86,951	35,516	23,357	-	-	-	-	-	-	-	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	
820001 Committee Support	258	218,574	2,000	220,574	143,797	58,734	-	-	-	-	-	-	-	-	202,531	16,043	2,000	-	18,043	
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	
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
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
661001 CIM 2055 Carry forward (unprogrammed dollars)	-	-	271,943	271,943	-	-	-	251,982	-	-	-	-	-	-	251,982	-	19,961	-	19,961	
991001 Support Services Labor	989	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
999001 Indirect Operations/Maintenance	989	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL INDIRECT/OVERHEAD	989	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
GRAND TOTAL	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	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 Other: board lunch, staff gifts, meeting refreshments, misc.	15,950					15,950				
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
661001 Long-Range Planning	AM	11	530	74	-	615
661002 General Project Management	AM	-	100	-	-	100
661005 Active Transportation - Complete Streets	HM	-	85	4	-	89
661006 Safe and Accessible Transportation (SSAA Action Plan)	LK	6	168	27	-	201
661008 High-Capacity Transit PEL	AM	-	170	1	-	171
685001 Bike Counter Management	TT	11	362	22	-	395
685002 Resource Development/Funding	MC	-	27	2	-	29
685003 Transportation Improvement Program	MC	6	173	7	-	186
685004 Grant Research and Development	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.					Total Workdays: 73	
					Salary \$ 57,562	
					Fringe 26,511	
					Overhead 9,905	
					Total Labor Cost: 93,979	
ESTIMATED DATE OF COMPLETION: September-2025					DIRECT EXPENDITURES:	
Funding Sources				Participating Agencies		Professional Services \$ -
	Ada	Canyon	Special	Total	Member Agencies	Legal / Lobbying
CPG, K22494	\$ -	\$ -		\$ -	Federal Highway Administration	Equipment Purchases
CPG, K22998	46,371	18,940		65,311	Federal Transit Administration	Travel / Education
STP-TMA, 22387			21,770	21,770		Printing
						Public Involvement
Local / Fund Bal	3,672	1,499	1,724	6,895		Meeting Support
						Other
Total:	\$ 50,043	\$ 20,439	\$ 23,494	93,979		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																																											
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																																											
Expense Summary																																											
					Total Workdays: 145																																						
					Salary \$ 70,914																																						
					Fringe 32,661																																						
					Overhead 12,203																																						
					Total Labor Cost: 115,778																																						
ESTIMATED DATE OF COMPLETION: September-2025																																											
DIRECT EXPENDITURES:																																											
Funding Sources																																											
Participating Agencies																																											
					Professional Services																																						
					Legal / Lobbying																																						
					Equipment Purchases																																						
					Travel / Education																																						
					Printing																																						
					Public Involvement																																						
					Meeting Support																																						
					Other																																						
					Total Direct Cost: \$ -																																						
					620 Total Cost: \$ 115,778																																						
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th rowspan="2"></th> <th colspan="4">Funding Sources</th> <th rowspan="2">Participating Agencies</th> </tr> <tr> <th>Ada</th> <th>Canyon</th> <th>Special</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>CPG, K22494</td> <td>\$ -</td> <td>\$ -</td> <td></td> <td>\$ -</td> <td rowspan="3">Member Agencies Housing authorities and other housing stakeholders</td> </tr> <tr> <td>CPG, K22998</td> <td>57,127</td> <td>23,333</td> <td></td> <td>80,460</td> </tr> <tr> <td>STP-TMA, 22387</td> <td></td> <td></td> <td>26,820</td> <td>26,820</td> </tr> <tr> <td>Local / Fund Bal</td> <td>4,525</td> <td>1,848</td> <td>2,125</td> <td>8,498</td> <td></td> </tr> <tr> <td>Total:</td> <td>\$ 61,652</td> <td>\$ 25,181</td> <td>\$ 28,945</td> <td>115,778</td> <td></td> </tr> </tbody> </table>							Funding Sources				Participating Agencies	Ada	Canyon	Special	Total	CPG, K22494	\$ -	\$ -		\$ -	Member Agencies 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	
	Funding Sources				Participating Agencies																																						
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Total:	\$ 61,652	\$ 25,181	\$ 28,945	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					Ongoing	
Support work of Public Participation Workgroup					Ongoing	
Implement the COMPASS participation plan; work toward goals established in the plan					Ongoing	
Provide outreach/public speaking support and training to staff					Ongoing	
Develop tools, such as electronic and print materials, designed for most effective means of communication						
Maintain and enhance COMPASS social media channels					Ongoing	
Continually update the COMPASS website to improve usability and keep content up to date					Ongoing	
Develop the FY2025 annual report, annual budget summary, and annual communication summary					Oct - Dec	
Write and distribute the monthly Keeping Up With COMPASS newsletter					Ongoing	
Update/develop other print materials as appropriate					Ongoing	
Continue to produce the "In Motion" COMPASS podcast, with a minimum of one episode every other month					Ongoing	
Education and community outreach						
Develop and implement the FY2025 public education series					Jan - Sep	
Support and collaborate with other agencies' outreach and education efforts and programs					Ongoing	
Participate in community events to share planning-related information					Ongoing	
Attend/support member agencies at public meetings					Ongoing	
Manage/support the Leadership in Motion awards program					Aug - Dec	
Plan and host the annual "COMPASS 101" workshop					Jan - Feb	
Present information about COMPASS and our programs to stakeholders and community groups as requested					Ongoing	
Continue to lead an interagency regional safety education campaign					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		
	Ada	Canyon	Special	Total	Member Agencies	
CPG, K22494				\$ -		
CPG, K22998						
Local / Fund Bal			207,849	207,849		
				-		
	\$ -	\$ -	\$ 207,849	\$ 207,849		
					Total Direct Cost:	\$ 61,250
					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 Integrate 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 integration 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					DIRECT EXPENDITURES:
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	
					Total Direct Cost: \$ 1,859,361
					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		
END PRODUCTS:		Current-year TIP amendments and TIP update. Annual Resource Development Plan. Project Development Program pre-concept reports. Application assistance. CIM Implementation Grants.		
		Expense Summary		
		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		
ESTIMATED DATE OF COMPLETION:		September-2025		
		Funding Sources		
		Participating Agencies		
		Member Agencies		
	Ada	Canyon	Special	Total
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.	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					
<u>Provide assistance to public and non-member entities, as requested, in the areas of:</u> 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
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
CPG, K22494				\$ -	
CPG, K22998	37,201	15,195		\$ 52,396	
Local / Fund Bal	2,947	1,204		4,151	
				-	
Total:	\$ 40,148	\$ 16,399		\$ 56,546	
					Total Direct Cost: \$ -
					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 Apl-Jul Aug
State Legislative Priorities Educate and advocate on FY2025 legislative priorities Plan and initiate a road usage 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 Apl-Aug Aug
LEAD STAFF: Matt Stoll END PRODUCT: An effective advocacy program for legislative issues and positions that have been approved by the Board.					Expense Summary Total Workdays: 60 Salary \$ 62,607 Fringe 28,835 Overhead 10,774 Total Labor Cost: 102,216
ESTIMATED DATE OF COMPLETION: September-2025					DIRECT EXPENDITURES:
Funding Sources				Participating Agencies	
	Ada	Canyon	Special	Total	Member Agencies
			146,466	\$ 146,466	
Local / Fund Bal				-	
Total:	\$ -	\$ -	\$ 146,466	\$ 146,466	
					Professional Services 25,000 Legal / Lobbying \$ 1,250 Equipment Purchases Travel / Education 18,000 Printing Public Involvement Meeting Support Other
					Total Direct Cost: \$ 44,250
					760 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					Expense Summary
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.					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	Federal Highway Administration
CPG, K22494				\$ -	Federal Transit Administration
CPG, K22998	100,615	41,096		141,711	
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				Expense Summary		
END PRODUCT: Ongoing support of committees to promote involvement and communication.				Total Workdays: 258 Salary \$ 133,877 Fringe 61,660 Overhead 23,038 Total Labor Cost: 218,574		
ESTIMATED DATE OF COMPLETION: September-2025				DIRECT EXPENDITURES:		
Funding Sources				Participating Agencies		
	Ada	Canyon	Special	Total	Member Agencies	
CPG, K22494				\$ -	Professional Services \$ -	
CPG, K22998	143,797	58,734		\$ 202,531	Legal / Lobbying	
					Equipment Purchases	
					Travel / Education	
					Printing	
					Public Involvement	
					Meeting Support 2,000	
					Other	
Local / Fund Bal	11,391	4,653	2,000	18,043	Total Direct Cost: \$ 2,000	
Total:	\$ 155,188	\$ 63,387		\$ 220,574	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				Expense Summary	
END PRODUCT: Reasonable and reliable regional travel demand model using the latest available information and forecasts for various types of projects, studies, and analyses.					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	DIRECT EXPENDITURES: Professional Services \$ 300,000 Legal / Lobbying Equipment Purchases Travel / Education Printing Public Involvement Meeting Support Other
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		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.						
ESTIMATED DATE OF COMPLETION: September-2025				DIRECT EXPENDITURES:		
Funding Sources						
Participating Agencies				Professional Services \$ 125,000 Legal / Lobbying Equipment Purchases 66,080 Travel / Education Printing Public Involvement Meeting Support Other Carry-Forward		
All Member Agencies						
CPG, K22108	Ada	Canyon	Special	Total	Total Direct Cost: \$ 191,080	
CPG, K22494				\$ -		
Local / Fund Bal			534,147	534,147	860 Total Cost: 534,147	
Total:	\$ -	\$ -	\$ 534,147	\$ 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:	Meg 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						
<p>General Administration</p> <ul style="list-style-type: none"> 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 <p>Personnel Management</p> <ul style="list-style-type: none"> Prepare and complete recruitment processes Conduct employee annual evaluations Renew insurance policies Pursue FY2025 benefit options <p>Financial Management</p> <ul style="list-style-type: none"> 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 <p>Information Technology</p> <ul style="list-style-type: none"> 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 					<p>Aug</p> <p>As needed</p> <p>As needed</p> <p>Ongoing</p> <p>Ongoing</p> <p>As needed</p> <p>Oct-Nov</p> <p>Oct-Dec</p> <p>Jan</p> <p>Jan</p> <p>Quarterly</p> <p>Ongoing</p> <p>Ongoing</p> <p>Oct - Dec</p>	
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	Member Agencies	Professional Services \$ - Legal / Lobbying Equipment Purchases Travel / Education Printing Public Involvement Meeting Support Other
				\$ -	Idaho Transportation Department	
				-		
				-		
Total:	\$ -	\$ -		\$ -		Total Direct Cost: \$ -
					991	Total Cost: \$ -

COMPASS BOARD AGENDA ITEM III-F February 24, 2025

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

Request/Recommendation:

COMPASS staff seek COMPASS Board of Directors' ratification 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 adoption on January 22, 2025, and the COMPASS Executive Committee adopted the resolution on February 4, 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 do not recommend changes to the amendment based on the public comments received.

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.

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RESOLUTION NO. 07-2025

**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

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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	\$288,000	\$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 McOmer
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>

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
	<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 align="center">Comment</p> <p>(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>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 align="center">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 align="center">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 align="center">NA</p>

COMPASS BOARD AGENDA ITEM IV-A

Date: February 24, 2025

Topic: Introduction to COMPASS and the COMPASS Board of Directors

Request/Recommendation:

This is an information item only.

Summary:

The COMPASS Board of Directors is COMPASS' governing body, and as such guides COMPASS efforts and work products on regional transportation, growth, funding, and related policy issues. Over the course of a year, the Board reviews and acts on a variety of issues, including accepting annual population estimates, approving federal funding for transportation projects, providing policy direction on multiple topics guiding the development of the region's long-range transportation plan, and approving COMPASS' annual budget, the Unified Planning Work Program (UPWP).

A subset of COMPASS Board members serve on COMPASS' two policy committees: the Executive and Finance Committees. COMPASS' Regional Transportation Advisory Committee (RTAC), comprised primarily of member agency staff, serves as a conduit of information between COMPASS staff and COMPASS Board members and develops, reviews, and recommends most actions that come before the COMPASS Board.

Multiple resources are available to assist Board members in preparing for upcoming meetings and/or reviewing the actions from previous meetings, including:

- Agendas, packets, meeting minutes, and supplementary information
 - Online (see below); meeting packet links are sent via email 10 days prior to each meeting and a link to PowerPoint slides is sent the Friday before each meeting
 - Each packet includes a "Board Agenda Worksheet" listing the topics planned for upcoming meetings; let COMPASS staff know if there are topics you would like to see added
- "Keeping Up with COMPASS" newsletter
 - Outlines the actions of the Board of Directors and all COMPASS committees and workgroups to assist members in tracking the progress of actions as they move through the COMPASS process
 - Emailed to all Board members monthly; also posted online (see below)

In the meeting, COMPASS staff will provide a brief introduction to COMPASS and the Board of Directors' role, then outline what Board members can expect to discuss and act on in the coming year.

More Information:

- 1) Board of Directors agendas, packets, and minutes: <https://compassidaho.org/board-meeting-schedules-packets-and-minutes/>
- 2) Keeping Up with COMPASS newsletter: <https://compassidaho.org/newsletters/>
- 3) For detailed information contact: Amy Luft, Communication Team Lead (aluft@compassidaho.org)

COMPASS BOARD AGENDA ITEM IV-C

Date: February 24, 2025

Topic: COMPASS 50-State Transportation Funding Study

Request/Recommendation:

This is an information item only.

Background/Summary:

In 2022, COMPASS calculated a \$193 million annual shortfall in transportation funding for Ada and Canyon Counties to the year 2050. The shortfall is comprised of unfunded needs across all types of transportation infrastructure. Many factors contribute to this shortfall, including a static fuel tax, fuel-efficient vehicles, and inflation.

In fall 2023, COMPASS, with consultant WSP, initiated a study to better understand how other state and local governments are funding their transportation systems to inform local and statewide funding policy discussions. The study, completed in fall 2024 and posted on the COMPASS website (see "More Information," below), focused on four main topic areas:

- Local transportation funding mechanisms
- Public transportation funding mechanisms
- Suballocation of federal Surface Transportation Block Grant (STBG) funding to local jurisdictions
- Adoption of Road Usage Charges (RUC) to offset decreasing fuel taxes due to high fuel-efficient vehicles

Key takeaways from each of these topic areas are described below and will be shared in more detail in the meeting.

Local Transportation Funding

- Forty-two states, including Idaho, allow the use of local property tax to fund local transportation infrastructure.
- Vehicle registration fees and impact fees are the two most common local fees used to fund transportation.
- Of 11 local taxes and fees evaluated, three were determined to be sufficient on their own to address the Treasure Valley's \$193 million annual shortfall: local option sales tax, property tax, and income tax.

Public Transportation Funding

- Idaho and West Virginia are the only states that do not allow local revenue generating options for public transportation nor provide meaningful state funding.
- National trends reflect a growing commitment to improving public transportation infrastructure and services. Several states have recently enacted significant legislative measures and/or allocated substantial funds to enhance transit systems.
- Local option sales tax and property tax are the most promising revenue streams for dedicated, long-term funding.
- Location-specific funding, such as through special assessment districts, could augment these taxes for discrete, location-specific infrastructure, such as bus stops.

Suballocation of Federal Funds

- More than 83% of states suballocate 55% or more of their STBG funding to local jurisdictions; Idaho suballocates about 51%.
- More than 81% of states use the recommended federal computational tables to allocate federal funds to local jurisdictions; Idaho does not.
- States are more likely to suballocate money to local jurisdictions in larger regions, and more likely to spend the funding on state projects that benefit the region in smaller regions.

Road Usage Charges

- Three states have active RUC programs: Oregon, Utah, and Virginia. Many other states have ongoing or completed pilot projects.
- In Utah and Virginia, the programs serve as alternatives to flat fees imposed on electric and other alternative fueled vehicles. Vehicle owners can choose between the flat fee or the RUC. If the RUC is selected, the total cost to the vehicle owner cannot exceed the flat fee rate.
- In Oregon, the program is a voluntary alternative to fuel taxes where participants receive credit for fuel taxes paid at the pump.
- Barriers include privacy concerns, compliance, and cost. Solutions to address these barriers include providing a variety of technology options and using private vendors.

More Information:

- 1) For detailed information contact: Amy Luft, Communication Team Lead, at 208/475-2229 or aluft@compassidaho.org.
- 2) COMPASS 50-State Funding Study Final Report: https://compassidaho.org/wp-content/uploads/Bd_COMPASS-Funding-Study-Comprehensive-Report-Final_Nov2024.pdf

BOARD AGENDA ITEM V-A

Date: February 24, 2025

Topic: COMPASS Regional Safety Action Plan and FY2025 Safety Targets

Request/Recommendation:

COMPASS staff seeks COMPASS Board of Directors' adoption of Resolution 08-2025 (attached), the Regional Safety Action Plan, and the FY2025 safety performance targets per recommendation of the Regional Transportation Advisory Committee.

Background/Summary:

The Safe Streets and Roads for All (SS4A) program was developed as part of the 2021 Infrastructure Investment and Jobs Act. The program dedicated \$5 billion from 2022-2026 to fund transportation safety planning and projects. The SS4A program is broken into two types of monetary awards: planning and implementation. The first year of the program was focused heavily on awarding funds to produce transportation safety plans. A thorough plan is required to access the implementation awards. COMPASS, with the support of all its member agencies, applied for and was awarded \$392,000 (80% of total project cost) in 2023 to complete a regional safety action plan.

Over the last 14 months, COMPASS, with support from Kittelson and Associates, High Street Consulting, Atlas, and a workgroup of 40 staff from partner agencies completed the Regional Safety Action Plan (see link below).

The plan includes the following items:

- Vision, goals, targets, and performance measures that support the elimination of serious and fatal injury crashes.
- Review of current transportation safety practices in the region.
- Extensive evaluation of serious and fatal crashes from 2018-2022 in the region.
- A high injury network developed using crash history in conjunction with identified risk factors (see map, linked below).
- Results of public engagement opportunities.
- A toolkit of proven transportation safety measures to address regional crash trends.
- Strategies and actions necessary to implement the vision and goals of the plan.
- Concepts for projects that use the tools and practices outlined in the plan and could be pursued through the SS4A program or other federal grant opportunities.

The Regional Safety Action Plan also includes a resolution committing COMPASS and its regional partners to the vision, goals, and target to achieve a 50% reduction in serious and fatal injury crashes by 2055. This component of the plan fulfills one of several requirements necessary to pursue implementation grants through the SS4A program.

Additionally, the Idaho Transportation Department (ITD) and COMPASS are required by federal law to coordinate on setting safety performance targets each year for the state and the region. Historically, COMPASS has elected to support ITD's statewide safety targets but has now established its own regional targets as part of the Regional Safety Action Plan. COMPASS staff

recommend supporting ITD's statewide FY2025 targets for fatality and serious injury rates as in past years but changing to the newly established regional targets for the numbers of serious and fatal injuries to align with the Regional Safety Action Plan.

The proposed targets for FY2025 are listed below:

Regional Targets

- 5-year average number of fatalities: less than **47**
- 5-year average number of serious injuries: less than **394**
- 5-year average number of non-motorized fatalities and serious injuries: less than **52**

Statewide Targets

- 5-year fatality rate per 100 million vehicle miles of travel (VMT): less than **1.33**
- 5-year serious injury rate per 100 million VMT: less than **6.82**

Implication (policy and/or financial):

Adoption of Resolution 08-2025 approving the Regional Safety Action Plan enables COMPASS and its member agencies to pursue SS4A implementation federal grant opportunities.

The strategies, actions, and practices outlined in the plan will guide/inform future tasks for COMPASS staff/workgroups, COMPASS' Unified Planning Work Program and Budget, performance measures, and project scoring in the Transportation Improvement Program and *Communities in Motion 2055*.

If the state does not meet or make significant progress toward the FY2025 statewide targets, ITD will lose flexibility to transfer Highway Safety Improvement Program (HSIP) funds to other federal aid programs and must submit an HSIP implementation plan. There are no penalties for metropolitan planning organizations (e.g., COMPASS) if they fail to meet safety targets.

More Information:

- 1) Attachment: Resolution 08-2025
- 2) Regional Safety Action Plan: https://compassidaho.org/wp-content/uploads/BoardSupp_02242025_RSAPFinal.pdf
- 3) High Injury Network Map: <https://compassidaho.maps.arcgis.com/apps/dashboards/aa2067339363456a9fcec94b0d9875fd>
- 4) For detailed information contact: Hunter Mulhall, Principal Planner, at hmulhall@compassidaho.org

RESOLUTION NO. 08-2025

Regional commitment to eliminate fatalities and serious injuries on Ada County and Canyon County roadways through innovation, collaboration, education, and engagement.

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

WHEREAS, COMPASS was awarded a federal Safe Streets and Roads for All (SS4A) planning grant to fund a Regional Safety Action Plan (RSAP) to identify measures for reducing fatal and serious crashes for all modes – vehicles, motorcycles, pedestrians, and bicyclists; and

WHEREAS, to comply with the SS4A program requirements, the RSAP must include a public commitment to the eventual goal of zero roadway fatalities and serious injuries from a high ranking official and/or elected body in the jurisdiction, including a timeline/target for achieving that goal; and

WHEREAS, progress toward the national safety goals is monitored as part of the Federal Highway Administration’s annual Safety Performance Measurement reporting process; and

WHEREAS, the Vision for the Idaho Transportation Department’s Strategic Highway Safety Plan is “Continue to move toward zero deaths on all roadways in Idaho” and its goal is to reduce traffic deaths in Idaho to 230 or fewer by 2025; and

WHEREAS, the likely timeframe from RSAP adoption to project programming, design, funding, and construction will exceed six (6) years in most cases; and

WHEREAS, under the SS4A grant program, establishing multiple target dates to achieve zero fatal and serious injury crashes is allowable; and

NOW, THEREFORE BE IT RESOLVED, that the COMPASS Board of Directors: Commits to elimination of fatalities and serious injuries on its roadways through innovation, collaboration, education, and engagement; and agrees to plan and program projects to achieve the interim target of a 50 percent reduction in fatal and serious-injury crashes by 2055.

ADOPTED this 24th day of February 2025.

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

ATTEST:

By: _____
Craig Raborn, Executive Director
Community Planning Association
of Southwest Idaho

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BOARD AGENDA ITEM VI-B

Date: February 24, 2025

Topic: 2024 Change in Motion Scorecard

Background/Summary:

A key component of COMPASS' performance reporting is a report illustrating regional progress on implementation of the long-range transportation plan. To this end, the *Change in Motion Scorecard* is compiled every other year to illustrate progress toward meeting the goals and targets established in *Communities in Motion* (CIM).

The 2024 scorecard (linked below) evaluates over 40 performance measures representing the 4 goals and 18 objectives of CIM 2050. The scorecard highlights a mix of results with 13 measures "on track" to meet targets, 7 making progress but not at a rate to meet targets, and 10 not making progress and not on track to meet regional targets. Five metrics have yet to be assigned targets; however, three of those five indicate positive improvements. Highlights of the *2024 Change in Motion Scorecard* will be presented at the Board meeting.

COMPASS has been working with a subcommittee of the Regional Transportation Advisory Committee (RTAC) to develop recommendations to improve underperforming measures and improve the overall performance monitoring process. Staff will share those recommendations with the COMPASS Board at the meeting.

Implication (policy and/or financial):

The *2024 Change in Motion Scorecard* highlights progress and illustrates areas where further work is needed to reach CIM 2050 goals. It is used to identify policy issues that need additional resources, funding, or planning efforts.

More Information:

- 1) *2024 Change in Motion Scorecard*: https://compassidaho.org/wp-content/uploads/BoardSupp_02242025_ChangeInMotionScorecard.pdf
- 2) For detailed information contact: Hunter Mulhall, Principal Planner, at hmulhall@compassidaho.org

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COMPASS BOARD AGENDA ITEM VI-C

Date: February 24, 2025

Topic: Proposed revisions to COMPASS Bylaws

Request/Recommendation:

Information only.

Background/Summary:

At the December 16, 2024, meeting, the COMPASS Board of Directors approved Boise County for membership. With the addition of Boise County as a member, some items in the COMPASS bylaws should be clarified.

Based on the guidance of counsel, the following revisions to the Bylaws are proposed:

- Section 4.6 Intra-County Voting is updated to make clear that the determination of eligibility for intra-county voting is at the discretion of the Chair; it is not a question subject to a vote by the Board. Once the Chair has determined that an item is an intra-county voting item, the eligible Board members vote on that item.
- Section 4.7 Metropolitan Planning Voting is added as a new section. This section describes the process for voting on items related to the metropolitan planning process and mirrors the process described in Section 4.6 for intra-county voting.
- Section 5.1 Officers of the Board is amended to make clear that any Voting Board Member is eligible to serve as an officer, subject to the nomination and election process described in Section 5.

Per Section 9.2 of the Bylaws, this presentation of proposed amendments serves as the required introduction of amendments at the meeting prior to the meeting when the Board will be asked to vote on the amendments. By this item, the Board is notified of the intent to amend the Bylaws. The Executive Committee will be asked to recommend the revisions at its March 11, 2025, meeting to the full Board. Revisions may then be voted on at the April 21, 2025, Board meeting.

The Finance Committee has its own bylaws, which are provided as Attachment 2. In Section 2.1, the Finance Committee bylaws specify the members that are eligible for appointment to the Finance Committee. Under the Finance Committee bylaws as written, Boise County members are not eligible for appointment. No changes are proposed to the Finance Committee bylaws.

More Information:

- 1) Attachment 1: Proposed COMPASS Bylaws Revisions
- 2) Attachment 2: Finance Committee Bylaws
- 3) For detailed information, contact: Meg Sonnen, Director of Operations, at 208-475-2228 or msonnen@compassidaho.org.

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**BYLAWS AS ADOPTED BY THE BOARD OF
THE COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO**

Initially Adopted: March 1, 2000
Amended: January 22, 2001
Amended: June 18, 2001
Amended: September 27, 2004
Amended: August 17, 2009
Amended: September 21, 2015
Amended: October 21, 2024
Amended: April 21, 2025

**Article 1
BOARD OF DIRECTORS**

1.1 Board of Directors. The Board of Directors (“**Board**”) shall be appointed and serve as provided in that certain Third Restated And Amended Joint Powers Agreement and Articles of Reformation and Organization of the Community Planning Association of Southwest Idaho, ~~a Nonprofit Association,~~ as may be amended (the “**JPA**”).

1.2 Term of Office. Each member of the Board entitled to vote (“**Voting Board Member**”) shall hold office until replaced or until the Voting Board Member’s earlier death, resignation or disqualification. All other members of the Board hold office as allowed under the JPA.

**Article 2
BOARD MEETINGS**

2.1 Place of Meetings. All meetings of the Board shall be held at the principal office of COMPASS or at such other place as the Board may order or direct before the call of such meeting. The time and place of such meetings shall be stated in the notice or call for the meetings.

2.2 Regular Meetings. Regular meetings of the Board shall be held on the third Monday of February, April, June, August, October and December of each year, if not a legal holiday, and if a legal holiday, then on the first Monday following which is not a legal holiday. All business, which the Board is authorized and empowered to take up at such a meeting, may be transacted without further or special notice.

2.3 Special Meetings. Special meetings may be called at any time by the Chair or Vice-Chair. Special meetings may also be called by the Chair upon written request by any five (5) or more Voting Board Members.

2.4 Notice or Call for Meetings. All members of the Board shall be notified of each regular or special meeting of the Board at least forty-eight (48) hours in advance of each meeting. Notification shall include, at a minimum, the meeting location, meeting time and proposed agenda. Notification may be delivered via email, regular mail or hand delivery. Annually, at the last regular meeting of a calendar year, a schedule of regular meetings for the following year shall be adopted and distributed in a manner determined by the Board.

2.5 Quorum. A quorum shall consist of a majority of the Voting Board Members. Voting Board Members participating in the meeting telephonically or via audio or audiovisual internet connection shall be considered present and are included in determination of quorum.

2.6 Action by Majority Vote. Except as otherwise expressly required by these by-laws, the JPA or by applicable law, the vote of a majority of the Voting Board Members present at a meeting at which a quorum is present shall be the act of the Board. Voting Board Members participating in the meeting telephonically or via audio or audiovisual internet connection shall be considered present.

2.7 Presiding Officer. The Chair shall preside at all meetings. In the absence of the Chair, the Chair-Elect shall preside. In the absence of the Chair and the Chair-Elect the Vice Chair shall preside. In the absence of all these officers, the Board shall select a temporary Chair for the meeting. The Secretary/Treasurer shall act as secretary at all meetings of the Board, but in the Secretary/Treasurer's absence, the presiding officer may appoint any person to act as secretary for that meeting. Should the Secretary/Treasurer be the presiding officer, as provided above, the Secretary/Treasurer may appoint any person to act in the capacity of Secretary for that meeting.

2.8 Rules of Order. The rules contained in the current edition of Roberts Rules Newly Revised generally shall govern in all cases to which they are applicable and in which they are not inconsistent with these bylaws, the JPA, and any special order that may be adopted by the Board.

Article 3 AUTHORITY

3.1 Responsibilities. The Board of Directors has the primary responsibilities listed below. The Board may take other actions not listed here as appropriate to govern COMPASS.

- 3.1.1 Elect Officers;
- 3.1.2 Approve addition of new members to COMPASS;
- 3.1.3 Approve regional long range transportation plan and amendments to the regional long-range transportation plan;
- 3.1.4 Approve Transportation Improvement Program and amendments to Transportation Improvement Program;
- 3.1.5 Approve Unified Planning Work Program and Budget and revisions to Unified Planning Work Program and Budget;
- 3.1.6 Hire and oversee Executive Director;
- 3.1.7 Review and approve annual performance review of the Executive Director conducted by the Executive Committee, and approve salary adjustment or other compensation arrangement;

- 3.1.8 Approve annual state and federal legislative positions;
- 3.1.9 Approve strategic plan, as needed;
- 3.1.10 Approve grant applications where COMPASS is grantor;
- 3.1.11 Approve annual population estimates;
- 3.1.12 Approve annual membership dues;
- 3.1.13 Approve or select members of committees, task forces and work groups, as the case may be;
- 3.1.14 Approve COMPASS integrated communications plan as needed, but not less than every three (3) years;
- 3.1.15 Approve updates to Financial Policy, as needed;
- 3.1.16 Approve updates to Personnel Policy, as needed;
- 3.1.17 Review and approve Board policies, as needed; and
- 3.1.18 Approve the annual development plan which identifies: a) grants and other funding sources for COMPASS; and b) resource development activities which will be pursued by COMPASS staff.

Article 4 VOTING

4.1 Voting Board Member. Only Voting Board Members and, where applicable, Alternate Board Members, are entitled to cast a vote at any meeting of the Board.

4.2 Authority to Vote. A Voting Board Member is entitled to vote on any matter which comes before the Board or before any committee, task force or work group of which the Voting Board Member is a duly appointed member, provided the Voting Board Member's member agency is current in the payment of its membership dues and all other proper assessments. Similarly, an approved Alternate Board Member, as provided for in the JPA, shall have the authority to vote as a Voting Board Member on behalf of the members for whom he or she is serving, provided the Voting Board Member's member is current in the payment of its dues and other proper assessments.

4.3 Voting. All matters before the Board shall be disposed of by simple majority vote of all votes cast by Voting Board Members present at the meeting unless otherwise provided in these bylaws, applicable law, the JPA or any special order that may be adopted by the Board. Voting Board Members participating in the meeting telephonically or via audio or audiovisual internet connection shall be considered present.

4.4 Votes per Voting Board Member. Three voting alternatives exist. Unless otherwise provided, Alternative "a" (one vote per Voting Board Member) shall be used.

- (a) One vote per Voting Board Member: Each Board Member casts one and only one vote.
- (b) Weighted Voting: Voting Board Members from each General and Special Purpose Member cast a number of votes equal to the member agency's COMPASS membership dues as provided below.
- (c) Intra-County Voting: Only Voting Board Members from within one county cast a vote.

4.5 Weighted Voting. Weighted voting may be used when all Voting Board Members from any General Member request weighted voting after a matter is properly before the Board and before the question is called or the vote is held. In the event weighted voting is requested:

- (a) Each General and Special Purpose Member represented at the Board meeting by one or more Voting Board Members shall be granted one vote for each dollar it contributes as its membership dues to COMPASS in the current fiscal year as provided in the most recently adopted COMPASS Unified Planning Work Program and Budget.
- (b) In the event more than one Voting Board Member is present for a General Member, the votes for that General Member shall be divided equally among the member's Voting Board Members present at the time the vote is held.
- (c) The Secretary/Treasurer shall determine and announce, or cause to be determined and announced, the number of votes assigned to each Voting Board Member. The Chair shall read the number of votes assigned to each member agency before the vote.
- (d) A roll-call vote shall be held.

4.6 Intra-County Voting. Intra-county voting may be used according to the provisions of this section when any matter properly before the Board pertains overwhelmingly within the borders of one county. Examples of such matters include, but are not limited to:

- (a) Setting transportation project priorities when all such projects are within the borders of one county;
- (b) Approving a Transportation Improvement Program when the program applies only within the borders of one county;
- (c) Approving a ~~long-range~~long-range transportation plan when the plan applies only within the borders of one county;
- (d) Approving an expenditure of funds when the funds are both generated and expended within the borders of one county; and

- (e) Adopting air or water quality recommendations or strategies for inclusion in official State Implementation Plans when the recommendations or strategies apply only within the borders of one county.

The Chair may optionally determine, before distributing an agenda for any regular or special meeting of the Board, whether any item on the agenda is likely to qualify for intra-county voting and shall so designate on the agenda. In addition, any Voting Board Member may, at any meeting of the Board, request that the Chair ~~consideration of~~ intra-county voting for any action item on the agenda.

In either case, the determination to use intra-county voting for any action item on the agenda is at the discretion of the Chair. Such determination must be made in a manner consistent with Idaho law. ~~before such a matter may properly be placed before the Board, the Chair shall determine in a manner generally provided by Roberts Rules of Order whether to invoke intra-county voting. In the event intra-county voting is used:~~

- (a) The Chair shall announce that intra-county voting shall be used to resolve the matter before the Board and designate which county's Board Members may vote.
- (b) Only Voting Board Members present and representing General and Special Purpose Members in that county may cast a vote on the matter.
- (c) A simple majority of Voting Board Members present from that county is required to approve the matter before the Board.
- (d) Weighted voting within the county may be utilized as provided elsewhere in this section.

4.7 Metropolitan Planning Voting. Metropolitan planning voting may be used according to the provisions of this section when any matter properly before the Board is related to the metropolitan planning process. Matters related to the metropolitan planning process are the Long-Range Transportation Plan and the Transportation Improvement Program.

The Chair may optionally determine, before distributing an agenda for any regular or special meeting of the Board, whether any item on the agenda is likely to qualify for metropolitan planning voting and shall so designate on the agenda. In addition any Voting Board Member may, at any meeting of the Board, request consideration of metropolitan planning voting for any item on the agenda.

In either case, the determination to use metropolitan planning voting for any action item on the agenda is at the discretion of the Chair. Such determination must be made in a manner consistent with Idaho law.

(a) The Chair shall announce that metropolitan planning voting shall be used to resolve the matter before the Board and that only those members who are in the metropolitan planning area may vote.

(b) Only Voting Board Members present and representing General and Special Purpose Members in the counties in the metropolitan planning area may cast a vote on the matter.

(c) A simple majority of Voting Board Members present from the counties in

the metropolitan planning area is required to approve the matter before the Board.

(d) Weighted voting for the counties in the metropolitan planning area may be utilized as provided elsewhere in this section.

Article 5 OFFICERS

5.1 Officers of the Board. The Board shall have four officers (collectively “**Officers**”): (i) the Chair, (ii) the Chair-Elect, (iii) the Vice Chair and (iv) the Secretary/Treasurer. All Officers must be Voting Board Members. Any Voting Board Member is eligible to serve as an Officer.

5.2 Election. The Officers shall be elected annually by the Board at the Board’s annual meeting.

5.3 Terms of Office. Officers shall hold office until such Officer's successor is elected and qualified or until such officer's earlier death, resignation or removal.

5.4 Removal of Officers. The Board may remove from office any Officer upon two-thirds majority vote. If any member of the Board wishes to remove an Officer, that Board member shall give at least 30 days’ notice of intent to remove such Officer to both the Officer and to the Board. Any Officer subject to removal proceedings shall not take part in the voting to remove them. An Officer who is removed shall continue on the Board and retain full voting privileges as long as they remain a Voting Board Member.

5.5 Resignation of Officers. Any Officer may resign at any time by giving written notice of his or her resignation to the Board. Any such resignation shall take effect at the time specified therein or, if the time when it shall become effective shall not be specified therein, immediately upon its receipt. Unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective.

5.6 Appointment of Officers upon Removal or Resignation. Upon the removal or resignation of an Officer, the Board shall appoint a Board Member to fill such vacant office. The appointed Officer shall serve out the remainder of the term of the removed Officer or the Officer who resigned.

5.7 Succession. Unless other Officers are elected by a majority vote of the Voting Board Members at the annual meeting (or special meeting called for the purpose of electing one or more Officers) the person serving as Secretary/Treasurer shall be elected to the office of Vice Chair, the person serving as Vice Chair shall be elected as Chair-Elect and the person serving as Chair-Elect shall be elected Chair.

5.8 Nomination of Officers. The Executive Committee shall identify and screen individuals qualified to become Officers and recommend officers for approval by the Board in accordance with the provisions of this Section.

5.8.1 Nomination. Not less than three (3) months prior to the Board’s annual meeting, the Executive Committee shall submit a call for nominations to all Voting Board Members for any Officer position to be voted upon that year. Any Voting Board Member may submit a nomination for one or more of the Officer positions. All nominations shall be submitted, in writing, to the Executive Committee no later than forty-eight (48) hours prior to the Executive Committee’s

regularly scheduled meeting that occurs just prior to the Board's annual meeting. Any nomination received after this deadline shall not be considered.

5.8.2 Consideration. The Executive Committee shall review all nominations, compare the nominees against the qualifications, qualities, skills and other expertise identified by the Board, if any, and nominate a slate of candidates to succeed the Officers whose terms are expiring or vacant ("**Nominated Officers**"). The slate may include current Officers for re-election. The Executive Committee shall recommend the Nominated Officers to the Board for approval.

5.8.3 Additional Nominations. In addition to the Nominated Officers, other nominations for any Officer's position may be submitted by any five (5) Voting Board Members if filed with the Board not less than fifteen (15) days prior the Board's annual meeting.

5.8.4 Election Procedure. No new nominations from the floor shall be accepted at the Board's annual meeting. If the Nominated Officer's slate is the only list of nominees under consideration, election of the entire slate shall be decided by a majority vote of Voting Board Members present and voting. If there are additional nominees qualifying pursuant to Section 5.8.3, the Board shall consider and vote for each Officer position individually. The nominee for each Officer position which garners the greatest number of votes shall be elected.

5.9 Duties.

5.9.1 Chair. The Chair shall be the chief executive officer of COMPASS. The Chair shall preside over all meetings of the Board, and shall see that all orders and resolutions of the Board are carried into effect, subject, however, to the right of the Board to delegate any specific power or authority. The Chair shall be a member of and chair the Executive Committee.

5.9.2 Chair-Elect. The Chair-Elect shall perform the duties and exercise the powers of the Chair in case of the Chair's illness, disability or temporary absence and shall perform such other duties as may, from time to time, be granted or requested by the Board. The Chair-Elect shall be a member of the Executive Committee.

5.9.3 Vice Chair. The Vice Chair shall perform the duties and exercise the powers of the Chair in case of the Chair and Chair-Elect's mutual illness, disability or temporary absence and shall perform such other duties as may, from time-to-time, be granted or requested by the Board. The Vice Chair shall be a member of the Executive Committee.

5.9.4 Secretary/Treasurer. The Secretary/Treasurer shall:

- (a) Give, or cause to be given, notice of all meetings of the Board and its standing committees in compliance with Idaho's "Open Meeting Law" including any amendments and/or re-codification of said law which is presently codified at Idaho Code §§ 74-201 through 74-207;
- (b) Keep, or cause to be kept, the minutes, books, and records of the financial statements and accounts of COMPASS;
- (c) Oversee COMPASS' compliance with Idaho's Public Records Law including any amendments and/or re-codification of said law which is presently codified at Idaho Code §§ 74-101 through 74-122;
- (d) Monitor, or cause to be monitored, the financial affairs of COMPASS and report periodically to the Board;

- (e) Create, or cause to be created, at the beginning of each meeting of the Board a roster of Voting Board Members and Alternate Board Members who are in attendance; and
- (f) Be a member of the Executive Committee.
- (g) Serve as Chair of the Finance Committee.

5.10 Delegation of Powers. The Board may delegate any of the powers and duties appropriate to the functioning of COMPASS to any Officer, employee, or agent of COMPASS.

Article 6 EXECUTIVE DIRECTOR

6.1 Appointment. The Board shall appoint an Executive Director as provided in the JPA.

6.2 Powers and Duties. The Executive Director is authorized to enter into any contract or execute in the name of COMPASS all deeds, bonds, mortgages, contracts, and other documents and agreements as may be authorized in the approved Unified Planning Work Program and Budget. In all other instances the Executive Director is authorized with Board approval. The Executive Director shall be the disbursing officer of COMPASS for all funds made available thereto. The Executive Director shall also have the general powers and duties of supervision and management, including but not limited to, employment, hiring and dismissal of members of the staff. The Executive Director shall have the emergency authority to act to protect the rights and interests of COMPASS as they relate to the approved Unified Planning Work Program and Budget, pending confirmation by the Board.

6.3 Committee Assignments. The Executive Director or a designated delegate shall be an ex-officio member of any special committee, task force or work group of COMPASS and shall periodically attend meetings of other organizations involved in planning within southwest Idaho.

6.4 Conditions of Employment. Salary and other conditions of employment for the Executive Director shall be established by the Board upon recommendation by the Executive Committee.

6.5 Regular Reporting Required. The Executive Director shall prepare a summary of significant staff activities which have occurred since the last regular meeting of the Board and provide it as an item on the agenda of each regular meeting of the Board. The packet for each regular meeting of the Executive Committee shall be distributed to the entire Board.

Article 7 STANDING COMMITTEES

7.1 Open Meetings and Public Records. All meetings of committees established and authorized under this section shall be conducted according to and be subject to the same open meeting law and public records provisions as provided in Sections 4.1.7J and 4.1.7K, respectively, of the JPA.

7.2 Executive Committee:

7.2.1 Establishment. An Executive Committee is hereby established as a standing committee of the Board.

7.2.2 Membership. The Executive Committee shall be composed of the following Board Members:

- (a) All four Board Officers;
- (b) The mayor of each General Member that is an incorporated city with a current population greater than 25,000 according to the most recent population estimates adopted by the Board;
- (c) The chair of each county commission;
- (d) The president of each single county-wide highway district commission;
- (e) Two mayors of General Members who are incorporated cities with a current population of 25,000 or fewer according to the most recent population estimates adopted by the Board and who shall annually be selected by the representatives of the cities who fit into that classification, provided, however, that the total number of mayors on the Executive Committee from this grouping of smaller cities shall not exceed two; and provided, further, that one of the selected cities must be located in Canyon County and the other selected city must be located in Ada County;
- (f) The Chair of one of the highway districts located in Canyon County; and
- (g) The immediate past Chair.

7.2.3 Limitations. Notwithstanding Sections 7.2.2(b) through 7.2.2(g), there shall be no more than one Board Member on the Executive Committee from any member agency.

7.2.4 Elected Official; Alternate. All Executive Committee members shall be currently elected local government officials; provided, however, that Alternate Board Members may serve in the place of Executive Committee members as provided in the JPA.

7.2.5 Place and Times of Meetings. Meetings of the Executive Committee may be held at times and places agreed to by the Executive Committee.

7.2.6 Notice or Call for Meetings. All Executive Committee members shall be notified of each meeting at least three (3) business days prior to the meeting. Notification shall include, at a minimum, the meeting location, meeting time and proposed agenda. Notification may be delivered via email, regular mail or hand delivery. Additionally, notice of each meeting shall be posted on the COMPASS website at least three (3) working days prior to the day of the meeting. No action may be taken at a meeting that has not met the criteria in this Section.

7.2.7 Quorum. A quorum shall consist of the presence of a majority of Executive Committee members at the time of the meeting. Presence may be established by physical attendance at the meeting or by attendance via telephone, Internet or other remote technologies.

7.2.8 Voting. Each Executive Committee member shall have one (1) vote.

7.2.9 Action by Majority Vote. Except as otherwise expressly required by applicable law, the vote of a majority of the Executive Committee members present at a meeting at which a quorum is present shall be the act of the Committee.

7.2.10 Authority. The Executive Committee is empowered to act on behalf of the COMPASS Board only in the following instances:

- (a) To receive monthly status updates from the Regional Transportation Advisory Committee (RTAC) chair on the work of the RTAC committee;
- (b) To recommend task forces or work groups to work with COMPASS as needed to provide input, technical support and feedback on planning activities. Each task force or work group shall have a charter recommended by the Executive Committee for final approval by the Board, specifying the type of members to include, the tasks to accomplish and the timeline for completion of those tasks. The Executive Committee shall establish a process for selection of members for each task force or work group for final approval by the Board;
- (c) To receive periodic status updates from staff liaisons to the active authorized work groups on the activities of those work groups;
- (d) To review and recommend updates to the charter of each work group at least once per year;
- (e) To authorize the Chair and/or Executive Director to enter into agreements with other local, state, regional, federal and private agencies which expedite COMPASS' planning process, pending confirmation by the Board;
- (f) To commit COMPASS staff to address local planning issues, which are outside the current Unified Planning Work Program and Budget but for which prompt response is essential and for which COMPASS participation is deemed desirable, pending confirmation by the Board;
- (g) To approve preliminary versions of the Unified Planning Work Program and Budget for purposes of federal grant application and distribution to members for their use in budgeting, pending confirmation by the Board;
- (h) To approve amendments to the current Unified Planning Work Program and Budget, pending confirmation by the Board;
- (i) To approve amendments to the Transportation Improvement Program pending confirmation by the Board; and
- (j) To conduct an annual performance review of the Executive Director and report the results of its evaluation and make a recommendation for salary adjustment or other compensation arrangements, if any, to the full Board for its approval at the regularly scheduled Board meeting in June. The effective date for salary adjustment or other compensation arrangements shall be October 1 of the upcoming fiscal year. Funding for salary adjustments shall be included in the Unified Planning Work Program and

Budget for that fiscal year, typically approved by the Board at the regular August meeting, prior to the start of the fiscal year.

7.3 Regional Transportation Advisory Committee.

7.3.1 Establishment. A Regional Transportation Advisory Committee (“RTAC”) is hereby established as a standing committee of the Board.

7.3.2 Membership. RTAC shall be composed of such individuals as the Board may direct.

7.3.3 Purpose. The purpose of RTAC is to assist COMPASS staff and the Board by reviewing and recommending appropriate action(s) to the Board with regard to all transportation-related matters to come before the Board.

7.3.4 Duties. RTAC’s duties are set forth in the bylaws of RTAC.

7.4 Finance Committee.

7.4.1 Establishment. A Finance Committee (“Finance Committee”) is hereby established as a standing committee of the Board.

7.4.2 Purpose. The purpose of the Finance Committee is to provide guidance to management and to establish reasonable assurance regarding internal policies, procedures and controls for the sound operation of COMPASS.

7.4.3 Duties. The duties of the Finance Committee shall be set forth in the bylaws of the Finance Committee.

7.4.4 Chair. The Chair of the Finance Committee shall be the Secretary/Treasurer.

7.5 Other Committees. The Board may from time to time create other committees as it sees fit. Such committees shall be composed of such individuals as the Board may direct and shall have only the authority, powers, duties, and responsibilities as may be necessary and as the Board may determine. The number and appointment of membership on other committees shall be reviewed and approved at the meeting immediately following the creation and appointment of the committee and annually thereafter. COMPASS maintains a policy of meaningful participation by the public in all of its activities. The Board shall, therefore, consider the inclusion of members of the public in the committees it establishes.

7.6 Bylaws. Bylaws necessary for the operation of any standing or other committee created by the Board will be provided by the Board, and thereafter may be amended by the Board, from time to time, as the Board deems necessary.

7.7 Task Forces and Work Groups. The Board may from time to time, either upon recommendation by the Executive Committee or upon the Board’s initiative, create task forces or work groups to perform specific tasks. All task forces and work groups shall be governed by a charter which specifically identifies the membership, assigned tasks and the timeline to complete the tasks. Concurrently with the creation of any work group, the Board shall approve the charter governing the work group. The charter may be drafted and recommended by the Executive Committee to the Board. COMPASS maintains a policy of meaningful participation by the public in all of its activities. The Board shall, therefore, consider the inclusion of members of the public in the task forces and work groups.

**Article 8
MEMBERSHIP DUES**

8.1 General Members. Membership dues for General Members, Special Purpose Members and ex officio members shall be as set forth in the JPA.

8.2 Calculation and Payment of Membership Dues. The Board shall calculate membership dues for all members of COMPASS concurrently with the annual Unified Planning Work Program and Budget. Upon approval of the membership dues, the Board shall notify each member of its membership dues for the ensuing year. All membership dues assessments are due and payable upon receipt of each invoice (or such other period of time as may be requested by the member and approved by the COMPASS Board).

8.3 Failure to Pay Membership Dues. Any member agency that fails to pay any assessment in full within thirty days after the due date shall be considered delinquent and in violation of this section. The Executive Director shall send written notice of delinquency to the Mayor and City Clerk, Chair of the Commission and County Auditor, or other governing body of the member agency involved. Upon non-payment of the full assessment within thirty days of receipt of the delinquency notice, that member agency shall be deemed to have voluntarily withdrawn its membership in COMPASS. No representative of that government agency shall thereafter be allowed to vote on any matter coming before the Board or any committee until and unless membership dues and assessments are fully paid retroactively or until the Board takes some alternative action to reinstate the member agency.

**Article 9
GENERAL PROVISIONS**

9.1 Books and Records. COMPASS shall maintain adequate and correct books, records and accounts of all its obligations, properties, assignments, and other such records or accounts as are generated. All such books, records and accounts shall be kept at its main office and shall be open to inspection by any General or Special Purpose Member or Board Member at any time.

9.2 Amendment. These bylaws may be amended or repealed and replaced by the adoption of such new bylaws as may be approved by a two-thirds vote of the Board at any regular meeting provided, however, that such amendment(s) shall be introduced at one regular meeting of the Board and may not be voted upon before the next subsequent regular meeting of the Board.

9.3 Capitalized Terms. Capitalized terms not otherwise defined in these bylaws shall have the meaning ascribed to such terms in the JPA.

**Article 10
EFFECTIVE DATE**

These bylaws shall be effective from and after their adoption until amended or repealed in accordance with the provisions set forth in these bylaws.

DATE OF ADOPTION: _____

Secretary
COMPASS Board of Directors

**BYLAWS
OF
THE COMPASS FINANCE COMMITTEE**

**ARTICLE 1
ESTABLISHMENT AND PURPOSE**

The Finance Committee ("**Committee**") is intended to provide guidance to management and to establish reasonable, but not absolute, assurance regarding internal policies, procedures and controls for the sound operation of COMPASS.

**ARTICLE 2
COMMITTEE STRUCTURE**

2.1 Composition. The Committee shall be composed of the following seven (7) members from the COMPASS Board of Directors ("**Board**"): the Board Secretary/Treasurer; three (3) Board members from Public Agencies in Ada County and three (3) Board members from Public Agencies in Canyon County.

2.2 Appointment. Vacancies on the Committee shall be filled by the Chair of the Board and presented annually to the Board for confirmation at the first meeting following the annual meeting of the Board. It is recommended that members of the Board having professional experience and responsibility for financial and accounting matters be among the first considered for appointment to the Committee.

2.3 Term. The term of appointment for Committee members ("**Members**") shall be two-year terms, except for the Secretary/Treasurer whose term is one year. There is no limit to the number of terms a Member may serve. Except for the Secretary/Treasurer, Members' terms of appointment shall be staggered so that three (3) Members' terms will expire on even years and the other three Members' terms will expire on odd years.

2.4 Removal from Committee. The Board may remove any Member from the Committee upon a two-thirds (2/3) vote. If any member of the Board wishes to remove a Member, that Board member shall give at least thirty (30) days' notice of intent to remove such Member to the Board, the Committee and the Member.

2.5 Resignation from Committee. Any Member may resign at any time from the Committee by giving written notice of his or her resignation to the Committee and the Board. Any such resignation shall take effect at the time specified in the notice of resignation or, if the time when it will become effective is not specified therein, immediately upon receipt by the Committee.

2.6 Additional Expertise. The Committee may by majority vote taken at any regularly scheduled meeting name one or more finance and accounting professionals to assist the Committee as additional, non-voting ex-officio members.

2.7 Alternates. In the event that a Member is unable to attend a meeting of the Committee, said Member may arrange for an alternate ("**Alternate**") to participate in Committee deliberations and vote on said Member's behalf. The Committee shall consider an Alternate's participation and vote as if it were by the Member and the Member shall be bound by the Alternate's participation and vote. Notice that an Alternate will be attending a meeting for a Member shall be delivered, in writing, to the COMPASS Executive Director no less than twenty-four (24) hours before the meeting.

ARTICLE 3 MEETINGS

3.1 Place and Times of Meetings. Meetings of the Committee may be held at times and places agreed to by the Committee.

3.2 Notice or Call for Meetings. All Members shall be notified of each meeting at least three (3) business days prior to the meeting. Notification shall include, at a minimum, the meeting location, meeting time and proposed agenda. Notification may be delivered via email, regular mail or hand delivery. Additionally, notice of each meeting shall be posted on the COMPASS website at least three (3) working days prior to the day of the meeting. No action may be taken at a meeting that has not met the criteria in this Section.

3.3 Quorum. A quorum shall consist of four Members or Alternates. A quorum may be established by physical attendance at the meeting or attendance via telephone, internet or other remote technologies, so long as the Member or the Alternate is able to cast a vote.

3.4 Voting. Each Member shall have one (1) vote.

3.5 Action By Majority Vote. Except as otherwise expressly required by these by-laws or by applicable law, the vote of a majority of Members present at a meeting at which a quorum is present shall be the act of the Committee.

3.6 Presiding Member. The Chair shall preside at all meetings. In the absence of the Chair, the Vice-Chair shall preside. In the absence of all these officers, Members shall select a temporary Chair for the meeting. The presiding officer may appoint any person to act as secretary for that meeting.

3.7 Rules of Order. The rules contained in the current edition of Roberts Rules of Order, in its most recent edition, shall generally govern all deliberations of the Committee.

3.8 Open Meetings. All meetings are subject to the open meetings law of the State of Idaho, with exceptions consistent with that law.

ARTICLE 4 OFFICERS

The Chair of the Committee (“**Chair**”) shall be the Secretary/Treasurer of the Board. The Committee shall elect a Vice-Chair of the Committee (“**Vice-Chair**”) at the first regularly scheduled meeting of the calendar year.

ARTICLE 5 POWERS AND DUTIES

5.1 Authority. The Committee is a standing committee of the Board. The Chair shall report all actions taken by the Committee to the Board. Ultimate authority resides with the Board.

5.2 Duties. The Committee shall have the following duties and responsibilities to advise and make recommendations to the Board:

5.2.1 Review and recommend internal financial controls over assets, revenues and expenditures, including the following specific objectives:

5.2.1.1 Determine that COMPASS expenditures comply with Board directives and are properly authorized and adequately documented;

5.2.1.2 Determine revenue sources and evaluate the revenue recognition process; and

5.2.1.3 Assess compliance with applicable state and federal finance and procurement regulations and statutes.

5.2.2 Review and analyze COMPASS financial documents, policies and procedures.

5.2.3 Review and recommend the COMPASS budget, including budget adjustments, financial assumptions and variance reports.

5.2.4 Review and accept internal and external financial reports, including all necessary financial statements and audit reports.

5.2.5 Review, prepare, and recommend a Financial Policy Manual.

5.2.6 Engage an independent accounting firm or other professional as needed to perform a compliance/performance review of practices, procedures and financial controls; and to identify and recommend policy and procedure changes.

5.2.7 Review and recommend changes to policies, procedures and controls related to procurement, utilization and tracking requirements of all federal funding.

5.2.8 Review and recommend changes to the scope of financial authority and responsibilities for COMPASS Board officers and the Executive Director.

5.2.9 Serve as the official audit committee for COMPASS.

**ARTICLE 6
STAFF RESPONSIBILITIES**

The COMPASS Executive Director shall provide adequate staff support to the Committee, specifically including preparation and distribution of meeting agendas and packets, recording of meetings and the preparation of minutes of all Committee meetings.

**ARTICLE 7
MISCELLANEOUS**

7.1 Amendment. The COMPASS Board may amend or repeal these bylaws or adopt new bylaws consistent with Idaho law upon a vote of two-thirds of the COMPASS Board at any regular meeting; provided, however, that such amendment(s) shall be introduced at one regular meeting of the Board and may not be voted upon before the next subsequent regular meeting of the Board; provided, further, that no amendment may be made that would be in contravention of the JPA.

7.2 Capitalized Terms. Capitalized terms not otherwise defined in these bylaws shall have the meaning ascribed to such terms in the Third Restated and Amended Joint Powers Agreement and Articles of Reformation and Organization of the Community Planning Association of Southwest Idaho, a Nonprofit Association, as may be amended (the "JPA").

**ARTICLE 8
EFFECTIVE DATE**

These bylaws shall be effective from and after their adoption until amended or repealed in accordance with the provisions set forth in these bylaws.

DATE OF ADOPTION: 9.21.15


Secretary
COMPASS Board of Directors

COMPASS BOARD AGENDA ITEM VI-D

Date: February 24, 2025

Topic: *Communities in Motion 2055 (CIM 2055) Public Outreach*

Request/Recommendation:

This is an information item only.

Background/Summary:

COMPASS staff are working to update *Communities in Motion*, the regional long-range transportation plan for Ada and Canyon Counties. The updated plan, CIM 2055, is anticipated to be complete by December 2027. During this meeting, COMPASS staff will provide an overview of upcoming public outreach efforts and demonstrate a draft public survey.

The COMPASS Board of Directors approved the CIM 2055 goals and objectives in April 2024. COMPASS staff have been coordinating with a subcommittee of the Regional Transportation Advisory Committee (RTAC) to discuss steps to balance the various goals and objectives for CIM 2055 in planning and programming efforts.

The public survey is designed to provide guidance to COMPASS staff, workgroups, and RTAC regarding the CIM 2055 funding policy and project prioritization process. Specifically, survey results will provide insight on the relative importance of the CIM 2055 goal areas and the most important “outcomes” of transportation projects (e.g., increasing reliability, safety, or the number of transportation options).

RTAC reviewed and provided direction the on draft survey in its January 22, 2025, meeting.

Screen shots of the draft survey are attached. Staff will preview the draft live survey in the meeting.

Next Steps

- March 3: Launch of survey
 - Watch for promotional materials with the link to the survey.
 - Please take the survey and share with your colleagues, friends, family, neighbors, etc.
 - Please encourage the agency you represent to help share the survey.
- April 3: Close of survey
- April 21: Review survey results at COMPASS Board meeting.

More Information:

- 1) Attachment: Draft survey screenshots
- 2) For detailed information contact: Austin Miller, Planning Team Lead, at 208/475-2239 or amiller@compassidaho.org or Amy Luft, Communication Team Lead, at 208/475-2229 or aluft@compassidaho.org.

T:\FY25\600 Projects\661 Long-Range Planning\CIM 2055\Board\02.24.25 Outreach Memo.docx

NOTE: The next five pages are screenshots of an online survey; in the "real" survey, there will be a continuous flow, without these breaks.



What matters to you?

COMPASS is updating *Communities in Motion*, the long-range transportation plan for Ada and Canyon Counties, and we want to make sure the plan reflects what matters most to area residents.

Please take this short survey to help us plan for the type of future you want to see.

Be sure to click the red "submit" button at the bottom of each question to ensure your responses are recorded.

My most important goals...

In 2020 you told COMPASS that supporting safety, convenience, economic vitality, and quality of life were the most important things to consider when planning the future transportation system. Now we're taking it one step further. Please rank those four goal areas to tell us which of them are the most, and least, important to you.

Drag the goal areas from the left column to the right and put them in your priority order.

Stay informed!

Enter your email address below to subscribe to COMPASS' email list.

Email address

aluft@compassidaho.org

Submit

The goal areas to prioritize are shown on the following page.

I want a transportation system that...



Is convenient

Provides access and mobility for all through travel choices, efficiency, and reduced congestion



Enhances my quality of life

Connects residents to nature, protects open space, and promotes public health and affordable housing



Supports the economy

Provides good access to jobs and housing, protects farmland, moves freight, and supports tourism



Is safe

Is designed to help eliminate transportation-related deaths and serious injuries



Do you have any comments on your rankings?

Submit

Choices, choices, choices...

Just like with your household budget, there is only so much money to pay for transportation projects, which means decision-makers have to make tough choices of what gets funded, and what does not.

To put it bluntly, there isn't enough money to pay for all of the transportation improvements our region needs.

Help decision-makers make these tough choices by selecting the three outcomes below that are **most** important to you.

Projects that...



Reduce air pollution:
Help limit unnecessary idling, make commutes more direct, or take cars off the road



Make the existing transportation system ...
... more efficient without widening roads, by using tech or "behind the scenes" improvements



Add room for more vehicles:
Add new roads or widen existing roads (add more lanes)



Improve transportation safety:
Help eliminate deaths and serious injuries on our roadways



Support emerging technologies...
... such as electric vehicles, alternative fuels, or automation



Keep the transportation system in good shape...
...through preventative maintenance, fixing deteriorating bridges, replacing older buses, and more



Give me options beyond driving a car...
...such as riding the bus, walking, biking, or using a carpool or vanpool



Make my commute reliable:
Allow me to be confident in how long it will take me to get from Point A to Point B

Do you have any comments on your selections?

Submit

What else should COMPASS know?

Do you have any additional comments or input?

Submit

Before you go...

Please tell us a little about yourself to help us improve our outreach efforts. Thank you!

What is your zip code? Required

What is your age?

- 25 or under
- 26 - 40
- 41 - 55
- 56 - 70
- 71 or older

Additional demographic questions are included in the survey, but not shown here

Would you like to learn more or stay involved?

- Enter your email address at the top of this page to be added to COMPASS' email list.
- Visit the COMPASS website: compassidaho.org
- Follow us on social media: [@compassidaho](https://twitter.com/compassidaho)

Survey results will be posted on the COMPASS website in April.



Contact Us

Have questions? Want to learn more? Contact COMPASS:

208/855-2558

info@compassidaho.org

compassidaho.org

700 NE 2nd Street, Suite 200

Meridian, ID 83642

COMPASS Staff Activity Report: December 2024

Staff Updates:

- ✓ Ashley Cannon, Janet Russell, and Meg Sonnen were named COMPASS December Employees of the Month.
-

Planning Team

Team Lead: Austin Miller

Team Members: Tori Cale, Lila Klopfenstein, Alexa Roitman, Olivia Vielstich McKinnon

- ✓ Developed draft questions for a public survey for *Communities in Motion 2055*.
 - ✓ Presented the *Communities in Motion 2055* population growth allocation to the COMPASS Board of Directors.
 - ✓ Completed four development review checklists.
-

Resource Development Team

Team Lead: Toni Tisdale

Team Members: Matt Carlson, Sherone Sader

- ✓ Processed an amendment to the regional transportation improvement program (TIP) to add six projects and adjust one project, and processed an administrative modification to adjust six projects.
 - ✓ Invited four agencies to submit Phase II applications for 25 projects and provided preliminary scoring for the applications.
 - ✓ Continued writing a competitive grant application for the Old Highway 30/West Plymouth Street Bridge project for Highway District No. 4 and the City of Caldwell.
 - ✓ Began writing a competitive grant application for the Treasure Valley Southern Connection planning project for the Idaho Transportation Department.
 - ✓ Wrote a letter of support for the Ada County Highway District for a Surface Transportation Block Grant-Rural project application.
 - ✓ Kicked off two *Communities in Motion* Implementation Grants; one each for the Ada County Highway District and the City of Nampa.
-

Technical Team

Team Lead: Mary Ann Waldinger

Team Members: Eric Adolfson, Brian Crowley, Hunter Mulhall

- ✓ Completed one special model run for proposed developments, bringing the total for FY2025 to six.
 - ✓ Completed the 2055 population allocation for approval by the COMPASS Board of Directors.
 - ✓ Presented the final Regional Safety Action Plan to the Regional Transportation Advisory Committee and received a recommendation of approval.
 - ✓ Prepared and delivered final 2024 orthophotography flight to member agencies.
-

Communication Team

Team Lead: Amy Luft

Team Members: Josie Gallup, Teri Gregory

- ✓ Received Board approval of an updated memorandum of understanding with Valley Regional Transit.
 - ✓ Met with the Idaho State Police and Meridian Police Department regarding the "Good Move" safety education campaign.
 - ✓ Hosted a meeting to discuss next steps for a potential Canyon County local option registration fee.
 - ✓ Presented Leadership in Motion awards honoring five projects and individuals.
-

Operations Team

Director of Operations: Meg Sonnen

Team Members: Ashley Cannon, Janet Russell

- ✓ Presented Revision 1 of the FY2025 Unified Planning Work Program and Budget to the COMPASS Board of Directors for adoption.
 - ✓ Received the FY2024 audit report. COMPASS received an unqualified/unmodified (or "clean") opinion on the auditors' report on financial statements.
-

COMPASS Staff Activity Report: January 2025

Staff Updates:

- ✓ Hunter Mulhall and Matt Carlson were named COMPASS January Employees of the Month.
-

Planning Team

Team Lead: Austin Miller

Team Members: Lila Klopfenstein, Alexa Roitman, Olivia Vielstich McKinnon

- ✓ Presented the Tier 2 screening results to the COMPASS Executive Committee, the Technical Working Group, and the Community Working Group for the *Let's Ride Treasure Valley High-Capacity Transit Planning and Environmental Linkages (PEL) Study*.
 - ✓ Presented an overview of *Let's Ride Treasure Valley* to the City of Nampa's Transportation Advisory Group and Valley Regional Transit staff.
 - ✓ Presented a summary of the Regional Safety Action Plan to the City of Meridian's Transportation Commission.
 - ✓ Hosted a Public Transportation Workgroup meeting.
 - ✓ Presented on upcoming *Communities in Motion 2055* public outreach efforts to RTAC.
-

Resource Development Team

Team Lead: Toni Tisdale

Team Members: Matt Carlson, Sherone Sader

- ✓ Processed one administrative modification to the FY2025-2031 Regional Transportation Improvement Program to adjust six projects.
 - ✓ Scored and processed 24 Phase II applications.
 - ✓ Competed a competitive construction grant application for the Old Highway 30/Plymouth Street Bridge project for Highway District 4 and the City of Caldwell.
 - ✓ Completed a competitive planning grant application for the Treasure Valley Southern Connection for Idaho Transportation Department.
 - ✓ Wrote letters of support for four RAISE/BUILD grant applications: Ada County Highway District, Highway District 4, Idaho Transportation Department, and Valley Regional Transit.
-

Technical Team

Team Lead: Mary Ann Waldinger

Team Members: Eric Adolfson, Brian Crowley, Hunter Mulhall

- ✓ Completed 20 special model runs for a feasibility analysis of a project.
 - ✓ Completed one special model run for a proposed development, bringing the total for fiscal year 2025 to seven.
 - ✓ Began compiling and coding building permit data in preparation for the development of annual population estimate.
 - ✓ Provided a variety of types of technical support – North Ada Rural Fire district interactive map, maps for competitive grants, project prioritization, and building the layers to support converting transportation system data into linear referencing platform.
-

Communication Team

Team Lead: Amy Luft

Team Members: Josie Gallup, Teri Gregory

- ✓ Completed the FY2024 annual report.
- ✓ Prepared for and hosted two sessions of "COMPASS 101."
- ✓ Sponsored, and judged, a "special award" at the Idaho Future Cities competition.
- ✓ Prepared for Education Series presentations on Road Usage Charges, held on February 3 and 4, 2025.
- ✓ Prepared for a public comment period on the Let's Ride Treasure Valley study and a survey for *Communities in Motion 2055*.
- ✓ Provided an introduction to COMPASS to the Regional Transportation Advisory Committee.

Operations Team

Director of Operations: Meg Sonnen

Team Members: Ashley Cannon, Janet Russell

- ✓ Presented Revision 2 of the FY2025 Unified Planning Work Program and Budget to the COMPASS Finance Committee for recommendation of Executive Committee approval.
 - ✓ Calculated proposed FY2026 indirect rate and submitted to the Idaho Transportation Department for approval.
-

COMPASS BOARD AGENDA ITEM VII-B

Date: February 24, 2025

Topic: Status Report – December Air Quality Data

Background/Summary:

The information below provides an overview of Treasure Valley air quality conditions for December 2024 from the monitoring locations shown on the map on page 2. Air quality conditions are reported in the following categories:

- Good: Pollution poses little or no risk.
- Moderate: Pollution may pose a moderate risk for a very small number of individuals.
- Unhealthy for Sensitive Groups: Individuals with lung disease, children, and older adults may experience health effects. The general public is unlikely to be affected.
- Unhealthy / Very Unhealthy: Everyone may begin to experience health effects.
- Hazardous: The entire population is likely to experience serious health effects.

December 2024 Air Quality Data:

In December 2024, the Idaho Department of Environmental Quality reported 15 days as “moderate.” The remaining 16 days were in the “healthy” category.

The pollutants that triggered the conditions are listed below; descriptions can be found on page 3.

Moderate:

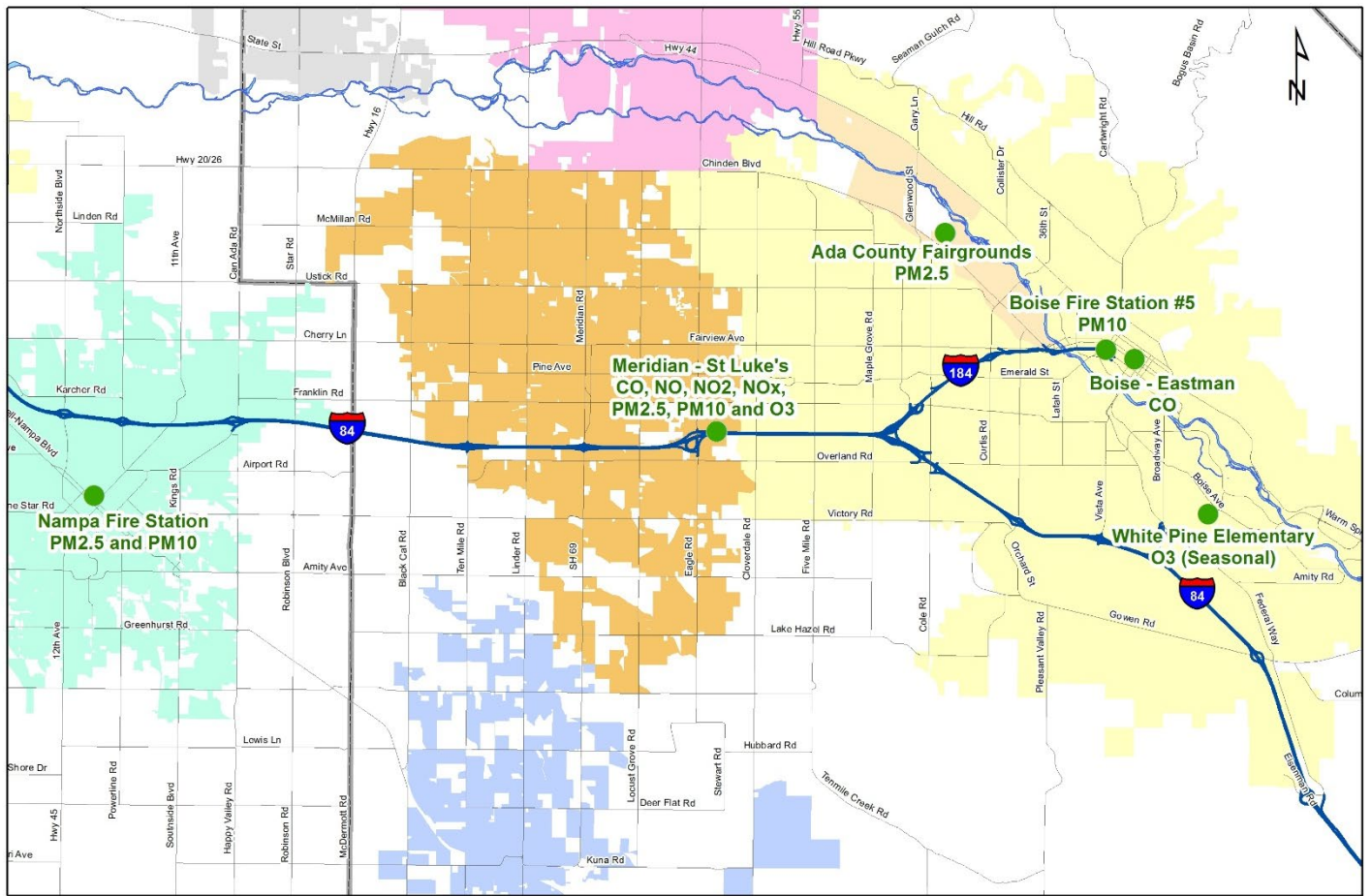
- 2 days were attributable to fine particulate matter (PM_{2.5}) recorded in Canyon County.
- 13 days were attributable to PM_{2.5} recorded in both counties.

Yearly Summary

The table below summarizes the number of good, moderate, and unhealthy for sensitive groups to hazardous days recorded since May 2014.

Year	Good	Moderate	Unhealthy for Sensitive Groups to Hazardous	Total
2014	287	75	3	365
2015	283	64	18	365
2016	236	120	10	366
2017	209	127	29	365
2018	260	97	8	365
2019	299	65	1	365
2020	248	97	21	366
2021	234	114	17	365
2022	208	147	10	365
2023	271	91	3	365
2024	227	104	35	366

Note: 2016, 2020, and 2024 were leap years, so include one additional day.



Air quality monitoring locations, Ada and Canyon Counties

Pollutant Descriptions

Carbon Monoxide (CO)	A colorless, odorless, tasteless gas formed in large part by incomplete combustion of fuel. Human activities (i.e., transportation or industrial processes) are largely the source for CO contamination.
Oxides of nitrogen (NO_x)	NO _x is a generic term for mono-nitrogen oxides NO and NO ₂ (nitric oxide and nitrogen dioxide). They are produced from the reaction of nitrogen and oxygen gases in the air during combustion, especially at high temperatures. They are precursors (building blocks) of ozone.
Ozone (O₃)	A colorless gas with a sweet odor. Ground-level ozone is not a direct emission from transportation sources, but is formed when volatile organic compounds, such as pesticides and solvents, and NO _x combine in the presence of sunlight. Although the ozone in the upper atmosphere protects us from harmful ultraviolet rays, ground-level ozone is the main component of smog.
PM_{2.5}	Fine particulate matter, particles smaller than 2.5 microns in diameter, which are more likely to lodge in human lungs than larger particles.
PM₁₀	Coarse particulate matter, particles smaller than 10 microns in diameter, which are more likely to lodge in human lungs than larger particles.

More Information:

- 1) For more information, contact MaryAnn Waldinger, Principal Planner, at 208/475-2242 or mwaldinger@compassidaho.org
- 2) For detailed information, contact the Idaho Department of Environmental Quality, Michael Toole, Regional Airshed Coordinator, at 208/373-0550 or Michael.Toole@deq.idaho.gov

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COMPASS BOARD AGENDA ITEM VII-B

Date: February 24, 2025

Topic: Status Report – January Air Quality Data

Background/Summary:

The information below provides an overview of Treasure Valley air quality conditions for January 2025 from the monitoring locations shown on the map on page 2. Air quality conditions are reported in the following categories:

- Good: Pollution poses little or no risk.
- Moderate: Pollution may pose a moderate risk for a very small number of individuals.
- Unhealthy for Sensitive Groups: Individuals with lung disease, children, and older adults may experience health effects. The general public is unlikely to be affected.
- Unhealthy / Very Unhealthy: Everyone may begin to experience health effects.
- Hazardous: The entire population is likely to experience serious health effects.

January 2025 Air Quality Data:

In January 2025, the Idaho Department of Environmental Quality reported 10 days as “moderate.” The remaining 21 days were in the “healthy” category.

The pollutants that triggered the conditions are listed below; descriptions can be found on page 3.

Moderate:

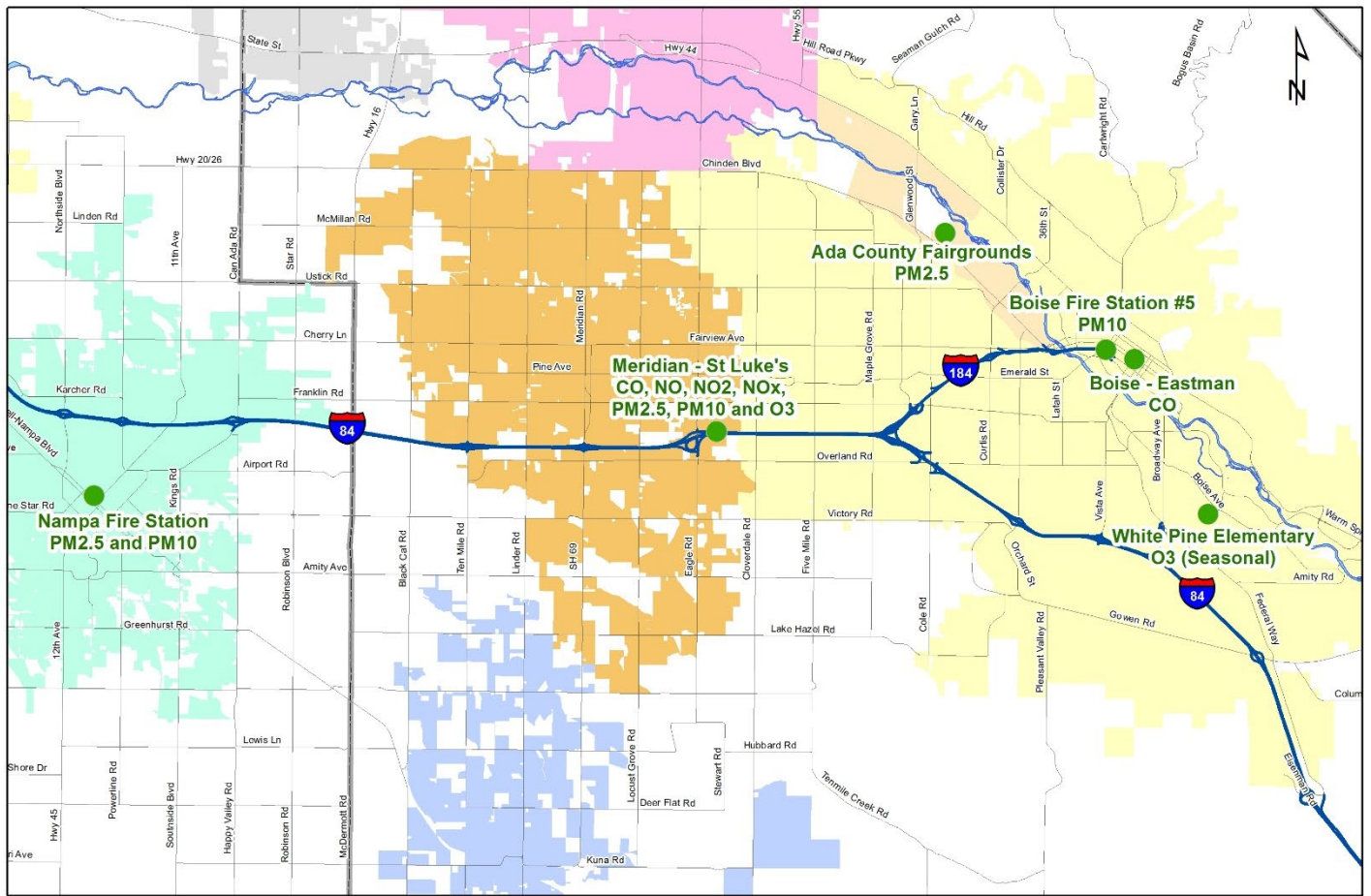
- 6 days were attributable to fine particulate matter (PM_{2.5}) recorded in Ada County.
- 4 days were attributable to PM_{2.5} recorded in both counties.

Yearly Summary

The table below summarizes the number of good, moderate, and unhealthy for sensitive groups to hazardous days recorded since January 2015.

Year	Good	Moderate	Unhealthy for Sensitive Groups to Hazardous	Total
2015	283	64	18	365
2016	236	120	10	366
2017	209	127	29	365
2018	260	97	8	365
2019	299	65	1	365
2020	248	97	21	366
2021	234	114	17	365
2022	208	147	10	365
2023	271	91	3	365
2024	227	104	35	366
2025	21	10	0	31

Note: 2016, 2020, and 2024 were leap years, so include one additional day.



Air quality monitoring locations, Ada and Canyon Counties

Pollutant Descriptions

Carbon Monoxide (CO)	A colorless, odorless, tasteless gas formed in large part by incomplete combustion of fuel. Human activities (i.e., transportation or industrial processes) are largely the source for CO contamination.
Oxides of nitrogen (NO_x)	NO _x is a generic term for mono-nitrogen oxides NO and NO ₂ (nitric oxide and nitrogen dioxide). They are produced from the reaction of nitrogen and oxygen gases in the air during combustion, especially at high temperatures. They are precursors (building blocks) of ozone.
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More Information:

- 1) For more information, contact MaryAnn Waldinger, Principal Planner, at 208/475-2242 or mwaldinger@compassidaho.org
- 2) For detailed information, contact the Idaho Department of Environmental Quality, Michael Toole, Regional Airshed Coordinator, at 208/373-0550 or Michael.Toole@deq.idaho.gov

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REGIONAL TRANSPORTATION ADVISORY COMMITTEE

VII-C

Attendance List

Member Agency/Name	Jan '25	Feb '25	Mar '25	Apr '25	May '25	June '25	July '25	Aug '25	Sept '25	Oct '25	Nov '25	Dec '25	TOTAL
Ada County/ S. DuPuis/L. Letson/B. Moore	2												2
ACHD/ T. Ferch/T. Laws/D. Rader	3												3
Boise County/B. Callahan/L. Lindstrom/C. Tucker	2												2
Boise State/ G. Finkelstein	1												1
Canyon County/ M. Barron/D. Lister/D. Root	1												1
Capital City Development Corporation/ Z. Piepmeyer	0												0
City of Boise/ B. Brush/D. Dupuy/T. Greeger	1												1
City of Caldwell/ H. Hart/W. Herbel	2												2
City of Eagle/ N. Baird Spencer/A. Glaspell	2												2
City of Garden City/ H. Veal	1												1
City of Greenleaf/ L. Belt	1												1
City of Kuna/ T. Behunin/D. Hanson	2												2
City of Melba/ Brent Arte	0												0
City of Meridian/ H. Hill/C. Hood/B. McClure	2												2
City of Middleton/ J. VanGilder	1												1
City of Nampa/ C. Craig/C. Salinas/M. Steuer	3												3
City of Notus/ R. Hartsock	1												1
City of Parma/ B. Laird	0												0
City of Star/ S. Nickel	1												1
City of Wilder/ C. Johnson	0												0
Highway District #4/ J. McMullin	1												1
IDEQ/ M. Toole	1												1
ITD/ A. Bauges	1												1
Public Participation Committee/ J. Wilde	1												1
Valley Regional Transit/ S. Hunt	1												1
West Ada School District/ M. Carson	1												1
Central District Health/ C. Loveless (Ex-Officio)	1												1
Governor's Office/ J. Neill (Ex-Officio)	0												0
Greater Boise Auditorium District/ C. Lund (Ex-Officio)	1												1



Community Planning Association of Southwest Idaho (COMPASS)

Administrative Modification #18 for FY2024-2030 and #3 for FY2025-2031 Transportation Improvement Program												
Key Number	Project	Sponsor	Scheduled Funding for Project Lifetime		Amount Change	**Percent Change	Program/ Funding Source	Federal Funding Year	Funding Phase	Current Total	Total After Revision	Brief Explanation
			*Current Total	**Revised Total								
23336	I-84, Karcher Road Interchange, Nampa	ITD	\$28,882,000	\$31,145,327	\$2,263,327	7.84%	Local Participation	2025	Construction	\$0	\$76,000	Correction to update previous obligation that occurred in FY2023 as advanced construction. Adjust construction costs to meet actual needs.
							Advanced Construction	2024	Construction	\$0	(\$9,283,386)	
							TECM	2024	Construction	\$2,686,000	\$4,874,328	
							Previous Obligations	N/A	N/A	\$8,450,000	\$17,733,386	
23408	SH-16, Ustick Road to US 20/26 and US 20/26 Interchange, Ada County	ITD	\$112,021,000	\$124,120,928	\$12,099,928	10.80%	Leading Idaho	2024	Construction	\$2,454,000	\$2,823,911	Update to match obligations that occurred at the end of FY2023 and did not get added to the FY2024 TIP and match approved funding in the FY2025-2031 TIP. (Adjusted increase based on approved FY2025 program is \$369,928.)
							Leading Idaho	2025	Construction	\$10,000,000	\$21,200,000	
							TECM	2024	Construction	\$13,950,000	\$14,180,000	
							Previous Obligations	N/A	N/A	\$75,617,000	\$75,917,017	
NEW02-24763	Transit - Electric Buses and Towne Square Mall Transit Center, VRT	VRT	\$19,284,000	\$19,284,000	\$0	0.00%	N/A	N/A	N/A	N/A	N/A	Change from temporary (NEW02) to permanent KN 24763.

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


Acronyms:
 FY = Fiscal Year
 I = Interstate
 ITD = Idaho Transportation Department
 KN = Key Number
 SH = State Highway
 TECM = Transportation Expansion and Congestion Mitigation
 TIP = Transportation Improvement Program
 US = United States
 VRT = Valley Regional Transit

Staff Recommendation:

Approval:

Date:


 Toni Tisdale, Principal Planner, Transportation
 COMPASS

 11/26/2024
 Matthew J. Stoll, Executive Director
 COMPASS



Community Planning Association of Southwest Idaho (COMPASS)

Administrative Modification #19 for FY2024-2030 and #4 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							
18854	Planning and Mobility Implementation, Boise Area, VRT	VRT	\$8,178,000	\$8,642,057	\$464,057	5.67%	FTA 5307 LU	2024	Construction	\$1,838,000	\$1,314,684	Adjust for FY2025 needs to match VRT's budget.
							FTA 5307 LU	2025	Construction	\$1,585,000	\$2,571,275	
19041	Transit - Operations - Mobility Management, Boise Area, VRT	VRT	\$24,638,000	\$24,638,000	\$0	0.00%	FTA 5307 LU	2024	Construction	\$6,400,000	\$6,202,720	Adjust for FY2025 needs to match VRT's budget.
							FTA 5307 LU	2025	Construction	\$5,674,000	\$5,871,280	
19137	Transit - Preventive Maintenance and Paratransit, Boise Area, VRT	VRT	\$10,616,000	\$12,265,864	\$1,649,864	15.54%	FTA 5307 LU	2024	Construction	\$2,500,000	\$1,195,058	Adjust for FY2025 needs to match VRT's budget.
							FTA 5307 LU	2025	Construction	\$2,029,000	\$4,984,556	
23970	Transit - Vehicle Replacements, VRT	VRT	\$19,999,000	\$20,000,000	\$1,000	0.01%	FTA 5339 (c)	2024	Construction	\$ 1,840,000	\$ 1,256,183	Funds were partially obligated in FY2024. Move the remaining FY2024 funds to FY2025. Cost difference is due to rounding - there is no real difference.
							FTA 5339 (c)	2025	Construction	\$ 18,159,000	\$ 18,743,817	
24748 BO101	Charging and Fueling Infrastructure, Boise	Boise	\$4,000,000	\$4,000,000	\$0	0.00%	N/A	N/A	N/A	N/A	N/A	Change key number back to the local key number, as funds are direct to the City of Boise and will not transfer through ITD.
24769	US 20/26 and SH-44 Pedestrian Ramp Improvements, Ada County	ITD	\$0	\$2,000,000	\$2,000,000	100.00%	NHPP	2025	Design	\$0	\$400,000	Construct pedestrian ramp improvements along US 20/26 and SH-44 in Ada County. This project breaks out a new project from a FY2023 project for a mill and overlay project (KN 20536). Originally, the pedestrian ramps were included, but removed due to high costs. Increased cost for this project is a 17.5% increase of the original cost of the mill and inlay project.
							NHPP	2026	Construction	\$0	\$1,600,000	

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

Acronyms:
 FY = Fiscal Year
 FTA = Federal Transit Administration
 ITD = Idaho Transportation Department
 KN = Key Number

LU = Large Urban
 NHPP = National Highway Performance Program
 SH = State Highway
 US = United States
 VRT = Valley Regional Transit

5307 = Transit Formula Funding
 5339 (c) = Bus and Bus Facilities Discretionary Funding

Staff Recommendation:

Approval:

Date:

Toni Tisdale, Principal Planner, Transportation

COMPASS

Matthew J. Stoll, Executive Director

COMPASS

12-12-2024



Community Planning Association of Southwest Idaho (COMPASS)

Administrative Modification #5 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							
23095	Five Mile Road Overpass and Widening, Boise	ACHD / ITD	\$32,703,000	\$32,703,000	\$0	0.00%	TAP-TMA	2025	Design	\$0	\$100,000	Move funds from right-of-way to design to cover a supplemental agreement.
							TAP-TMA	2025	Right-of-Way	\$100,000	\$0	
23833	Access to Opportunity, Boise and Garden City	ACHD	\$7,459,500	\$7,459,500	\$0	0.00%	AC (Local)	2025	Design	\$0	(\$381,022)	Convert advanced construction funding to federal-aid, per TMA Balancing action on 12/18/24.
							TAP-TMA	2025	Design	\$0	\$213,893	
							STBG-TMA	2025	Design	\$0	\$167,129	
24382	Fairview Avenue, North Garden to Whitewater Park and Bridge Replacement	ACHD	\$20,310,000	\$20,310,000	\$0	0.00%	AC (Local)	2025	Design	\$0	(\$560,702)	Partially convert advanced construction funding to federal-aid, per TMA Balancing action on 12/18/24.
							STBG-TMA	2025	Design	\$0	\$560,702	
24698	Discovery Way, US 20/26 (Chinden Boulevard) to Bridger Street, Boise	ACHD	\$1,340,000	\$1,340,000	\$0	0.00%	AC (Local)	2025	Construction	\$1,340,000	\$0	Delay construction from FY2025 to FY2026 at the request of ACHD.
							AC (Local)	2026	Construction	\$0	\$1,340,000	
24763	Transit - Electric Buses and Towne Square Mall Transit Center, VRT	VRT	\$19,350,000	\$19,351,087	\$1,087	0.01%	FTA 5339 (b)	2025	Design	\$2,449,000	\$3,474,667	Advance funds for bus purchases and engineering to FY2025. The increase is due to rounding.
							FTA 5339 (b)	2025	Construction	\$0	\$11,405,333	
							FTA 5339 (b)	2027	Design	\$225,000	\$0	
							FTA 5339 (b)	2027	Construction	\$12,710,000	\$1,305,067	
							FTA 5339 (b)	2028	Design	\$800,000	\$0	
24772	SH-44 and Palmer Lane, Eagle	ITD	\$0	\$400,000	\$400,000	100.00%	NHPP	2025	Design	\$0	\$400,000	Add exempt project for design^. Project description: Design improvements to the intersection of State Highway 44 and Palmer Lane in the City of Eagle. Work is expected to include a signal and additional lanes on the north and south legs of Palmer Lane to accommodate dedicated left turn lanes (three-lane section). The project could require right-of-way acquisition and utility relocations. Construction is not yet funded and estimated to cost \$3.2 million.

* Current Total - Previous TIP total.
 ^ ITD held a public comment period December 6-15, 2024, including this project. No comments were received.
 COMPASS TIP Amendment Policy: <https://www.compassidaho.org/documents/people/policies/TIPAmendPolicy081522.pdf>
 Only information proposed to change is included in this action.

- Acronyms:**
- 5339 (b) = Bus and Bus Facilities (competitive)
 - AC = Advanced Construction
 - ACHD = Ada County Highway District
 - FTA = Federal Transit Administration
 - FY = Fiscal Year
 - ITD = Idaho Transportation Department
 - NHPP = National Highway Performance Program
 - SH = State Highway
 - STBG = Surface Transportation Block Grant
 - TAP = Transportation Alternatives Program
 - TMA = Transportation Management Area
 - VRT = Valley Regional Transit

Staff Recommendation:

Approval:

Date:


 Toni Tisdale, Municipal Planner, Transportation


 Matthew J. Stoll, Executive Director

