



Working together to plan for the future

COMPASS BOARD OF DIRECTORS' MEETING PACKET

June 26, 2023



Working together to plan for the future

**Community Planning Association of Southwest Idaho
2023 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: Hayden Rogers, Senior Political Advisor
Ada County Highway District: Commissioner Miranda Gold Commissioner Jim Hansen Commissioner Dave McKinney	Capital City Development Corporation: John Brunelle, Executive Director	Greater Boise Auditorium District: Pat Rice, Executive Director
Canyon County: Commissioner Zach Brooks Commissioner Brad Holton Commissioner Leslie Van Beek	Idaho Department of Environmental Quality: Aaron Scheff, Regional Administrator	Southwest District Health Department: Nikole Zogg, District Director
Canyon Highway District No. 4: Commissioner Jay Gibbons	Idaho Transportation Department: Caleb Lakey, District 3 Engineer	
City of Boise: Mayor Lauren McLean Councilmember Holli Woodings Councilmember Colin Nash	Valley Regional Transit: Elaine Clegg, Chief Executive Officer	
City of Caldwell: Mayor Jarom Wagoner Brent Orton, Public Works Director		
City of Eagle: Mayor Jason Pierce Nichol Baird Spencer, Director of Long-Range Planning & Projects		
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 Steve Rule		
City of Nampa: Mayor Debbie Kling Councilmember Victor Rodriguez Tom Points, Public Works Director		
City of Notus: Mayor David Porterfield		
City of Parma: Mayor Angie Lee		
City of Star: Mayor Trevor Chadwick		
City of Wilder: Chelsie Johnson, Public Works Superintendent		

T:\FY23\900 Operations\Board\2023 Board Packets\2 Cover 2 2023 Board Members.docx

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



Working together to plan for the future

2023 COMPASS BOARD MEETING DATES

COMPASS BOARD MEETING DATE/TIME	LOCATION	KEY ITEMS
<p>August 21, 2023 1:30 pm – 3:30 pm</p>	<p>COMPASS 700 NE 2nd Street Meridian, Idaho</p>	<ul style="list-style-type: none"> • Approve FY2024 <i>Communities in Motion</i> (CIM) Implementation Grants and Project Development Program Projects • Approve updates to the FY2025-2031 COMPASS Application Guide • Present findings and Approve the Regional Housing Coordination Plan • Adopt Resolution Approving the FY2024 Unified Planning Work Program and Budget (UPWP) • Approve COMPASS Workgroup Charters • Consider Executive Committee’s Recommendation Regarding the Executive Director’s Annual Performance Evaluation
<p>October 16, 2023 1:30 pm – 3:30 pm</p>	<p>COMPASS 700 NE 2nd Street Meridian, Idaho</p>	<ul style="list-style-type: none"> • Establish 2024 COMPASS Board and Executive Committee Meeting Dates and Location. Provide 30 Day Notice of Annual Meeting • Adopt Resolution Approving FY2024-2030 Regional Transportation Improvement Program (TIP) and Associated Air Quality Conformity Demonstration • Adopt Resolution Approving Rural Application Prioritization • Approve FY2024 Resource Development Plan
<p>December 18, 2023 Holiday Luncheon 12:00 pm</p> <p>Annual Meeting 1:30 pm – 3:30 pm</p>	<p>Nampa Civic Center 311 3rd Street South Nampa, Idaho</p>	<ul style="list-style-type: none"> • Confirm 2024 Board Officers: Chair, Chair Elect, Vice Chair, Immediate Past Chair. Elect Secretary-Treasurer • Confirm Regional Transportation Advisory Committee Membership • Approve 2024 Federal Transportation Policy Positions • Approve 2024 Idaho Legislative Session Position Statements • Adopt Resolution Approving Revision 1 of the FY2024 Unified Planning Work Program and Budget (UPWP)



Working together to plan for the future

COMPASS BOARD OF DIRECTORS' MEETING
JUNE 26, 2023 – 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

- A.* Approve April 17, 2023, COMPASS Board of Directors Meeting Minutes.
B.* Receive Approved March 14, 2023, and May 9, 2023, Executive Committee Meeting Minutes
C.* Receive Approved April 5, 2023, Finance Committee Meeting Minutes
D.* Approve Priorities for the End-of-Year and Redistribution Program
E.* Approve COMPASS Employment Policies and Procedures Revision
F.* Ratify Resolution 12-2023 Modifying the FY2023-2029 Regional Transportation Improvement Program (TIP)

IV. SPECIAL ITEM

- 1:35 A. Member Agency Presentation – Projects of Regional Importance
Staff from the cities of Caldwell and Nampa will present on two potential projects in their communities. Caldwell/Nampa
2:05 B. Status Report - Finance Committee
The Finance Committee Vice Chair will provide a status report on the June 15, 2023, Finance Committee meeting. Holli Woodings

V. ACTION ITEMS

- 2:10
Page 76
- A.* Adopt Resolution 13-2023 Approving Revision 3 of the FY2023 Unified Planning Work Program and Budget (UPWP)** **Meg Larsen**
Meg Larsen will seek COMPASS Board of Directors' approval of Revision 3 of the FY2023 UPWP.
- 2:25
Page 104
- B.* Approve Draft CIM 2055 Workplan** **Austin Miller**
Austin Miller will seek COMPASS Board of Directors' approval of the CIM 2055 workplan items and timeline.

VI. INFORMATION/DISCUSSION ITEMS

- 2:40
Page 114
- A.* Review Draft FY2024-2030 Regional Transportation Improvement Program** **Matt Carlson**
Matt Carlson will review the Draft FY2024-2030 TIP project list, prior to the public comment period.

VII. EXECUTIVE DIRECTOR'S REPORT (INFORMATION ONLY)

- Page 126
- Page 130
- Page 136
- Page 137
- Page 144
- A.* Staff Activity Reports**
- B.* Status Report – Current Air Quality Data**
- C.* Status Report – Regional Transportation Advisory Committee Attendance**
- D.* Administrative Modifications**
- E.* Status Report – Project Milestone Report**

VIII. OTHER

Next Meeting: August 21, 2023

IX. ADJOURNMENT (3:00)

*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.

T:\FY23\900 Operations\Board\2023 Board Packets\June 2023\agenda06262023.docx

**COMPASS BOARD OF DIRECTORS' MEETING
APRIL 17, 2023
COMPASS, 1ST FLOOR BOARD ROOM
700 NE 2ND STREET, MERIDIAN, ID
ZOOM CONFERENCE CALL**

**** DRAFT MINUTES ****

ATTENDEES:

Rod Beck, Commissioner, Ada County, **Secretary-Treasurer**, 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, **Chair Elect**, in person
Elaine Clegg, Valley Regional Transit, in person
Ryan Davidson, Commissioner, Ada County, via ZOOM
Tom Dayley, Commissioner, Ada County, via ZOOM
John Evans, Mayor, City of Garden City, via ZOOM
Miranda Gold, Commissioner, Ada County Highway District, in person
Jimmy Hallyburton, Councilmember, City of Boise, via ZOOM
Jim Hansen, Commissioner, Ada County Highway District, in person
Sabrina Minshall for Brad Holton, Commissioner, Canyon County, in person
Dan Hyer, Councilmember, City of Greenleaf, in person
McKenzie Johnson, Governor's Office, Ex officio, via ZOOM
Debbie Kling, Mayor, City of Nampa, **Chair**, in person
Vince Trimboli for Caleb Lakey, Idaho Transportation Department – District 3, in person
John Laraway, Councilmember, City of Kuna, in person
Dave McKinney, Commissioner, Ada County Highway District, in person
Lauren McLean, Mayor, City of Boise, via ZOOM
Brent Orton, City of Caldwell, in person
John Overton, Councilmember, City of Meridian, via ZOOM
Jason Pierce, Mayor, City of Eagle, via ZOOM
Mark Steuer for Tom Points, City of Nampa, via ZOOM
David Porterfield, Mayor, City of Notus, via ZOOM
Victor Rodriguez, Councilmember, City of Nampa, via ZOOM
Charlie Rountree, City of Meridian, in person
Aaron Scheff, Idaho Department of Environmental Quality, via ZOOM
Joe Stear, Mayor, City of Kuna, **Immediate Past Chair**, in person
Matt Stoll, Executive Director, Community Planning Association, Ex officio, in person
Drew Alexander for Marlene Tromp, Boise State University, via ZOOM
Jarom Wagoner, Mayor, City of Caldwell, in person
Holli Woodings, Councilmember, City of Boise, via ZOOM
Nikole Zogg, Southwest District Health, Ex officio, via ZOOM

MEMBERS ABSENT:

Nichoel Baird Spencer, City of Eagle
Cory Dickard, Mayor, City of Melba
Jay Gibbons, Commissioner, Canyon Highway District No. 4, **Vice Chair**
Chelsie Johnson, City of Wilder
Angie Lee, Mayor, City of Parma
Pat Rice, Greater Boise Auditorium District, Ex officio
Steve Rule, Mayor, City of Middleton
Robert Simison, Mayor, City of Meridian
Leslie Van Beek, Commissioner, Canyon County

OTHERS PRESENT:

Bre Brush, City of Boise, via ZOOM
Matt Carlson, Community Planning Association, in person
Crystal Craig, City of Nampa, via ZOOM
Teri Gregory, Community Planning Association, in person
Lila Klopfenstein, Community Planning Association, in person
Meg Larsen, Community Planning Association, in person
Justin Lucas, Ada County Highway District, via ZOOM
Amy Luft, Community Planning Association, in person
Austin Miller, Community Planning Association, in person
Jacob Miller, Community Planning Association, in person
Hunter Mulhall, Community Planning Association, in person
Alexa Roitman, Community Planning Association, in person
Sherone Sader, Community Planning Association, via ZOOM
Toni Tisdale, Community Planning Association, in person

CALL TO ORDER

Matt Stoll called the meeting to order at 1:32 pm.

OPEN DISCUSSION/ANNOUNCEMENTS

Matt Stoll welcomed new COMPASS Board member John Overton. Matt introduced new COMPASS staff person Alexa Roitman, Assistant Planner.

Matt reminded the Board his evaluation will be discussed at the May 9, 2023, Executive Committee meeting, with their recommendation to come before the Board at the June 26, 2023, meeting.

Matt notified the Board that the US Environmental Protection Agency will be restarting the public comment period to end vehicle emission testing in Ada County due to an incorrect link to the wrong docket in the Federal Register.

CONSENT AGENDA

- A. Approve February 27, 2023, COMPASS Board of Directors Meeting Minutes
- B. Receive Approved February 14, 2023, Executive Committee Meeting Minutes
- C. Receive Approved December 15, 2022, Finance Committee Meeting Minutes
- D. Confirm New 2023 Regional Transportation Advisory Committee Memberships
- E. Adopt Updated COMPASS Title VI Plan
- F. Adopt ITD's 2023 Statewide Safety Performance Targets
- G. Adopt Resolution 10-2023 Modifying the FY2023-2029 Regional Transportation Improvement Program (TIP)

After discussion, Elaine Clegg moved and Charlie Rountree seconded approval of the Consent Agenda with the request to COMPASS staff to provide further clarification in a future meeting regarding the Idaho Transportation Department's 2023 safety performance targets and when or if the *Communities in Motion 2050* safety performance targets would supersede them. Motion passed unanimously.

SPECIAL ITEMS

A. Status Report - Federal-Aid Funding

Toni Tisdale provided a status report regarding the implications of changes to urban area boundaries, new federal funding programs, and concerns over the Idaho Transportation Department's distribution of federal transportation funding.

Chair Debbie Kling requested the slides used in this presentation be provided to the Board after the meeting.

B. Status Report – Finance Committee

Rod Beck, Finance Committee Chair, provided a brief status report on the March 23, 2023, and April 5, 2023, Finance Committee meetings.

ACTION ITEMS

A. Accept the Scope of Work for the High-Capacity Transit Planning and Environmental Linkages (PEL) Study to be Used in a Future Request for Proposal (RFP)

Lila Klopfenstein presented the scope of work for a high-capacity transit PEL study to be used in a future RFP and requested COMPASS Board of Directors' acceptance.

After discussion, Jim Hansen moved and Elaine Clegg seconded to accept the scope of work for the high-capacity transit PEL study to be used in a future RFP. Motion passed unanimously.

B. Adopt Resolution 11-2023 Approving Revision 2 of the FY2023 Unified Planning Work Program and Budget (UPWP)

Meg Larsen presented Resolution 11-2023, approving Revision 2 of the FY2023 UPWP and budget and requested COMPASS Board of Directors' approval.

After discussion, Brent Orton moved and Dave McKinney seconded to adopt Resolution 11-2023 approving Revision 2 of the FY2023 UPWP and budget. Motion passed unanimously.

C. Accept 2023 Population Estimates

Austin Miller presented the 2023 population estimates and requested COMPASS Board of Directors' acceptance.

Jim Hansen moved and Victor Rodriguez seconded to accept the 2023 population estimates as reflected in the Board packet, with a regional population of 801,503. Motion passed unanimously.

D. Approve FY2024 Membership Dues

Meg Larsen presented the FY2024 membership dues and requested COMPASS Board of Directors' approval.

Victor Rodriguez moved and Trevor Chadwick seconded to approve the FY2024 general and special member dues as presented. Motion passed unanimously.

INFORMATION/DISCUSSION ITEMS

A. Status Report – I-84 Corridor Operations Plan High Occupancy Vehicle (HOV) Analysis

Hunter Mulhall presented a status report on the results of the I-84 Corridor Operations Plan HOV analysis.

B. Review Draft *Communities in Motion 2055* Workplan

Austin Miller presented the draft *Communities in Motion 2055* workplan and noted that the final workplan will be presented to the COMPASS Board for approval at the June 26, 2023, meeting.

C. Status Report - State and Federal Legislative Issues

Jacob Miller provided a review of the outcome of transportation related legislation during the 2023 legislative session.

ADJOURNMENT

Zach Brooks moved and Trevor Chadwick seconded adjournment. Chair Debbie Kling adjourned the meeting at 3:27 p.m.

Approved this 26th day of June 2023.

By: _____
**Debbie Kling, Chair
Community Planning Association of
Southwest Idaho**

Attest:

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

**EXECUTIVE COMMITTEE MEETING
MARCH 14, 2023
COMPASS SECOND FLOOR LARGE CONFERENCE ROOM AND ZOOM
700 NE 2ND STREET
MERIDIAN, IDAHO**

****MINUTES****

ATTENDEES: Rod Beck, Commissioner, **Secretary-Treasurer**, Ada County, in person
Trevor Chadwick, Mayor, **Chair Elect**, City of Star, in person
Jay Gibbons, Commissioner, Canyon Highway District #4, **Vice Chair**, via telephone
Jim Hansen, Commissioner, ACHD, in person
Zach Brooks for Brad Holton, Commissioner, Canyon County, in person
Debbie Kling, Mayor, City of Nampa, **Chair**, in person
Jimmy Hallyburton for Lauren McLean, Mayor, City of Boise, via telephone
Jason Pierce, Mayor, City of Eagle, via telephone
Robert Simison, Mayor, City of Meridian, in person
Joe Stear, Mayor, City of Kuna, **Immediate Past Chair**, in person
Jarom Wagoner, Mayor, City of Caldwell, via telephone

MEMBERS ABSENT: Steve Rule, Mayor, City of Middleton

OTHERS PRESENT: Teri Gregory, COMPASS, in person
Megan Larsen, COMPASS, in person
Justin Lucas, Ada County Highway District, via telephone
Jacob Miller, COMPASS, in person
Matt Stoll, Executive Director, COMPASS, in person

CALL TO ORDER

Chair Debbie Kling called the meeting to order at 1:31 p.m.

OPEN DISCUSSION/ANNOUNCEMENTS

Matt Stoll welcomed Canyon County Commissioner Zach Brooks, substituting for Commissioner Brad Holton.

Matt Stoll notified committee members that they will receive a Doodle poll to schedule a meeting regarding a river crossing study. He also announced that there will not be an April Executive Committee Meeting and reminded members that in May they will be discussing the Executive Director's annual evaluation for presentation to the Board at their June meeting. He also announced that at the June Executive Committee meeting consultants for COMPASS' Regional Housing Study will present a status report on the study.

CONSENT AGENDA

A. Approve February 14, 2023, Executive Committee Meeting Minutes

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

ACTION ITEMS

A. Establish April 17, 2023, COMPASS Board Meeting Agenda

Matt Stoll reviewed agenda items 1-21 for the upcoming April 17, 2023, COMPASS Board of Directors' meeting.

Joe Stear moved and Trevor Chadwick seconded approval of items 1 – 21 for the April 17, 2023, COMPASS Board of Directors' meeting. Matt Stoll has the latitude to amend the agenda as necessary. Motion passed unanimously.

B. Recommend Updated COMPASS Title VI Plan

Meg Larsen presented COMPASS' updated Title VI Plan.

After discussion, **Jim Hansen moved and Joe Stear seconded to recommend COMPASS Board of Directors' approval of COMPASS' updated Title VI Plan. Motion passed unanimously.**

C. Review 2023 Idaho Legislative Session Activity

Jacob Miller provided a status report on current legislative session activity and asked for Executive Committee direction on issues that are outside of COMPASS' 2023 state legislative positions.

After discussion, **Trevor Chadwick moved and Joe Stear seconded that COMPASS remain neutral on HB310 (Countywide Highway Districts – Carpool/Vanpool/Ridesharing/Park and Ride) and remain neutral, but monitor, HB263 (Countywide Highway Districts – Subdistricts). Motion passed unanimously.**

After further discussion, **Joe Stear moved and Rod Beck seconded that COMPASS remain neutral, but monitor, HB292 (Property Tax Relief). Motion passed unanimously.**

D. Approve Board Member Travel Request

Matt Stoll requested Executive Committee approval for Mayor Trevor Chadwick to attend the National Association of Regional Councils' (NARC's) 2023 Annual Conference from June 4-7, 2023, in Detroit, Michigan. Travel costs are currently estimated to be \$2,641.00.

After discussion, **Joe Stear moved and Rod Beck seconded to approve Mayor Trevor Chadwick's attendance and travel expenses for the NARC 2023 Annual Conference from June 4-7, 2023, in Detroit, Michigan. Motion passed unanimously.**

ADJOURNMENT

Jim Hansen moved and Rod Beck seconded to adjourn the meeting. Motion passed unanimously.

Chair Debbie Kling adjourned the meeting at 2:34 p.m.

Approved this 9th day of May 2023.

By: 
Debbie Kling, Chair
Community Planning Association of
Southwest Idaho

Attest:

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



**EXECUTIVE COMMITTEE MEETING
MAY 9, 2023
COMPASS SECOND FLOOR LARGE CONFERENCE ROOM AND ZOOM
700 NE 2ND STREET
MERIDIAN, IDAHO**

****MINUTES****

ATTENDEES: Rod Beck, Commissioner, **Secretary-Treasurer**, Ada County, via ZOOM
Trevor Chadwick, Mayor, **Chair Elect**, City of Star, via ZOOM
Jay Gibbons, Commissioner, Canyon Highway District #4, **Vice Chair**, via ZOOM
Jim Hansen, Commissioner, Ada County Highway District, via ZOOM
Brad Holton, Commissioner, Canyon County, in person
Debbie Kling, Mayor, City of Nampa, **Chair**, in person
Lauren McLean, Mayor, City of Boise, via ZOOM
Robert Simison, Mayor, City of Meridian, in person
Joe Stear, Mayor, City of Kuna, **Immediate Past Chair**, via ZOOM
Jarom Wagoner, Mayor, City of Caldwell, via ZOOM

MEMBERS ABSENT: Jason Pierce, Mayor, City of Eagle
Steve Rule, Mayor, City of Middleton

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

CALL TO ORDER

Chair Debbie Kling called the meeting to order at 1:32 p.m.

OPEN DISCUSSION/ANNOUNCEMENTS

Matt Stoll reminded Executive Committee members to have their web cameras on if attending remotely and that the chat function in Zoom has been turned off.

CONSENT AGENDA

A. Approve March 14, 2023, Executive Committee Meeting Minutes

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

ACTION ITEMS

A. Establish June 26, 2023, COMPASS Board Meeting Agenda

Matt Stoll reviewed agenda items 1-18 for the upcoming June 26, 2023, COMPASS Board of Directors' meeting.

Trevor Chadwick moved and Robert Simison seconded approval of items 1 – 18 for the June 26, 2023, COMPASS Board of Directors' meeting. Matt Stoll has the latitude to amend the agenda as necessary. Motion passed unanimously.

B. Discuss Milestone Report

Toni Tisdale presented the milestone report included in every other Board packet and requested Executive Committee guidance regarding continuation of the report.

After discussion, **Jim Hansen moved and Lauren McLean seconded to not produce the milestone report for the June 26, 2023, Board meeting, but to include a memo in the Board packet to let the Board know that while the report will no longer be available, staff are available to answer any questions or conduct any research related to items that were previously included in the milestone report. Motion passed unanimously.**

C. Executive Session – Personnel Matter Idaho Code [74-206 (b)]

Trevor Chadwick moved and Rod Beck seconded to move into Executive Session pursuant to Idaho Code [74-206 (b)] at 1:56 p.m.

Matt Stoll called roll. The following Executive Committee members were present and voted in the affirmative: Rod Beck, Trevor Chadwick, Jay Gibbons, Jim Hanson, Brad Holton, Debbie Kling, Lauren McLean, Robert Simison, Joe Stear, and Jarom Wagoner.

The committee convened back into session at 2:35 p.m. No action was taken in Executive Session.

D. Consider Recommendation to the COMPASS Board of Directors Regarding Executive Director's Employment Status

After discussion, **Brad Holton moved and Lauren McLean seconded to defer action on this item until after the June 15, 2023, Finance Committee meeting to allow for further review of information which will be provided during that meeting. Motion passed unanimously.**

ADJOURNMENT

Brad Holton moved and Trevor Chadwick seconded to adjourn the meeting. Motion passed unanimously.

Chair Debbie Kling adjourned the meeting at 2:45 p.m.

Approved this 13 day of June 2023.

By: 
Debbie Kling, Chair
Community Planning Association of
Southwest Idaho

Attest:

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



**FINANCE COMMITTEE SPECIAL MEETING
APRIL 5, 2023
COMPASS 2ND FLOOR LARGE CONFERENCE ROOM AND ZOOM**

****MINUTES****

ATTENDEES: Rod Beck, Commissioner, Ada County, **Chair**, via telephone
Zach Brooks, Commissioner, Canyon County, via telephone
Trevor Chadwick, Mayor, City of Star, via telephone
Miranda Gold, Commissioner, Ada County Highway District, via telephone
Steve Rule, Mayor, City of Middleton, via telephone
Holli Woodings, Councilmember, City of Boise, via telephone

MEMBERS ABSENT: Victor Rodriguez, Councilmember, City of Nampa

OTHERS PRESENT: Teri Gregory, COMPASS, in person
Megan Larsen, COMPASS, in person
Amy Luft, COMPASS, in person
Matt Stoll, COMPASS, in person

CALL TO ORDER:

Chair Rod Beck called the meeting to order at 10:05 a.m.

OPEN DISCUSSION/ANNOUNCEMENTS

Matt Stoll announced COMPASS has hired an Assistant Planner who will begin April 17, at which time COMPASS will be fully staffed.

CONSENT AGENDA

A. Approve March 23, 2023, Finance Committee Meeting Minutes

Steve Rule moved and Holli Woodings seconded approval of the Consent Agenda as presented. Motion passed unanimously.

ACTION ITEM

A. Recommend Approval of Updated FY2024 Membership Dues

Megan Larsen presented updated FY2024 membership dues. The membership dues for the City of Star, the Ada County Highway District, and Ada County were increased by \$815.00 each after a persons per household calculation error was discovered by COMPASS staff for the City of Star. No other membership dues were affected.

Trevor Chadwick moved and Miranda Gold seconded recommending the updated membership dues to the COMPASS Board of Directors for approval. Motion passed unanimously.

ADJOURNMENT

Zach Brooks moved and Miranda Gold seconded adjournment of the meeting. Motion passed unanimously.

The meeting adjourned at 10:13 a.m.

Approved this 15th day of June 2023.

**By: _____
Rod Beck, Chair**

Attest:

**By: _____
Holli Woodings, Vice Chair**

T:\FY23\900 Operations\Finance\2 2023 Minutes\Unsigned\IIIA_minutes04052023.docx

BOARD OF DIRECTORS AGENDA ITEM III-D

Date: June 26, 2023

Topic: End-of-Year and Redistribution Program Priorities

Request/Recommendation:

COMPASS staff seeks COMPASS Board of Directors' approval of End-of-Year and Redistribution Program priorities (attached). The Regional Transportation Advisory Committee (RTAC) recommended the priorities on May 24, 2023.

Background/Summary:

Federal highway funding allocated to states not obligated within its program year must be returned to the Federal Highway Administration at the end of the fiscal year. To ensure Idaho does not have to return funding, the Idaho Transportation Department (ITD) developed an End-of-Year Program to reprogram unobligated funds to other projects in the state. Unobligated funds from other states redistributed to Idaho also provide funding for this program.

Metropolitan planning organizations submit local prioritized needs to ITD for inclusion in the End-of-Year and Redistribution Program, as funding becomes available. COMPASS staff keeps an ongoing list of needs and budgets for additional funding as cost savings on other projects are realized. Any remaining needs, as well as opportunities to advance projects, are added to the End-of-Year and Redistribution Program priority list.

COMPASS expects ITD to distribute funds using the same method as in 2022, first bringing obligation authority to 100% of estimated amounts in each program, then distributing any additional funds following ITD's regular formula fund policy (IT Board Policy 4028).

Projects receiving funding through the End-of-Year and Redistribution Program must be in the transportation improvement program and ready to obligate funds immediately. There is not enough time to transfer funds from the Federal Highway Administration to the Federal Transit Administration in this process; therefore, some public transportation projects are ineligible for these funds.

Priorities:

RTAC recommended the priorities for the End-of-Year and Redistribution Program based on the COMPASS Board Policy, Balancing Surface Transportation Block Grant (STBG) and Transportation Alternative Program (TAP) Funds, approved by the COMPASS Board of Directors on February 22, 2021, which includes the following priority criteria:

1. Obtain 100% of the estimated allocation (historically limited to 92% to 97% of the estimated allocation) (Note, currently the limitation is 82% of the estimated allocation).
2. Cover cost overruns/project needs on projects obligated in a previous year or currently under contract.
3. Advance the construction phase of projects.
4. Cover cost overruns/project needs/advance right-of-way phase on projects in the STBG or TAP programs.

5. Cover cost overruns/project needs/advance design phase on projects in the STBG or TAP programs.
6. Cover cost overruns/project needs/advance planning projects in the STBG or TAP programs.
7. Cover cost overruns/project needs/advance project phases in non-STBG or TAP programs.
 - A. Construction
 - B. Right-of-Way
 - C. Design
 - D. Planning/Studies

RTAC broke ties using the criteria above for a fully prioritized list of needs. Two projects have been removed from the RTAC-recommended prioritized list, as funding is no longer needed for those projects. These are shown as a “strike-out” on the attached list.

COMPASS staff will present needs in the Nampa Urbanized Area to the Urban Balancing Committee on July 6, 2023, for additional prioritization for statewide consideration in the STBG-Urban program.

Next Steps:

- July 6, 2023 – Urban Balancing Committee determines priorities for large urban areas.
- August 17, 2023 – Idaho Transportation Board approves priorities statewide.
- Mid-September 2023 – ITD staff notifies COMPASS of available funds and actions taken.

Implication (policy and/or financial):

Approval of End-of-Year and Redistribution Program priorities by the COMPASS Board of Directors makes project needs eligible for obligation if funding becomes available. COMPASS policy allows all actions related to approved priorities to occur via administrative modification, which will occur in September 2023.

More Information:

- 1) Attachment: Draft COMPASS FY2023 End-of-Year and Redistribution Program Priorities
- 2) Balancing Policy for STBG-TMA, STBG-Urban, and TAP-TMA funds:
https://compassidaho.org/wp-content/uploads/BalancingPolicy_FINAL_210222.pdf
- 3) For detailed information contact: Toni Tisdale, Principal Planner, at 208/475-2238 or ttisdale@compassidaho.org.

COMPASS FY2023 End-of-Year and Redistribution Program Priorities
Regional Transportation Advisory Committee recommended May 24, 2023
COMPASS Board of Directors approved (date) DRAFT

Priority	Key Number	Project	Sponsor	Current Program	Amount Needed	Comments
Overall						
1	Increase all program obligation authority to 100% of the allocation. (STBG-TMA \$2,162,000; STBG-LU ~\$390,794; TAP-TMA \$192,000)					
Boise Urbanized Area (Transportation Management Area) (Surface Transportation Block Grant and Transportation Alternatives Program)						
4	22390	Roadway and ADA Improvements, Boise Area - FY2027	ACHD	STBG-TMA	\$1,492,000	Design - Not obligated due to obligation authority limitation.
1	22931	Pathway Improvements, SH-55, McMillan to US 20/26, Boise	Boise	TAP-TMA	\$184,000	Design - Not obligated due to obligation authority limitation.
2	20259	Roadway and ADA Improvements, Part 1, Boise Area - FY2023	ACHD	STBG-TMA	\$50,000	Design - Convert advanced construction funds.
3	23095	Five Mile Road Overpass and Widening, NEPA, Boise	ACHD/ITD	STBG-TMA	\$224,198	Design - Negotiated contract requires additional funding.
4	23324	Garden Street Multi-Use Pathway, Cassia Park to Albion Street, Boise	Boise	TAP-TMA	TBD	Design - The contract is currently under negotiation and will need additional funding.
5	23314	Commuteride, Safety and Security Cameras, ACHD	ACHD	STBG-TMA	\$48,000	Construction - Advance from FY2024.
6	13046	Planning Study (PEL), High-Capacity Transit Corridor, COMPASS	COMPASS	STBG-TMA	\$1,000,000	Planning - Advance any amount from FY2024-2025.
7	20271	Planning, Communities in Motion Update, COMPASS	COMPASS	STBG-TMA	\$453,000	Planning - Advance any amount from FY2024-2026
8	23311	Study, Chinden Drainage and Design Plan, Garden City	Garden City	STBG-TMA	\$200,000	Planning - Advance from FY2025.
9	21889	Planning, COMPASS - FY2024	COMPASS	STBG-TMA	\$232,000	Planning - Advance from FY2024.
10	21910	SR2S, VRT Ada County - FY2024	VRT	TAP-TMA	\$206,000	Planning - Advance from FY2024.
11	22436	Commuteride, ACHD - FY2024	ACHD	STBG-TMA	\$220,000	Planning - Advance from FY2024.
Nampa Urbanized Area (Large Urban) (STBG)						
2	13487	Middleton Road and Ustick Road Roundabout, Caldwell	Caldwell	STBG-LU	TBD	Construction - Programmed in FY2023 for construction. Project listed for possible high bid. The amount will be added if additional funds are requested.
1	22016	Midway Road, SH-55 (Karcher Road) to I-84B, Rehabilitation, Canyon County	Canyon Highway District	STBG-LU	\$3,013,000	Construction - Advance from FY2027. Currently, \$2,803,000 programmed, needs an additional \$210,000 to cover the engineer's estimate. The final design is expected in June 2023.
2	22017	Cherry Lane, Franklin Boulevard to 11th Avenue North, Nampa	Nampa	STBG-LU	\$1,600,000	Construction - Advance from PD. PS&E is expected to be complete in June 2023.

Priority	Key Number	Project	Sponsor	Current Program	Amount Needed	Comments
3	21889	Planning, COMPASS - FY2024	COMPASS	STBG-LU	\$99,000	Planning - Advance from FY2024.
4	22436	Commuteride, ACHD - FY2024	ACHD	STBG-LU	\$55,000	Planning - Advance from FY2024.

Acronym Key:

ACHD = Ada County Highway District
 ADA = Americans with Disabilities Act
 EOY = End-of-Year
 FY = Fiscal Year
 NEPA = National Environmental Policy Act
 PD = Preliminary Development (construction beyond FY2027)
 PS&E – Plans, Specifications, and Engineer’s Estimate
 SH = State Highway
 STBG-TMA = Surface Transportation Block Grant – Transportation Management Area (Boise Urbanized Area)
 STBG-LU = Surface Transportation Block Grant –Large Urban (Nampa Urbanized Area)
 TAP-TMA = Transportation Alternatives Program – Transportation Management Area (Boise Urbanized Area)

T:\FY23\600 Projects\685 TIP\FY2329TIP\COMPASS FY2023 End of Year Needs.docx

COMPASS BOARD AGENDA ITEM III-E

Date: June 26, 2023

Topic: Employment Policies and Procedures Revision

Request/Recommendation:

Approve proposed revisions to the COMPASS Employment Policies and Procedures Revision.

Background/Summary:

The COMPASS Employment Policies and Procedures include a detailed process for the Executive Director's annual performance evaluation. This process specified the months in which the specific steps were to be completed. At the request of the Executive Committee, this timeline has been updated so that the process is completed in August of each year. Under the revised process, salary adjustment, if any, would be approved by the Board at its regular August meeting and be effective on October 1 of the upcoming fiscal year. The proposed revisions can be read in redline/strikeout in Section 9.0 Performance Evaluation of the Employment Policies and Procedures.

Implication (policy and/or financial):

Without COMPASS Board of Directors' approval of the revised process, the existing process codified in the Employment Policies and Procedures will remain in effect.

More Information:

- 1) Attachment: COMPASS Employment Policies and Procedures, Redline
- 2) For detailed information contact: Meg Larsen, at 208-475-2228 or mlarsen@compassidaho.org

COMMUNITY PLANNING ASSOCIATION
OF SOUTHWEST IDAHO

EMPLOYMENT POLICIES AND
PROCEDURES

Effective ~~March 1, 2022~~ June 26, 2023

Table of Contents

1.0	Message from the Director.....	3
2.0	Introduction.....	4
3.0	Employment at Will.....	5
4.0	Definitions.....	6
5.0	Recruitment and selection.....	7
6.0	Offers of employment.....	8
7.0	Personnel Files.....	9
8.0	Promotion, Transfer and Reassignment.....	11
9.0	Performance Evaluation.....	12
10.0	Work Place Policies.....	14
11.0	Office Conduct.....	21
12.0	Employee Professional Development	26
13.0	Use of Technology and Other COMPASS Assets	28
14.0	Termination of Employment	30
15.0	Compensation.....	31
16.0	Benefits	33e
17.0	Leave Time Policies	36
	Appendix A	45
	Appendix B	46
	Appendix C	47

1.0 MESSAGE FROM THE DIRECTOR

The achievements of any organization are the result of the combined efforts of all individuals involved, and the Community Planning Association of Southwest Idaho (COMPASS) is proud of its highly capable, innovative staff. Each individual is encouraged to contribute his or her experience, skill, and knowledge toward the realization of COMPASS' Vision and Mission.

COMPASS Vision

COMPASS is the forum for regional collaboration that helps maintain a healthy and economically vibrant region, offering people choices in how and where they live, work, play, and travel.

COMPASS Mission

The mission of COMPASS is to conduct regional planning, facilitate coordination and cooperation, serve as a source of information and expertise on issues affecting southwest Idaho, and assist member agencies in accessing funding to accomplish local and regional goals.

COMPASS Roles

- Planner
- Facilitator
- Expert
- Implementer

COMPASS Values

- COMPASS is innovative
- COMPASS is collaborative
- COMPASS is inclusive
- COMPASS is proactive
- COMPASS values the whole person

2.0 INTRODUCTION

This Employment Policies and Procedures manual is intended to provide information on matters of importance to employees. The Employment Policies and Procedures manual is not a contract, and nothing contained herein alters the at-will employment relationship. This manual supersedes any and all previous employment manuals, oral or written representations made to employees, and any employment pattern or practice of COMPASS inconsistent with this document.

It is your responsibility to review the manual and be familiar with the contents. You will be asked to sign the Acknowledgement of Receipt and return it to the Director of Operations for inclusion in your personnel file.

Employees are encouraged to provide feedback on the Employment Policies and Procedures. Comments should be submitted to the Executive Director and/or the Director of Operations.

COMPASS is not bound to follow the policies and procedures or provide the benefits described in the Employment Policies and Procedures manual indefinitely. The Employment Policies and Procedures manual may be reviewed periodically, and changes may be made as needed to meet the needs of the agency. Revised copies will be distributed to each employee at the time of the revision.

2.1 AUTHORITY AND RESPONSIBILITY

The COMPASS Board of Directors has the overall governing and policy setting responsibility for the Community Planning Association, as described in the Joint Powers Agreement and the COMPASS Bylaws.

The Executive Director is granted broad authority in personnel management through the COMPASS Bylaws. The Executive Director is responsible for personnel administration including interpreting policies and establishing administrative procedures to implement those policies. The Executive Director may delegate administration of all or part of the Employment Policies and Procedures to other employees. During the absence of the Executive Director, responsibility for administering these policies will be placed with the Director of Operations or, in his/her absence, other personnel as designated by the Executive Director.

2.2 MASTER AND EMPLOYEE COPIES

The original “master copy” of the Employment Policies and Procedures shall be retained in the Director of Operations’ office. All employees will be provided with a pdf copy of the Employment Policies and Procedures at the time of employment and when modifications have been made and will be asked to sign an Acknowledgment of Receipt. The signed Acknowledgement of Receipt should be returned to the Director of Operations. Employees may print their own copies of the Employment Policies and Procedures on a COMPASS printer if they wish to have a hard copy.

3.0 EMPLOYMENT AT WILL

All employment with COMPASS is at will. There is no set length for an employment relationship and either COMPASS or the employee may end it at any time, with or without notice; with or without cause.

4.0 DEFINITIONS

4.1 FULL-TIME EMPLOYEE

A full-time employee is an employee in an approved position who regularly works forty (40) hours or more per week.

4.2 PART-TIME EMPLOYEE

A part-time employee is an employee in an approved position who regularly works less than forty (40) hours per week.

4.3 PROJECT EMPLOYEE

A project employee is an employee working in a temporary position to meet special workload demands for a limited period of time. Project employees may be either full or part time but are not eligible for health benefits or leave benefits regardless of hours worked per week.

4.4 EXEMPT EMPLOYEE

An exempt employee is an employee who is exempt from the requirements for overtime pay as described in the federal Fair Labor Standards Act. COMPASS will follow the guidance in the Fair Labor Standards Act in the classification of employees as exempt. Additional detail about proper classification of employees under the Fair Labor Standards Act can be accessed through the Department of Labor at <http://www.dol.gov/whd/>.

4.4 NON-EXEMPT EMPLOYEE

A non-exempt employee is an employee who is not exempt from the requirements for overtime pay as described in the federal Fair Labor Standards Act. COMPASS will comply with the Fair Labor Standards Act in the classification of employees as non-exempt. Additional detail about proper classification of employees under the Fair Labor Standards Act can be accessed through the Department of Labor at <http://www.dol.gov/whd/>.

5.0 RECRUITMENT AND SELECTION

5.1 POSITION RECRUITMENT

The COMPASS Board approves the total annual budget for personnel costs as part of the Unified Planning Work Program (UPWP). The Executive Director will determine the need to establish new positions and/or fill vacant positions, subject to the constraints of the personnel costs budget in the Board-approved UPWP.

A job description including a general statement of duties, basic responsibilities and minimum qualifications will be prepared for vacant positions and made available to prospective applicants.

Letters of application and resumes to fill vacant positions will be solicited by the means necessary to reach an adequate labor market and comply with the spirit of COMPASS' workplace policies, which are described in Section 10 of this Employment Policies and Procedures manual. Solicitation methods may include but are not limited to: announcements posted on various relevant websites, including compassidaho.org, notices sent to relevant applicants on file, notices sent to local employment agencies and educational institutions for referral of applicants, referrals from current employees, notifications posted in COMPASS and other agency offices, and advertisements in newspapers, journals, and newsletters.

Solicitations for vacant positions will include job title, job description, desirable qualifications, application instructions, a closing date, and a statement that COMPASS is an equal employment opportunity employer.

5.2 POSITION SELECTION

The Director of Operations will complete the initial screening of applications to identify those applicants that meet the minimum qualifications.

The Executive Director will identify an interview team. The interview team will further screen applicants and conduct one or more interviews with the selected candidates. Preference is given to veterans in the recruitment process per federal and state law.

One or more job candidates will be selected for final interviews with the Executive Director. The Executive Director may include members of the interview team in those interviews.

Reference checks and criminal background checks will be conducted on candidates considered for an offer of employment. Applicants will be required to provide information necessary to conduct reference and criminal background checks.

6.0 OFFERS OF EMPLOYMENT

Offers of employment are extended at the sole discretion of the Executive Director.

Offers of employment will be made by letter, signed, and dated by the Executive Director, and will specify the job title, job type (full-time, part-time or project), starting date, supervisor, rate of pay, classification (exempt or non-exempt), and conditions of employment, if any. The applicant who accepts the offer will acknowledge acceptance by signing the offer letter and returning it to the Director of Operations for placement in the personnel file.

7.0 PERSONNEL FILES

7.1 CURRENT EMPLOYEE PERSONNEL FILES

COMPASS will maintain a personnel file for all current employees. The contents of each employee's file may include, but not be limited to, the following:

- Name, social security number, current home address and home phone number;
- All information required for state and federal reporting: W-4 form, date of birth, gender, I-9 form, appropriate I-9 documentation, race, current FLSA classification, and job title;
- Copies of all documents related to the employee's qualifications and original employment: letter of application, resume, results of reference and background checks;
- Copies of all documents related to the employee's tenure with COMPASS, such as: performance evaluations, records of salary adjustments, corrective actions, and records of seminars and classes attended; and
- Benefit enrollment forms.

COMPASS will maintain additional information to facilitate tracking and reporting as may be required by various funding programs.

It is the responsibility of the employee to inform COMPASS of changes in pertinent personal information.

7.2 CURRENT EMPLOYEES PERSONNEL FILES

Personnel files are the property of COMPASS and are confidential and restricted. Access to personnel files is limited, not prohibited. The guidelines for access to personnel files of current employees are:

Personnel file information will only be released outside COMPASS as required by:

1. Law or court order;
2. Business procedures such as audits and labor compliance checks; or
3. Reference or credit checks as authorized by the employee. Requests for reference or credit check information will be denied in the absence of employee authorization.

Supervisors may have access to relevant portions of their employees' files for preparation of evaluations or other business-related projects. Files may not leave the designated area and only the Director of Operations or the Executive Director may copy material.

An employee's own personnel file will be made available for the employee's review, upon request, within three (3) days of the request. Information in the personnel file is the property of COMPASS and may be copied only by the Director of Operations or the Executive Director. COMPASS may, in its sole and absolute discretion, decline to copy any portion of a personnel file. Employees may request changes or corrections to their file in writing.

COMPASS EMPLOYMENT POLICIES AND PROCEDURES - 9

7.3 FORMER EMPLOYEES PERSONNEL FILES

Personnel files for all terminated employees will be retained for a period of ten years following termination of employment, in compliance with COMPASS' Records Policy. During that period, COMPASS will confirm only the following data about former personnel unless authorization is provided by the former employee:

- Dates the employee worked for COMPASS; and
- Position title(s) during the employment period.

Within COMPASS, these files will only be available to the Executive Director and the Director of Operations.

8.0 PROMOTION, TRANSFER AND REASSIGNMENT

Generally, promotions and transfers are personnel actions similar to recruitment for vacancies or new positions. COMPASS may follow the recruitment process described in Section 5 of this manual for promotions or transfers. When such a recruitment process occurs, any employee may file an application for consideration for a vacant position. Such applications will be considered on the same basis as any others received, with consideration given to past performance at COMPASS and COMPASS' needs. The Executive Director may, at his or her sole discretion, promote, transfer, or reassign a current employee to a different position without conducting a recruitment process.

9.0 PERFORMANCE EVALUATION

Employee performance generally shall be reviewed not less than annually. COMPASS may review performance more frequently as circumstances warrant.

For employees other than the Executive Director, general performance will be evaluated and rated according to a set of standardized criteria. Additionally, employees will be assessed based on how well they achieved the goals established by mutual agreement with their supervisor and the Executive Director in the previous review period.

Employee performance evaluations, other than the Executive Director evaluation, shall typically occur annually, and be completed within thirty days of the employee's anniversary date. Employees will be asked to complete a self-evaluation using the agency's form and return it to their supervisors. Supervisors shall complete their portion of the review on the same form. The completed document shall be provided to the employee at least one day in advance of the performance evaluation meeting. The employee and supervisor shall meet in person to discuss the performance evaluation and mutually agree to goals for the upcoming review period. The Executive Director must also agree to the established goals. These goals will then become part of the basis for evaluation in the next review period.

New employees will be formally evaluated by their supervisor in the same manner described above within thirty days of the end of the six-month introductory period, and again within thirty days of their first anniversary date. Evaluations will typically take place not less than annually thereafter, within thirty days of the anniversary date.

Performance evaluations are an important consideration in salary adjustments or merit increases that may occur. However, a favorable performance evaluation does not guarantee or necessitate an increase in salary. Salary adjustments or merit increases for employees other than the Executive Director are at the sole discretion of the Executive Director and are dependent on a number of factors, including but not limited to, performance evaluation results and availability of funds.

The Executive Director shall typically be reviewed not less than annually by the Executive Committee. The review process shall begin in ~~April-June~~ of each year. In ~~April-June~~ of each year, the Board Chair shall ask Board Members to submit their comments, if any, regarding the Executive Director's performance to the Chair prior to the regularly scheduled ~~May-July~~ Executive Committee meeting. Additionally, in ~~April-June~~ of each year, the Executive Director will be asked to provide a self-evaluation to the Executive Committee. This self-evaluation shall include, but not be limited to, a discussion of accomplishments from the previous review period.

At its regularly scheduled ~~May-July~~ meeting, the Executive Committee shall complete the evaluation of the Executive Director, using the form and criteria it deems appropriate. The feedback received from the Board and the Executive Director's self-evaluation shall be given consideration in the evaluation process. The Executive Committee may establish goals or directives for the Executive Director for the next review period as part of its evaluation.

The Executive Committee will 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 ~~June-August~~ Board meeting. 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.

9.1 BONUS

COMPASS, at its discretion, may recognize outstanding employee performance by providing an employee bonus. For employees other than the Executive Director, bonuses may be awarded at the sole discretion of the Executive Director in recognition of outstanding performance above and beyond normal job requirements.

The Board may award a bonus to the Executive Director in recognition of outstanding performance upon recommendation of the Executive Committee.

A bonus paid in accordance with the above procedures will be paid to the employee in a separate payment at the next regular pay period. Bonuses are subject to required payroll withholdings.

10.0 WORKPLACE POLICIES

10.1 EQUAL EMPLOYMENT OPPORTUNITY

COMPASS is an equal opportunity employer. COMPASS will make employment decisions without regard to race, color, religion, gender, age, national origin, sexual orientation, gender identity, disability, veteran status, or any other legally protected status.

COMPASS' commitment to equal opportunity extends to all aspects of the employment relationship, including hiring, transfers, promotions, training, discipline, working conditions, compensation, benefits, and other terms and conditions of employment.

COMPASS expressly prohibits any form of unlawful employee harassment based on race, color, religion, gender, age, national origin, sexual orientation, gender identity, disability, veteran status, or any other legally protected status. COMPASS employees are expected to conduct themselves in a manner that provides a working atmosphere free from discrimination and harassment.

10.2 TITLE VI

As a sub-recipient of federal financial assistance, COMPASS is committed to compliance with Title VI of the Civil Rights Act of 1964 and all related regulations and directives. COMPASS assures that no person shall, on the grounds of race, color, national origin, gender, age, or disability be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any COMPASS service, program, or activity. COMPASS also assures that every effort will be made to prevent discrimination through the impacts of its programs, policies, and activities on minority and low-income populations and that it will take reasonable steps to provide meaningful access to services for persons with Limited English Proficiency. COMPASS' Title VI policy can be accessed at its website, <http://www.compassidaho.org/>.

10.3 COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT OF 1990, AS AMENDED

The Americans with Disabilities Act of 1990, As Amended (ADA) is federal law that prohibits employers with fifteen or more employees from discriminating against applicants and individuals with disabilities and that requires employers, when needed, to provide reasonable accommodations to applicants and employees who are qualified for a job, with or without reasonable accommodations, so that they may perform the essential job duties of the position. Additional information about the ADA can be accessed through the US Department of Justice, Civil Rights Division at www.ada.gov.

It is COMPASS' policy to comply with the applicable provisions of the ADA and all other applicable federal and state laws concerning the employment of persons with disabilities in all of its employment practices.

10.4 COMPLIANCE WITH USERRA

The Uniformed Services Employment and Reemployment Rights Act (USERRA) protects civilian job rights and benefits for veterans and members of the active and reserve components of the U.S. armed forces. USERRA provides that returning service-members must be promptly reemployed in the same position that they would have attained had they not been absent for military service, with the same seniority, status and pay, as well as other rights and benefits determined by seniority. Additional information about USERRA can be accessed through the US Department of Labor, Veterans' Employment and Training Service at www.dol.gov/vets/programs/userra/.

It is COMPASS' policy to comply with the applicable provisions of USERRA and all other federal and state laws concerning the employment of veterans and members of the U.S. armed forces in all of its employment practices.

10.5 ANTI-HARASSMENT POLICY

COMPASS is committed to a work environment in which all employees are treated with respect and dignity. Every employee has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits unlawful discriminatory practices, including harassment. COMPASS employees are expected to conduct themselves in a manner that provides a working atmosphere free from discrimination and harassment.

COMPASS encourages reporting of all perceived incidents of discrimination or harassment. It is COMPASS' policy to investigate such reports promptly and thoroughly. COMPASS prohibits retaliation against any individual who reports discrimination or harassment or who participates in an investigation of such reports.

10.5.1 DEFINITIONS

Sexual harassment constitutes discrimination and is illegal under federal and state laws. Sexual harassment may include a range of subtle and not-so-subtle behaviors and may involve individuals of the same or different gender. For the purposes of this policy, sexual harassment is defined, in conformity with the Equal Employment Opportunity Commission Guidelines, as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when, for example a) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; b) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or c) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Harassment on the basis of any other protected characteristic is also strictly prohibited. Under this policy, harassment is verbal, written or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her race, color, religion, gender, age, national origin, sexual orientation, gender identity, disability, veteran status, or any other legally protected status, and that a) has the purpose or effect of creating an intimidating, hostile or offensive work environment; b) has the purpose or effect of unreasonably interfering with an individual's work performance; or c) otherwise adversely affects an individual's employment opportunities.

Harassing conduct includes epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes; and written or graphic material that denigrates or shows hostility or aversion toward an individual or group and that is placed on walls or elsewhere on the agency's premises or circulated in the workplace, on agency time or using agency equipment via e-mail, phone (including voice messages), text messages, tweets, blogs, social networking sites or other means.

10.5.2 INDIVIDUALS AND CONDUCT COVERED

These policies apply to all applicants and employees, whether related to conduct engaged in by fellow employees or someone not directly connected to COMPASS, such as an outside vendor, consultant, or customer.

Conduct prohibited by these policies is unacceptable in the workplace and in any work-related setting outside the workplace, such as during business trips, business meetings and business-related social events.

COMPASS EMPLOYMENT POLICIES AND PROCEDURES - 16

10.5.3 COMPLAINT PROCESS

Individuals who believe they have been the victims of conduct prohibited by this policy statement or who believe they have witnessed such conduct should discuss their concerns with their immediate supervisor, the Director of Operations, or the Executive Director. If the alleged harasser is the Executive Director, the victim may report his or her concerns to the Executive Committee.

When possible, COMPASS encourages individuals who believe they are being subjected to such conduct to promptly advise the offender that his or her behavior is unwelcome and request that it be discontinued. Often this action alone will resolve the problem. COMPASS recognizes, however, that an individual may prefer to pursue the matter through complaint procedures.

COMPASS encourages the prompt reporting of complaints or concerns so that rapid and constructive action can be taken before relationships become irreparably strained. No fixed reporting period has been established, but early reporting and intervention is strongly encouraged, as these are the most effective methods of resolving actual or perceived incidents of harassment.

Any reported allegations of harassment, discrimination or retaliation will be investigated promptly. The investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge. Misconduct constituting harassment, discrimination or retaliation will be dealt with appropriately.

Confidentiality will be maintained throughout the investigatory process to the extent consistent with adequate investigation and appropriate corrective action.

Retaliation against an individual for reporting harassment or discrimination or for participating in an investigation of a claim of harassment or discrimination is a serious violation of this policy and, like harassment or discrimination itself, may be subject to disciplinary action. Acts of retaliation should be reported immediately and will be promptly investigated and addressed.

If a party to a complaint does not agree with its resolution, that party may appeal to COMPASS' Executive Director or Executive Committee.

False and malicious complaints of harassment, discrimination or retaliation may be the subject of appropriate disciplinary action.

10.6 WHISTLEBLOWER PROTECTION

A whistleblower is defined as an employee of COMPASS who reports an activity that the employee considers to be illegal or dishonest to one or more of the parties specified in this policy. The whistleblower is not responsible for investigating the activity or for determining fault or corrective measures; the Executive Director or his or her designee is charged with those responsibilities.

Examples of illegal or dishonest activities are violations of federal, state, or local laws; billing or payment for services not performed or other fraudulent financial reporting.

If an employee has knowledge of or a concern about alleged illegal or dishonest fraudulent activity, the employee should discuss his or her concerns with the immediate supervisor, the Director of Operations, or the Executive Director. Employees must exercise sound judgment to avoid baseless allegations. Employees who intentionally file a false report of wrongdoing may be subject to discipline up to and including termination.

Whistleblower protections are provided in two areas: confidentiality and against retaliation. To the extent possible, the confidentiality of the whistleblower will be maintained. However, identity may have to be disclosed to facilitate a thorough investigation, to comply with the law and to provide accused individuals their legal rights of defense.

COMPASS will not retaliate against a whistleblower. This includes, but is not limited to, protection from retaliation in the form of an adverse employment action such as termination, compensation decreases, poor work assignments or threats of physical harm. Whistleblowers who believe they are being retaliated against must contact the Director of Operations or the Executive Director immediately. The right of a whistleblower for protection against retaliation does not include immunity for any personal wrongdoing that is alleged and investigated.

Reports of illegal and dishonest activities submitted to supervisors or to the Director of Operations will be promptly submitted to the Executive Director who is responsible for investigating and coordinating corrective action. The Executive Director may designate an appropriate party to conduct an investigation and/or coordinate corrective action.

10.7 DRUG-FREE WORKPLACE

COMPASS is committed to protecting the safety, health and well-being of all employees and other individuals in its workplace. COMPASS recognizes that alcohol abuse and drug use may compromise its ability to achieve agency goals. COMPASS has established a drug-free workplace program that balances the agency's respect for individuals with the need to maintain an alcohol and drug-free environment. COMPASS encourages employees to voluntarily seek help with drug and alcohol problems.

Any individual who conducts business for the agency, is applying for a position or is conducting business on the agency's property is covered by the agency's drug-free workplace policy. COMPASS' policy includes, but is not limited to, full-time employees, part-time employees, project employees, interns, and applicants.

10.7.1 COVERED INDIVIDUALS AND CONDUCT

COMPASS' drug-free workplace policy applies whenever anyone is representing or conducting business for the organization. It is a violation of COMPASS' drug-free workplace policy to use, possess, sell, trade, and/or offer for sale alcohol, illegal drugs or intoxicants while representing or conducting business for the organization.

Prescription and over-the-counter drugs are not prohibited when taken in standard dosage and/or according to a physician's prescription. Any employee taking prescribed or over-the-counter medications will be responsible for consulting the prescribing physician and/or pharmacist to ascertain whether the medication may interfere with safe performance of his/her job. If the use of a medication could compromise the safety of the employee, fellow employees, or the public, it is the employee's responsibility to use appropriate personnel procedures (e.g., call in sick, use leave, notify supervisor) to avoid unsafe workplace practices.

The illegal or unauthorized use of prescription drugs is prohibited. It is a violation of COMPASS' drug-free workplace policy to intentionally misuse and/or abuse prescription medications. Appropriate disciplinary action will be taken if job performance deterioration and/or other accidents occur.

10.8.2 REQUIREMENTS

Any employee who is convicted of a criminal drug violation in the workplace must notify COMPASS in writing within five calendar days of the conviction. The agency will take appropriate action within 30 days of notification. Federal agencies will be notified when appropriate.

One of the goals of COMPASS' drug-free workplace program is to encourage employees to voluntarily seek help with alcohol and/or drug problems. If, however, an individual violates the policy, the consequences are serious.

In the case of applicants, if the applicant violates the drug-free workplace policy, the offer of employment can be withdrawn. The applicant may not reapply.

If an employee violates the policy, he or she will be subject to disciplinary action and may be terminated from employment. Nothing in this policy prohibits the employee from being disciplined or discharged for other violations and/or performance problems.

COMPASS EMPLOYMENT POLICIES AND PROCEDURES - 19

Following a violation of the drug-free workplace policy, an employee may be offered an opportunity to participate in rehabilitation. In such cases, the employee must sign and abide by the terms set forth in a Return-to-Work Agreement as a condition of continued employment.

COMPASS recognizes that alcohol and drug abuse and addiction are treatable illnesses and also realizes that early intervention and support improve the success of rehabilitation. COMPASS encourages employees to seek help if they are concerned that they may have a drug and/or alcohol problem.

Treatment for alcoholism and/or other drug use disorders may be covered by the employee benefit plan. However, the ultimate financial responsibility for recommended treatment belongs to the employee.

A safe and productive drug-free workplace is achieved through cooperation and shared responsibility. Both employees and management have important roles to play.

All employees are required not to report to work or be subject to duty while their ability to perform job duties is impaired due to on- or off-duty use of alcohol or other drugs. In addition, employees are encouraged to report dangerous behavior to their supervisor.

Communicating the drug-free workplace policy to both supervisors and employees is critical to its success. To ensure all employees are aware of their role in supporting COMPASS' drug-free workplace program, all employees will receive a written copy of the policy.

10.8.3 CONFIDENTIALITY

All information received by the agency through the drug-free workplace program is confidential communication. Access to this information is limited to those who have a legitimate need to know in compliance with relevant laws and COMPASS policies.

11.0 OFFICE CONDUCT

11.1 GENERAL GUIDELINES

COMPASS employees are expected to adhere to the specific guidance provided in the workplace policies in Section 10 of the Employment Policies and Procedures manual, but the workplace policies are not all inclusive in reference to office conduct. COMPASS employees are expected to engage in professional conduct that reflects the agency's values. COMPASS employees are expected to refrain from conduct that would be detrimental to COMPASS' reputation and/or credibility, which would jeopardize the safety of others or that would constitute a violation of any COMPASS policy.

11.2 CONFLICT OF INTEREST

Employees must avoid any relationship or activity that might impair, or even appear to impair, their ability to make objective and fair decisions when performing their jobs. At times, an employee may be faced with situations in which business actions taken on behalf of COMPASS may conflict with the employee's own personal interests.

Conflicts of interest could arise in the following circumstances:

- Being employed by, or acting as a consultant to a member, vendor, supplier, or contractor, regardless of the nature of the employment, while employed with COMPASS.
- Hiring or supervising family members or closely related persons.
- Serving as a board member for another organization or outside commercial company.
- Owning or having a substantial interest in a vendor, supplier, or contractor.

Additionally, COMPASS property, information or work product may not be used for personal gain.

At no time is it acceptable to have a subordinate romantically involved with his or her supervisor or someone who has the authority to influence his or her success within the organization.

Actual or potential existing conflicts of interest must be disclosed to the Executive Director immediately. Before engaging in any activity, transaction or relationship that might give rise to a conflict of interest, employees must seek review from the Executive Director.

COMPASS retains the right to take corrective measures to eliminate the actual or potential conflict arising from the disclosure. Failure to disclose an actual or potential conflict of interest may be grounds for corrective action up to and including termination of employment.

No employee shall accept any gifts, services or other privileges offered or given by any person or organization which are prohibited pursuant to Idaho state law, including but not limited to Title 74, Chapter 4, Idaho Code and Title 18, Chapter 13, Idaho Code.

11.3 CONFIDENTIALITY

COMPASS requires each and every employee to maintain all confidences without exception. This includes, but is not limited to, business sensitive information, personal information, and salary information.

11.4 SOCIAL MEDIA

COMPASS employees are expected to use the following guidelines in reference to social media use.

Supervisors are strongly discouraged from being “friends” with their subordinates on personal social media sites.

COMPASS employees may choose to “like” or “follow” COMPASS on their own personal social media sites but should not post as “COMPASS” on personal social media sites.

When discussing job-related matters on personal social media sites, employees should clearly state that they are not posting as a representative of COMPASS and the opinions expressed on the sites are their own and do not necessarily represent the views of COMPASS.

Employees may not post confidential, sensitive, or proprietary information about COMPASS, its member agencies, employees, applicants, consultants, or vendors.

Employees may not post obscenities, slurs, harassment, or personal attacks which may damage or cause harm to COMPASS, its member agencies, employees, applicants, consultants, or vendors.

COMPASS may review internet content and use. Policy violations may result in discipline up to and including termination of employment.

11.5 PUBLIC RECORDS

As a public agency, COMPASS is committed to compliance with the Idaho public records law, which states that “all public records in Idaho are open at all reasonable times for inspection except as otherwise expressly provided by statute.” Employees should be aware and mindful that substantially all of COMPASS’ records, which may include electronic documents and email, are public under the definitions provided in the statute. Employees are expected to adhere to the guidelines for retention and destruction of agency records provided in the COMPASS Records Policy. New employees will be provided with a copy of the Records Policy and additional copies may be obtained at any time from the Director of Operations.

11.5 MEDIA CONTACT

The Executive Director must be informed of any and all contact with the media. All press releases must have prior approval by the Executive Director or the Communication Coordinator. All inquiries from the media must be referred to either the Executive Director or the Communication Coordinator. The Executive Director or Communication Coordinator may refer specific inquiries to other staff as appropriate, at his or her sole discretion.

11.6 WORK HOURS AND ATTENDANCE

The regular work week is Monday through Friday. For the purposes of overtime calculation, the work week is Sunday through Saturday.

The regular workday at COMPASS is from 8:00 a.m. to 5:00 p.m. All employees are expected to be at work or available during the workday. Employees may work an altered workday (arrivals before 8:00 am and/or departure after 5:00 pm) or an altered work week (four ten-hour days, or similar variations). Alternate work schedules must be approved by the Executive Director and coordinated with colleagues so that productivity and efficiency are maintained, and all responsibilities of COMPASS are adequately staffed. The Executive Director, at his/her sole discretion, reserves the right to deny requests for alternate work schedules and require that employees work specific schedules.

During the workday employees are allowed two (2) fifteen (15) minute breaks, one in the morning and one in the afternoon. Additional compensation will not be given for breaks missed nor can they be accumulated. Employees on break are considered on duty and may be interrupted. Employees are required to take at least a one-half (1/2) hour lunch break each eight-hour workday.

Non-exempt employees may not exceed forty hours of work in a work week without approval in advance from their supervisors. COMPASS intends to distribute workload in such a way that assigned tasks can typically be completed during a forty-hour work week without the need for overtime or compensatory time. Employees that routinely have trouble completing assigned tasks during the forty-hour work week are strongly encouraged to discuss workload management strategies with their supervisors.

11.6.1 BREAKS FOR BREASTFEEDING MOTHERS

For up to one year following the child's birth, any employee who is breastfeeding her child will be provided reasonable break times as needed to express breast milk for her baby. COMPASS will make available to the employee a private area, other than a bathroom, which is shielded from view and free from intrusion from coworkers and the public, which the employee may use to express breast milk. Employees that wish to have access to a private area for this purpose should contact the Director of Operations to make specific arrangements.

11.6.2 ATTENDANCE AND PUNCTUALITY

COMPASS expects employees to be reliable and punctual in reporting for work as scheduled. If employees are unable for any reason to work at their scheduled time, they are expected to notify their supervisor or the Executive Director as soon as possible.

11.6.3 ALTERNATE WORK LOCATIONS

COMPASS may offer employees the option of working at home or at another site instead of working at the COMPASS office. The use of an alternate work location is intended to benefit both COMPASS and the employee.

COMPASS, at the sole direction of the Executive Director, has the right to refuse to allow employees to work at an alternate location and to require employees to do their work at the COMPASS office. COMPASS may terminate an existing alternate work location arrangement at any time, for any reason.

11.7 PROFESSIONAL APPEARANCE

Employees are expected to be neat, clean, and well-groomed while at work. Clothing must be consistent with the standards for a business environment and appropriate to the type of work being performed. COMPASS reserves the right to determine appropriateness of appearance. Any employee whose attire or appearance is determined to be inappropriate will be counseled and may be sent home to correct the deficiency. Continued disregard of this policy may be cause for corrective action, which may result in termination.

11.7 SMOKING

Smoking of any kind, including the use of electronic inhaler devices meant to simulate and substitute for tobacco smoking, is prohibited in all areas of the COMPASS building, all COMPASS vehicles and at all offsite COMPASS-sponsored meetings. Employees are permitted to smoke outdoors only, not less than twenty feet from the building entrance.

11.8 WORKSPACES

Employees are responsible for keeping their own work areas as well as the office common areas and other shared spaces neat and clean at all times.

11.9 WORK RELATED ACCIDENTS OR INJURIES

It is the responsibility of each employee to conduct all tasks in a safe manner in compliance with applicable federal and state safety regulations.

All work-related accidents or injuries that may or do result in harm must be reported immediately to the employee's supervisor or to the Director of Operations. The supervisor and/or Director of Operations will:

- Refer the injured employee for appropriate medical treatment, as needed
- Conduct an immediate investigation of the accident
- Document all details in a prompt and factual manner, including the names of any witnesses to the accident
- Obtain written statements from the injured worker and witnesses
- Complete a First Report of Injury and provide it to the Director of Operations for submission to the State Insurance Fund.

11.10 POSTING AND DISTRIBUTION OF MATERIALS AND SOLICITATIONS

COMPASS EMPLOYMENT POLICIES AND PROCEDURES - 24

COMPASS prohibits the posting and distribution of materials and solicitations on COMPASS property or at COMPASS events or meetings, except as permitted by this policy. The sole exceptions to this policy are charitable and community activities approved by COMPASS or COMPASS-sponsored programs.

Employees may not solicit other employees during work times, except in connection with a COMPASS approved or sponsored event.

Employees may not distribute literature or materials of any kind during work times or in work areas, except in connection with a COMPASS approved or sponsored event.

12.0 EMPLOYEE PROFESSIONAL DEVELOPMENT

In support of its mission, COMPASS encourages and supports the ongoing increase of knowledge and skills of its employees in order to remain on the cutting edge of best practices and technologies in planning and related fields. COMPASS provides several avenues for employees to increase their knowledge and skills.

12.1 EMPLOYEE TRAINING

COMPASS provides employees with the opportunity to attend relevant webinars, conferences, seminars, and classes, both locally and out of town.

If a particular training opportunity involves a cost to COMPASS and/or in-person attendance at a location away from the COMPASS office, employees should complete a training/travel authorization form and submit it to their supervisor for approval. Supervisors should also obtain the approval of the Executive Director. Supervisors and/or the Executive Director may deny the request for training if the training is not considered relevant to the employee's responsibilities or if attendance at the training would impede the agency's ability to complete work in a timely manner.

Required approvals should be obtained before registering for the training or incurring any costs related to the training.

Approval for attendance at training that occurs outside of the office (that is, training that is not a webinar that can be viewed from the office, or a presentation made at the office) is required even when there is no cost for the training.

Once approval is obtained, employees may register for the training opportunity and make travel arrangements following the guidance for expenditures in the COMPASS Financial Policy and Procedures. Employees may obtain a copy of the Financial Policy and Procedures from the Director of Operations.

Employees traveling overnight on business will be paid for time spent traveling to the extent that the travel occurs during their regular work hours. Travel time as a passenger in a car, airplane, train, or other mode that occurs outside of regular working hours, including weekends and holidays, is not considered work time, and will not be paid as such. Employees who drive themselves are considered working the entire time they are driving.

If employees choose to stay longer in the vicinity of the training location than what is required for attendance at the training, that time is not considered work time and employees will be required to request and use leave time for this purpose. Employees are personally responsible for expenses incurred during use of leave time.

Approval for training opportunities is subject to the availability of funds in the annual Board-approved Unified Planning Work Program.

Employees may participate in no-cost virtual training such as webinars without obtaining approval. Employees are expected to manage their workload such that virtual training attendance does not compromise their ability to complete their other tasks in expected timeframes.

12.2 PROFESSIONAL ASSOCIATION MEMBERSHIP

COMPASS will pay all or part of professional association dues reasonably associated with the employee's work at COMPASS.

All regular full-time and part-time employees that work at least 30 hours per week will be supported each year for membership in professional organization(s) of their choice, provided that such membership is closely aligned with the work they perform for COMPASS. The maximum amount per employee for professional association membership is the greater of the actual cost of two professional association memberships, or \$500. This amount may be exceeded when it is in the best of interest in the agency to do so, at the sole discretion of the Executive Director.

Employees should submit requests to join or continue membership in a professional organization to the Executive Director for approval.

Continuation of professional memberships is subject to the availability of funds in the annual Board-approved Unified Planning Work Program.

12.3 PROFESSIONAL CERTIFICATION

Full-time employees and part-time employees who work at least 30 hours per week are eligible to apply for reimbursement of the costs for application and testing fees for professional certification, provided that such certification is closely aligned with the work they perform for COMPASS. Only expenses incurred after employees' COMPASS hire dates are eligible for reimbursement. Employees should submit proof of certification and receipts of costs incurred to receive reimbursement.

12.4 TUITION ASSISTANCE

Tuition assistance is available for employees of COMPASS. Full-time employees and part-time employees who work at least 30 hours per week and who have completed six (6) months of employment are eligible to apply for tuition assistance. Assistance is limited to coursework at an accredited college or university in support of a degree applicable to their current or future employment with COMPASS.

Requests for tuition assistance should be submitted to the employee's supervisor for approval. If the supervisor approves the request, he or she will submit the request to the Executive Director for approval. The Executive Director will determine whether tuition assistance will be granted, and the terms and conditions, if any. The Director of Operations will prepare a written agreement specifying the terms and conditions of tuition assistance for the employee's and Executive Director's signatures.

Upon proof of completion with a grade of "C" or better, COMPASS will provide reimbursement for tuition costs up to the current cost of three graduate credits at a State of Idaho university (such as Boise State University) per each six (6) month period. Other expenses such as books, parking, supplies, application, and registration fees, etc. are not reimbursable.

If the employee terminates employment with COMPASS, the employee is required to refund to COMPASS all tuition assistance paid to the employee in the twelve months prior to the termination date.

13.0 USE OF TECHNOLOGY AND OTHER COMPASS ASSETS

All work created or received using COMPASS-supplied equipment and technology is COMPASS' property and belongs to COMPASS and not to employees. COMPASS may monitor the use of agency supplied technology.

13.1 PUBLIC RECORDS

Employees should be aware that substantially all of COMPASS' records, which may include electronic documents, email and voicemail, are public under the definitions provided in the Idaho code. Employees should not have an expectation of privacy with respect to use of COMPASS email, voicemail, or any other electronic devices.

13.2 CELL PHONES

COMPASS will provide the Executive Director with a cell phone or cell phone reimbursement. Other employees who use their personal cell phones for COMPASS business do so at their own election and are not entitled to and will not receive reimbursement of any kind. Employees, other than the Executive Director, are asked to make their personal cell phone numbers available for emergency contact purposes but are otherwise not required to use their personal cell phones for COMPASS business.

13.3 ELECTRONIC COMMUNICATIONS AND INTERNET

COMPASS has established the following guidelines for use of the internet, e-mail, and agency-provided cell phones in an appropriate, ethical, and professional manner:

- COMPASS-provided equipment (e.g., cell phone, laptops, and computers), internet and services may not be used for transmitting, retrieving, or storing any communications of a defamatory, discriminatory, harassing, or pornographic nature.
- Using disparaging, abusive, profane, or offensive language; creating, viewing, or displaying materials that might adversely or negatively reflect upon COMPASS or be contrary to COMPASS' best interests; engaging in any illegal activities, including piracy, cracking, extortion, blackmail, copyright infringement; and unauthorized access of any computers and other COMPASS-provided equipment are prohibited.
- Employees may not copy, retrieve, modify or forward copyrighted materials, except with permission or as a single copy to reference only.
- Employees should not open suspicious e-mails, pop-ups, or downloads. Contact the Director of Operations or IT support with any questions or concerns to reduce the release of viruses or to contain viruses immediately.
- Internal and external e-mails may be considered public records under Idaho code. Employees should keep this in mind when sending internal and external e-mail.

Inappropriate or illegal use of internet, email or COMPASS provided cell phones may be subject to corrective action up to and including termination.

Employees must provide log in and password information for all COMPASS software, internet, or e-mail accounts to the Director of Operations. Passwords may be changed periodically for security.

13.4 VEHICLES

COMPASS has staff cars available for use on COMPASS business. They are to be used for such purposes, whenever they are available, as the preferred means of transporting COMPASS employees to and from work-related activities. Employees who drive their own vehicles for COMPASS business when a staff car is available are not eligible for mileage reimbursement unless prior authorization is received from the Executive Director.

- Employees who drive their own vehicle while on COMPASS business are doing so at their own risk and must maintain liability insurance equal in value to the minimum required by Idaho State law. COMPASS will provide reimbursement for mileage when the staff cars are not available at a rate consistent with other local governments. This rate will be evaluated periodically and distributed.
- The Executive Director will designate one employee to monitor the working condition of the staff cars. Even though one employee will be designated to monitor the staff cars, the cars are a benefit for all employees, and it is the responsibility of those who drive them to keep them clean and fueled and to inform the designated employee of any problems.

13.5 INCURRING FINANCIAL OBLIGATIONS ON COMPASS' BEHALF

Generally, COMPASS employees are not authorized to incur or otherwise obligate COMPASS legally or financially. The Executive Director is the Board's sole designee for signing contractual agreements on behalf of the agency and no other employee is authorized to do so.

Employees that are identified as project managers in the approved annual Unified Planning Work Program (UPWP) may authorize those purchases specifically identified in their project budgets, adhering to the guidance provided in the COMPASS Financial Policy and Procedures. Employees may obtain a copy of the Financial Policy and Procedures from the Director of Operations.

14.0 TERMINATION OF EMPLOYMENT

Upon termination, the Director of Operations will provide employees with information regarding the disposition and/or continuation of their health benefits and PERSI retirement accounts.

Employees are expected to return all COMPASS property upon termination and to provide COMPASS a forwarding address to which their final W-2 may be sent.

Upon termination of employment, all wages will be paid to the employee on the next regularly scheduled payday or within ten (10) workdays, whichever occurs first. If the employee requests earlier payment in writing, wages will be paid within two (2) workdays.

14.1 VOLUNTARY TERMINATION

Employees that are resigning their positions with COMPASS are requested to provide reasonable notice to the agency. The Executive Director may reduce the number of working days after a resignation notice is given.

14.2 EXIT INTERVIEW

Employees are encouraged to, but not required to, participate in an exit interview upon termination of employment. The Executive Director, the Director of Operations and/or the immediate supervisor will conduct the exit interview.

The exit interview is an informal discussion about the job held and the employment experience with COMPASS. If the employee requests information relayed during the interview to be kept confidential, that request will be honored as is reasonably possible, with information only released on a need-to-know basis, unless otherwise required by law. A written summary of the exit interview will be placed in the employee's personnel file.

15.0 COMPENSATION

15.1 SALARY RANGES

COMPASS has established a salary range for each of its approved positions. Employees should expect their salary to fall within the established range for their position. Generally, employee salaries may not exceed the maximum in the range established for the position. Exceptions to the salary maximum may be made at the sole discretion of the Executive Director, when exceptions serve the best interest of the agency.

15.2 LONGEVITY RECOGNITION

On each five-year anniversary, COMPASS recognizes employees for years of service by giving the employee an award of \$50 for each year of employment.

15.3 TIME SHEETS AND PAY PERIODS

Employees are required to submit a time sheet providing an accurate reporting of hours worked by task for each pay period. Timesheets are due on the day and time established by the Director of Operations or his or her designee for each pay period. Employees should submit their timesheets to their supervisors for review and approval no later than the designated day and time to allow for timely processing of payroll. False reporting of hours worked on timesheets may be grounds for corrective action, up to and including termination.

COMPASS will pay employees at regularly scheduled intervals. The current pay date schedule is shown in Appendix A. COMPASS reserves the right to alter the pay date schedule. Employees will be given at least 30 days' notice of changes to the pay date schedule.

If the payday falls on a holiday or weekend, pay will be available on the preceding business day.

15.4 WITHHOLDING

COMPASS will deduct or withhold from each employee's paycheck appropriate state and federal income taxes, deductions/garnishments required by law or policy; and other deductions as authorized by the employee.

15.5 DIRECT DEPOSIT

COMPASS makes payment to employees for net payment in the form of an electronic deposit to the bank account(s) of the employee's choosing. COMPASS employees are strongly encouraged to receive their net pay in the form of an electronic deposit. Employees that wish to receive their pay in the form of a check should contact the Director of Operations.

15.6 OVERTIME: NON-EXEMPT EMPLOYEES

COMPASS intends to distribute workload in such a way that assigned tasks can typically be completed during a forty-hour work week without the need for overtime. However, COMPASS recognizes that overtime may be necessary occasionally. Non-exempt employees will be paid for overtime in compliance with the Fair Labor Standards Act. Overtime hours must be authorized by the employee's supervisor or the Executive Director in advance whenever possible, or as soon as practical after the overtime hours are worked. Overtime hours are those hours worked in excess of forty (40) hours in one work week by a non-exempt employee. For each hour, or portion thereof, worked in excess of forty (40) hours in one week, the non-exempt employee will be compensated at one and one-half times their regular hourly rate.

Hours worked do not include vacation, sick, and/or holidays used during the work week. These hours should be excluded when calculating the number of hours worked in a work week. A work week begins on Sunday (12:00 a.m.) and ends the following Saturday (11:59 p.m.).

15.7 EXEMPT EMPLOYEES

Per the guidance provided in the Fair Labor Standards Act, properly classified exempt employees are not subject to overtime requirements. Exempt employees are expected to work the number of hours in a week necessary to complete their assigned tasks and projects according to the goals and timelines established with their supervisors. COMPASS intends to distribute workload in such a way that assigned tasks can typically be completed during a forty-hour work week. Actual work hours required in a week to complete assigned tasks may be more or less than forty hours in any given week. Exempt employees that occasionally exceed a forty-hour work week are not eligible for overtime pay or compensatory time. Exempt employees that consistently exceed or fall short of a forty-hour work week in completion of their tasks are strongly encouraged to discuss their workload with their supervisors and determine strategies for maintaining an appropriate and manageable workload.

16.0 BENEFITS

16.1 RETIREMENT BENEFITS

16.1.1 PERSI DEFINED BENEFIT PLAN

COMPASS is a member of the Public Employees Retirement System of Idaho (PERSI). PERSI is a defined benefit retirement plan, meaning that eligible individuals receive a fixed monthly lifetime benefit following retirement. PERSI is responsible for establishing the guidelines, amounts and eligibility for benefits. All employees will receive the most current PERSI member handbook when hired, which more fully explains the requirements and benefits of PERSI. Existing employees may obtain a copy of this handbook from the Director of Operations at any time.

PERSI participation is **mandatory** from the date of hire for all non-project full-time and part-time employees who work twenty (20) hours or more per week. The current contribution rates for PERSI are provided in Appendix B. Contribution rates are established by PERSI and are subject to change.

16.1.2 OTHER RETIREMENT BENEFITS

COMPASS provides the opportunity to participate in **voluntary** retirement programs, in addition to the required participation in the PERSI defined benefit plan.

Employees of COMPASS may elect to divert a portion of their annual earned income into a deferred compensation (457) account and/or the PERSI Choice Plan, a 401(k)-retirement plan. Both of these plans are tax deferred plans that may provide a savings opportunity, reduced taxable income, and a retirement income. However, participation in these programs involves some market risk, including the risk of loss of principal. Employees assume sole responsibility for this risk if they elect to participate in these programs.

COMPASS provides a 401K match to employee contributions from Directors and Team Leads, up to four percent of salary. COMPASS provides a 401K match to employee contributions from all other participating employees up to two percent of salary.

COMPASS does not match contributions to the 457 plan.

Employees may start or stop participation in these programs at any time, at their election. Employees should contact the Director of Operations for additional information about these programs, or if they wish to start or stop participation.

16.2 HEALTH BENEFITS

Regular full-time and part-time employees that work at least 30 hours per week are eligible to participate in the COMPASS health benefits program. The current health benefits program is summarized in Appendix C. Employees should contact the Director of Operations for additional details on the health benefits program.

The health benefits program is subject to change at any time. Employees will be notified of any changes to the health benefits program.

Project employees and part-time employees that work less than 30 hours per week are not eligible to participate in the COMPASS health benefit program.

16.3 EMPLOYEE ASSISTANCE PROGRAM

COMPASS will make available to employees an employee assistance program (EAP). The EAP is available to all COMPASS employees and is designed to provide support with life challenges employees and their families may face such as depression, grief, legal concerns, financial strains, job stress and substance abuse.

New employees will be provided with information on how to access the EAP when they begin their employment. Existing employees may request this information at any time from the Director of Operations.

All employees will be provided with updated information for the EAP whenever substantive changes are made to it.

Employees do not need to inform COMPASS of the decision to use this program, nor will COMPASS be made aware of employee utilization of the program by the provider. No information regarding any client of the EAP will be released from the provider without the written consent of the client that identifies to whom the information may be released and the specific information to be released.

A supervisor and/or the Executive Director may refer an employee to the EAP when a significant change in work performance or behavior patterns occurs.

16.4 WORKER'S COMPENSATION

COMPASS provides worker's compensation insurance for all employees. An employee that has or may have sustained a work-related injury should report it immediately to his or her supervisor or to the Director of Operations. The supervisor and/or Director of Operations will:

- Refer the injured employee for appropriate medical treatment, as needed
- Conduct an immediate investigation of the accident
- Document all details in a prompt and factual manner, including the names of any witnesses to the accident
- Obtain written statements from the injured worker and witnesses
- Complete a First Report of Injury and provide it to the Director of Operations for submission to the State Insurance Fund.

16.5 ALTERNATIVE TRANSPORTATION INCENTIVE

COMPASS supports efforts to reduce the use of single-occupant vehicles through reimbursement of some expenses incurred by those using alternative transportation modes such as bicycles, buses, and vanpools up to the maximum set by federal guidelines.

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

17.0 LEAVE TIME POLICIES

17.1 VACATION LEAVE

17.1.1 ACCRUAL

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

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

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

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

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

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

17.1.2 USE OF ACCRUED VACATION

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

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

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

Exempt employees do not need to use leave when they are absent less than four hours of their normally scheduled workday. Exempt employees are expected to manage their time and complete

their tasks and projects within the timeframes established with their supervisors, without regard to absences during their normally scheduled workday.

Employees should submit a leave request to their supervisors in advance of their planned time off. Generally, leave requests will be approved unless the employee's absence at the requested time would impede the ability of the agency to complete its work in a timely manner. Approved leave requests should be forwarded to the payroll preparer.

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

17.1.3 DISPOSITION OF ACCRUED VACATION UPON TERMINATION

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

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

17.2 HOLIDAYS

Paid holidays accrue to all non-project employees from the date of hire. Full-time employees will receive eight hours of holiday pay. Part-time employees will receive holiday pay in proportion to the number of hours they typically work in a week.

Paid Holidays for COMPASS employees are:

New Year's Day	January 1 st
Martin Luther King Day	3 rd Monday in January
President's Day	2 nd Monday in February
Memorial Day	last Monday in May
Juneteenth	June 19 th
Independence Day	July 4 th
Labor Day	1 st Monday in September
Veterans Day	November 11 th
Thanksgiving Day	4 th Thursday in November
Day after Thanksgiving	Friday after Thanksgiving in November
Christmas Day	December 25 th

When a paid holiday falls on a weekend and the day of observance is not otherwise designated, the holidays will be observed as follows:

- When the holiday falls on Saturday, the preceding Friday will be observed.
- When the holiday falls on Sunday, the following Monday will be observed.

Paid holidays may be floated at the employee's option, provided a written request to the supervisor is received and approved prior to the holiday. An employee who floats a holiday will be expected to work as regularly scheduled on the observed day of the holiday and may take the holiday at a later date. Floated holidays may not be taken in advance of the actual holiday. Floated holidays that are not used by September 30th of each fiscal year are forfeited.

In addition, COMPASS may add a Proclaimed Holiday established by the President, Governor, or Executive Director from time to time should such a proclamation be made. Proclaimed Holidays are recognized at the sole discretion of the Executive Director.

17.3 SICK LEAVE

17.3.1 ACCRUAL

Sick leave accrues for all full-time COMPASS employees from an employee's first day of employment at the rate of one day (eight hours) per month. Part-time employees accrue sick leave proportional to the hours typically worked in a week.

The maximum sick leave accrual is 280 hours. Employees that reach the maximum will stop accruing sick leave until their total accrual falls below the maximum.

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

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

17.3.2 USE OF SICK LEAVE

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

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

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

Employees may use accrued sick leave for the following specific health related reasons:

- Illness or injury of the employee
- Providing necessary care for an ill or injured member of the employee's immediate family or a member of the employee's household
- Medical or dental appointments for the employee or the employee's immediate family, whether for care of illness or injury or for wellness checks
- Maternity or paternity leave

An employee who intends to use sick leave must notify their supervisor or the Executive Director of as soon as possible. Sick leave with pay may be disallowed unless such notification is made.

Absences of more than three (3) consecutive sick leave days, may, at the discretion of the supervisor or the Executive Director, require a doctor's statement verifying the nature and extent of the illness.

COMPASS EMPLOYMENT POLICIES AND PROCEDURES - 39

Regularly scheduled days off and officially designated holidays falling within a period of leave will not be counted against sick leave.

If all accrued sick leave has been utilized by an employee who encounters one of the above conditions, the employee must use accrued vacation leave. If sick leave and vacation leave is exhausted, the employee may be granted leave without pay, subject to the guidelines in Section 17.5

17.3.3 SICK LEAVE EXCHANGE

COMPASS may allow employees to exchange accrued sick leave in excess of 120 hours for cash or vacation leave. The rate of exchange is three hours of accrued sick leave for each one (1) hour of vacation leave or cash at the current rate of pay.

An employee may only exchange sick leave if all of the following exist:

- The exchange does not reduce sick leave balance below one hundred twenty (120) hours;
- The employee is not on leave without pay and is employed on September 30; and
- There are budget dollars available for this purpose in the annual Board-approved Unified Planning Work Program.

Exchanges of available sick leave must be requested in writing during the month of September. Exchanges will be made only at fiscal year-end. The Executive Director will have sole discretion to approve, disapprove or adjust any and all requests downward if the total costs of all requests exceed budgeted amounts.

17.3.4 DISPOSITION OF ACCRUED SICK LEAVE UPON TERMINATION

All accrued sick leave will be forfeited at the time of termination of employment.

17.4 FAMILY MEDICAL LEAVE

As a public agency, COMPASS is subject to the applicable requirements of the Family Medical Leave Act. As such, it is required by law to include a Family and Medical Leave Act (“FMLA”) provision in this policies and procedures manual. No employee is eligible, however, for FMLA leave because COMPASS employs less than 50 employees. COMPASS intends to comply with the requirements of the FMLA, but not to extend family leave benefits beyond what the law requires.

The FMLA provides eligible employees up to 12 workweeks of unpaid leave per year and requires group health benefits to be maintained during the leave as if employees continued to work instead of taking leave. Employees taking FMLA leave are also entitled to return to their same or an equivalent job at the end of their FMLA leave.

The FMLA also provides certain military family leave entitlements. Eligible employees may take FMLA leave for specified reasons related to certain military deployments of their family members. Additionally, they may take up to 26 weeks of FMLA leave in a single 12-month period to care for a covered service member with a serious injury or illness.

The FMLA also allows eligible employees to take up to 26 workweeks of unpaid, job-protected leave in a “single 12-month period” to care for a covered service member with a serious injury or illness.

Additional information about the Family and Medical Leave Act and the requirements for both employees and employers may be found at <http://www.dol.gov/whd/fmla/>.

17.5 ADMINISTRATIVE LEAVE

An employee may request administrative leave with pay for the following reasons:

- Bereavement - In the event of a death in the employee's immediate family (including spouse, parents, grandparents, siblings, children, and in-laws), an employee may be granted a leave of absence not to exceed five (5) days per request. At the sole discretion of the Executive Director, bereavement leave may be extended to an employee in the event of a death of a family member not specifically listed.
- Funeral Participation - When an employee serves as a pallbearer or in some other way participates in a funeral ceremony, the employee may be given up to four (4) hours of funeral leave if the funeral takes place during regular work hours.

Jury Duty or Trial Witness – When an employee is called for jury duty or is subpoenaed, administrative leave may be requested. The employee must submit the original jury summons or subpoena to their supervisor along with a request for administrative leave with pay. An employee may be granted paid leave of absence not to exceed fifteen (15) days.

- Military Leave – When an employee is a member of the National Guard or a reserve component of the armed forces of the United States and the employee receives bona fide orders to temporary, active, or training duty, administrative leave with pay may be granted to a maximum of ten (10) workdays per year, provided that the employee submits a copy of their orders to their supervisor. After the ten (10) workdays employees may use accrued vacation leave if they choose; however, they are not obligated to do so. Vacation and sick leave will continue to accrue during the paid portion of military leave and will be suspended during any leave without pay. All employer benefit contributions and premiums will be paid during the paid portion of the military leave; and the employee remains responsible for the employee's portion of insurance premiums. Employees choosing to retain their health care coverage during the non-paid portion of military leave may do so at their expense. If the employee chooses not to continue coverage, health care coverage will be reinstated upon returning to employment. The employee will give to COMPASS any and all monies paid to them for military assignment up to their gross pay for the period of paid military leave.
- Voting – A non-exempt employee may be excused from work for sufficient time, not to exceed two (2) hours, to participate in primary, general, municipal, or special elections. Voting leave will not be granted on days that the employee is not at work due to vacation, sick or administrative leave.
- Doctor Appointments – Up to two (2) hours with prior approval may be granted for a non-exempt employee's own medical or dental appointments per month. Use of this special leave does not affect the employee's accrued sick leave. Doctor appointment leave will not be granted on days that the employee is not at work due to vacation, sick or administrative leave. The doctor appointment must be within regularly scheduled work hours to be granted this paid leave.

17.6 LEAVE OF ABSENCE

Leave of absence may be available to an employee who has exhausted paid leave and requires additional time off. COMPASS will consider an employee's request for leave of absence on a case-by-case basis. Such leaves are granted at the sole discretion of the Executive Director. The length of a leave of absence and reinstatement privileges will be determined at Executive Director's sole discretion. Examples of reasons for a leave include:

- the birth of a son or daughter, and to bond with the newborn child;
- the placement with the employee of a child for adoption or foster care, and to bond with that child;
- to care for an immediate family member (spouse, child, or parent – but not a parent “in-law”) with a serious health condition;
- to take medical leave when the employee is unable to work because of a serious health condition; or
- for qualifying exigencies arising out of the fact that the employee's spouse, son, daughter, or parent is on covered active duty or call to covered active-duty status as a member of the National Guard, Reserves, or Regular Armed Forces.

Leave of absence is taken without pay. Employees on leave will not accrue any sick or vacation time. Employees on leave without pay that wish to maintain their health benefits coverage will do so at their own expense.

APPENDIX A

Current pay dates:	For the period:
5 th of each month	16 th through the last day of the prior month
20 th of each month	1 st through the 15 th of the current month

APPENDIX B

PERSI CONTRIBUTION RATES AS OF JULY 1, 2021	
Employee contribution rate	Employer contribution rate
7.16%	11.94%

APPENDIX C

COMPASS Health Benefit Program Effective January 1, 2022

The COMPASS Health Benefit Program includes medical, dental and vision coverage for employees and their eligible family members. As of January 1, 2022, COMPASS covers 100% of the medical and vision premiums for employees and their eligible family members.

As of January 1, 2022, COMPASS covers a portion of dental premiums for employees and their eligible family members. The employee's share of dental premiums, if any, is paid through payroll deduction on a pre-tax basis. Changes to medical, dental and vision coverage may only be made during the open enrollment period, which occurs each November, unless there is a qualifying event.

COMPASS also offers short term disability, long term disability and life insurance coverage for employees. As of January 1, 2022, COMPASS covers 100% of the premiums for long term disability, short term disability and life insurance.

COMPASS employees may, at their option, secure additional health benefits through COMPASS. Employees are responsible for 100% of the premiums for these additional voluntary benefits and payment is made through payroll deduction. Information about available coverage and costs for these voluntary benefits will be provided at any time to employees upon request to the Director of Operations.

New employees will receive a health benefit packet upon hiring and are eligible to enroll in health benefits on the 1st day of the month following their date of hire.

All employees will receive updated health benefit information each November, during the open enrollment period. Employees may request health benefit information from the Director of Operations at any time.

COMPASS does not guarantee that the benefit package summarized here will be available indefinitely. COMPASS reserves the right to change its benefit package at any time.

COMPASS BOARD OF DIRECTORS AGENDA ITEM III-F

June 26, 2023

Topic: FY2023-2029 Regional Transportation Improvement Program (TIP)

Request/Recommendation:

COMPASS staff requests COMPASS Board of Directors' ratification of Resolution 12-2023 (attached) modifying the FY2023-2029 TIP. The Regional Transportation Advisory Committee recommended adoption on May 24, 2023. The COMPASS Executive Committee adopted the resolution on June 13, 2023.

Background/Summary:

Two agencies propose increasing the cost of two projects in the regional transportation improvement program.

- Valley Regional Transit proposes to increase the cost of their **Rolling Stock, Infrastructure, and Technology project in the Nampa Urbanized Area** to incorporate transferred funds from the Idaho Falls Area. The funds were originally allocated by the Federal Transit Administration in FY2018 and will expire at the end of FY2023. The additional funds increase the overall cost of the project by 36.02%.
- The Idaho Transportation Department proposes to increase and adjust the funding sources and timing of the **State Highway 16 project from Franklin Road to Ustick Road in Canyon County**. The increase matches the engineer's estimate and increases the overall cost of the project by 74.87%.

Implication (policy and/or financial):

The Board Administrative Modification to the TIP ensures that the document continues to meet federal fiscal constraint requirements and enables work to begin as soon as possible on these projects.

More Information:

- 1) Attachment: Resolution 12-2023
- 2) For detailed information contact: Toni Tisdale, Principal Planner, at 208/475-2238 or ttisdale@compassidaho.org.

TT:tg T:\FY23\600 Projects\685 TIP\FY2329TIP\Amend\BDAdminMod2\230626mmoBDTIPBDAdminMod2.docx



RESOLUTION NO. 12-2023

**FOR THE PURPOSE OF AMENDING THE FY2023-2029
REGIONAL TRANSPORTATION IMPROVEMENT PROGRAM**

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;

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, 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 Board Administrative Modification to the FY2023-2029 Regional Transportation Improvement Program in compliance with all applicable state and federal regulations; and

WHEREAS, the attached table details the modifications to the FY2023-2029 Regional Transportation Improvement Program.

NOW, THEREFORE, BE IT RESOLVED, that the Community Planning Association of Southwest Idaho's Executive Committee of the Board of Directors approves the Board Administrative Modification to the FY2023-2029 Regional Transportation Improvement Program.

ADOPTED this 13th day of June 2023.

By: 
Debbie Kling, Chair
Community Planning Association
of Southwest Idaho Board of Directors

ATTEST:

By: 

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

T:\FY23\900 Operations\2023 Resolutions\Resolution 12-2023.docx

COMPASS Board Administrative Modification #2 for the FY2023-2029 Regional Transportation Improvement Program (TIP)

Valley Regional Transit, May 2023

Key No	Project	Scheduled Costs (including Match) (costs in \$1,000)								
		Cost year	PE	PC	RW	UT	CE	CN	SUM	
18781	Transit - Rolling Stock, Infrastructure, and Technology, Nampa Area, VRT	2023						1,295	1,295	
	Funding Source: FTA 5307 SU	2024						2,086	2,086	
	Fund capital replacement, identified in the Transit Asset Management Plan, or expansion projects, such as rolling stock, infrastructure, and technology in the Nampa Urbanized Area. (Federal: \$2,391,000).	2025							384	384
		2026							322	322
		2027							98	98
		PD							98	98
		SUM	0	0	0	0	0	0	2,197	2,197
Increase FY2023 funds using FY2018 5307 SU transfer from Idaho Falls. Percent increase: 36.02%								2,988	2,988	

Idaho Transportation Department, May 2023

Key No	Project	Scheduled Costs (including Match) (costs in \$1,000)								
		Cost year	PE	PC	RW	UT	CE	CN	SUM	
23409	SH-16, Franklin Road to Ustick Road, Canyon County	2023				500	400		900	
	Funding Source: NHPP	2024				0	0	2,300	25,229	
	Construct new segment of State Highway 16 from Franklin Road to Ustick Road the City of Nampa and Canyon County. The roadway will include two lanes in each direction with at-grade intersections at Franklin Road and Ustick Road utilizing the on and off ramps for the future interchanges. Work also includes a new structure over the Union Pacific Railroad, Cherry Lane, Ten Mile Creek, and irrigation structures. Design and right-of-way budgeted in separate, previous project (KN 20788). (Federal: \$0).	2025					0	15,500	17,000	
		2026					0	5,000	6,000	
		2027						0	0	
		PD							0	
		SUM	0	0	0	500	0	5,700	42,929	49,129
Adjust funding sources and amounts to match current estimates and timing. Previous overall total: \$49,129,000 New overall total: \$85,910,000 Percent increase: 74.87%								0		
23409	SH-16, Franklin Road to Ustick Road, Canyon County	2023							0	
	Funding Source: Leading Idaho (State)	2024				0			0	
	Same as above.	2025					1,260			1,260
		2026								0
		2027								0
		PD								0
		SUM	0	0	0	0	0	0	0	0
					1,260			1,260		

Key No	Project	Scheduled Costs (including Match) (costs in \$1,000)							
		Cost year	PE	PC	RW	UT	CE	CN	SUM
23409	SH-16, Franklin Road to Ustick Road, Canyon County	2023					0 4,600	0 72,000	0 76,600
	Funding Source: TECM (State)	2024					0 1,700	0 6,350	0 8,050
	Same as above.	2025							0
		2026							0
		2027							0
		PD							0
		SUM		0	0	0	0	0 6,300	0 78,350

5307 = regular formula funding
CE = Construction Engineering
CN = Construction
FTA = Federal Transit Administration
FY = Fiscal Year
ITD = Idaho Transportation Department
KN = Key Number
NHPP = National Highway Performance Program
PE = Preliminary Engineering

PC = Preliminary Engineering Consultant
RW = Right-of-Way
SH = State Highway
SU = Small Urban (Nampa Urbanized Area)
TECM = Transportation Expansion and Congestion Mitigation
TIP = Transportation Improvement Program
UT = Utilities
VRT = Valley Regional Transit

T:\FY23\600 Projects\685 TIP\FY2329TIP\Amend\BDAdminMod2\1aBDAdminMod2.docx

COMPASS BOARD AGENDA ITEM V-A

Date: June 26, 2023

Topic: Revision 3 of the FY2023 Unified Planning Work Program and Budget

Request/Recommendation:

Adopt Resolution 13-2023, approving Revision 3 of the FY2023 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 Board resolution with subsequent distribution of the approved resolution and documents to the appropriate funding agencies. The Finance Committee recommended approval of Revision 3 of the FY2023 UPWP at its June 15, 2023, meeting.

The following revisions to revenues are proposed in Revision 3 of the FY2023 UPWP:

- Increase interest revenue by \$4,613 to more closely approximate year to date actual interest revenue. Interest rates on reserve balances have continued to rise.
- Decrease draw from fund balance by \$25,000 for the CIM Implementation Grant that was withdrawn by the City of Eagle.
- Increase draw from fund balance by \$18,000 to cover funding shortfall.

The following revisions to expenses are proposed in Revision 3 of the FY2023 UPWP:

- Add \$275,000 in professional services expense for consultant support to develop the transportation funding study.
- Decrease FY2023 Consolidated Planning Grant (CPG) funds that were to be carried forward to FY2024 by \$270,387. These funds are released from carry forward and applied to the funding study expense instead.
- Correct funding for ESRI licensing for GIS program, which was miscalculated in Revision 2 of the UPWP.

The following revisions to the program worksheets are proposed in Revision 3 of the FY2023 UPWP:

- Add task for funding study and the related funding sources and expenses to 661 Long Range Planning.
- Remove funding and expense for City of Eagle CIM implementation grant from 685 Resource Development.
- Update funding and expense for ESRI licenses in 860 GIS.
- Remove carry forward from 990 Direct Operations that was applied to transportation funding study.

Implication (policy and/or financial):

Without COMPASS Board of Directors' adoption of Revision 3 of the FY2023 UPWP, Revision 2 of the UPWP will remain in effect and the funding study will not be developed.

More Information:

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



RESOLUTION NO. 13-2023

**FOR THE PURPOSE OF APPROVING REVISION 3 OF THE
FY2023 UNIFIED PLANNING WORK PROGRAM AND BUDGET**

WHEREAS, Revision 2 of the FY2023 Unified Planning Work Program and Budget was adopted by the Community Planning Association of Southwest Idaho Board of Directors under Resolution 11-2023, dated April 17, 2023;

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 3 of the FY2023 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 Board of Directors approves by resolution, Revision 3 of the FY2023 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 26th day of June 2023.

APPROVED:

By: _____
Debbie Kling, Chair
Community Planning Association
of Southwest Idaho Board of Directors

ATTEST:

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

ML:tg T:\FY23\900 Operations\Board\2023 Board Packets\June 2023\W_B_2 Resolution 13-2023

COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO

Recommended Changes to FY2023 - Revision 3

Summary

Revision 2 FY2023 UPWP Revenues		4,826,266	Revision FY2023 UPWP Expenses	4,826,266
1	Increase interest revenue to more closely approximate year to date actual interest revenues	4,613		
2	Increase draw from fund balance to cover funding shortfall	18,000	Correct costs for ESRI licensing for GIS program; inadvertently miscalculated in Revision 2	18,000
3			Professional Services for funding study	275,000
			Decrease unprogrammed FY2023 CPG funds to be carried over to FY2024; this amount of CPG funds was programmed for the funding study	(270,387)
4	Decrease draw from fund balance for CIM Implementation Grant	(25,000)	Remove City of Eagle CIM Implementation Grant; Eagle has withdrawn	(25,000)
Recommended Adjustments to Revenues		(2,387)	Recommended Adjustments to Expenses	(2,387)
Adjusted Revenues - Revision 1		4,823,879	Adjusted Expenses - Revision 1	4,823,879

**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
FY2023 UNIFIED PLANNING WORK PROGRAM AND BUDGET - REVISION 3
REVENUE AND EXPENSE SUMMARY**

REVENUE	FY2023 Rev 2	FY2023 Rev 3
GENERAL MEMBERSHIP		
Ada County	249,479	249,479
Ada County Highway District	249,479	249,479
Canyon County	122,508	122,508
Canyon Highway District No. 4	47,092	47,092
Golden Gate Highway District No.3	-	-
City of Boise	107,392	107,392
City of Caldwell	29,298	29,298
City of Eagle	14,973	14,973
City of Garden City	5,749	5,749
City of Greenleaf	370	370
City of Kuna	12,116	12,116
City of Meridian	58,848	58,848
City of Melba	256	256
City of Middleton	4,727	4,727
City of Nampa	48,112	48,112
City of Notus	273	273
City of Parma	935	935
City of Star	6,711	6,711
City of Wilder	714	714
Subtotal	959,032	959,032
SPECIAL MEMBERSHIP		
Boise State University	9,600	9,600
Capital City Development Corporation	9,600	9,600
Idaho Department of Environmental Quality	9,600	9,600
Idaho Transportation Department	9,600	9,600
Valley Regional Transit	9,600	9,600
Subtotal	48,000	48,000
GRANTS AND SPECIAL PROJECTS		
FHWA/FTA - Consolidated Planning Grants		
CPG - FY2022 K# 20640 Ada County (carryover from FY22 YE)	323,578	323,578
CPG - FY2022 K# 20640 Canyon County (carryover from FY22 YE)	113,690	113,690
CPG - FY2023 K# 22108; Ada County	1,280,846	1,280,846
CPG - FY2023 K# 22108; Canyon County	450,027	450,027
Sub Total CPG Grants	2,168,141	2,168,141
STBG-TMA & STBG-U - K# 20560; FY2023 off-the-top funds for Planning	306,705	306,705
STBG-U - K# 23026 Permanent Automated Counters	36,137	36,137
STBG-TMA - K# 22395 Fiscal Impact Analysis Phase 3	55,596	55,596
STP TMA - K# 19571, CIM 2050 (carryover from FY22 YE)	99,302	99,302
STBG TMA - K# 20271, CIM Minor Update	169,568	169,568
FHWA Safe Streets and Roads for All Action Plan	392,000	392,000
Subtotal	1,059,308	1,059,308
OTHER REVENUE SOURCES		
Idaho Department of Environmental Quality	55,000	55,000
Ada County Air Quality Board	55,000	55,000
Air Quality Operations - Management Fee	70,000	70,000
Cities of Star and Nampa - Project Dev reimb; consultant refund	41,945	41,945
Orthophotography - Participant Contributions	125,000	125,000
Interest Income	34,341	38,954
Subtotal	381,286	385,899
TOTAL REVENUE; Dues, Federal Funds, and Other miscellaneous	4,615,766	4,620,379
Draw From Fund Balance (CIM Implementation Grants)	75,000	50,000
Draw From Fund Balance (funds set aside for orthophotography flight)	37,500	37,500
Draw From Fund Balance (20% match on Safe Streets for All Action Plan)	98,000	98,000
Draw From Fund Balance to cover shortfall	-	18,000
Subtotal	210,500	203,500
TOTAL REVENUE, ALL RESOURCES	4,826,266	4,823,879

EXPENSE	FY2023 Final	FY2023 Rev 2
SALARY, FRINGE & CONTINGENCY		
Salary	1,767,151	1,767,151
Fringe	822,100	822,100
Contingency (Overtime, Bonus, and Sick Time Trade)	19,000	19,000
Subtotal	2,608,251	2,608,251
INDIRECT OPERATIONS & MAINTENANCE		
Indirect Costs	217,900	217,900
Subtotal	217,900	217,900
DIRECT OPERATIONS & MAINTENANCE		
620001, Demographics and Growth Monitoring	2,500	2,500
653001, Communication and Education	49,100	49,100
661001, Long-Range Planning	323,514	598,514
661005, Safe Streets and Roads for All	490,000	490,000
661008, Bike Counter Management	67,330	67,330
685001, Transportation Improvement Program	6,000	6,000
685002, Project Development Program	115,632	115,632
685004, CIM Implementation Grants	75,000	50,000
702001, Air Quality Outreach	100,000	100,000
760001, Government Affairs (was Legislative Services)	18,000	18,000
801001, Staff Development	60,000	60,000
820001, Committee Support	2,000	2,000
836001, Regional Travel Demand Model	37,200	37,200
838001, Travel Survey Data Collection	15,148	15,148
860001, Geographic Information System Maintenance	205,800	223,800
990001, Direct Operations and Maintenance	432,891	162,504
Subtotal	2,000,115	1,997,728
TOTAL EXPENSE	4,826,266	4,823,879

REVENUE AND EXPENSE SUMMARY		
TOTAL REVENUE	4,826,266	4,823,879
LESS: TOTAL EXPENSES	4,826,266	4,823,879
REVENUE EXCESS/(DEFICIT)	(0)	-

**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
FY2023 UNIFIED PLANNING WORK PROGRAM AND BUDGET - REVISION 3
EXPENSES BY WORK PROGRAM NUMBER AND FUNDING SOURCE**

WORK PROGRAM NUMBER	EXPENSES				FUNDING SOURCES										MATCH, LOCAL & OTHER FUNDING				TOTAL FUNDING SOURCES	
	Work Days	Labor & Indirect Cost	Direct Cost	Total Cost	FY22 CPG Ada County K# 20640 (74%)	FY22 CPG Canyon County K# 20640 (26%)	FY23 CPG Ada County K# 22108 (74%)	FY23 CPG Canyon County K# 22108 (26%)	STP-TMA Off The Top K# 20560	STBG-U Bike Counters K# 20326	STBG-TMA Fiscal Impact Analysis K# 22395	STP-TMA CIM 2050 K# 19751	STBG-TMA CIM Minor Update K# 20271	FHWA Safe Streets and Roads for All	Total Federal Funds	Required Match	Local Funds/FB	Other Revenue		Total Local & Other
601001 UPWP/Budget Development and Federal Assurances	83	69,724	-	69,724	3,700	1,300	21,908	7,698	30,000						64,606	5,118			5,118	69,724
620001 Demographics and Growth Monitoring	46	33,680	2,500	36,180	2,220	780	4,088	1,436	25,000						33,525	2,656			2,656	36,180
620005 Safe and Accessible Transportation (development reviews)	35	17,105	-	17,105	1,480	520	2,848	1,001	10,000						15,849	1,255			1,255	17,105
653001 Communication and Education Long-Range Planning	193	122,936	49,100	172,036											-		172,036			172,036
661001 General Project Management	670	491,565	598,514	1,090,079	74,000	26,000	448,458	157,567							1,005,793	79,674		4,613	84,286	1,090,079
661005 Safe and Accessible Transportation	157	99,884	490,000	589,884	7,400	2,600	61,089	21,464							484,552	7,331	98,000		105,331	589,884
661008 Bike Counter Management Resource Development/Funding	304	146,204	67,330	213,534			100,250	35,223		36,137					171,610	13,594	28,330		41,924	213,534
685001 Transportation Improvement Program	418	277,605	6,000	283,605	1,480	520	100,483	35,305	125,000						262,788	20,817			20,817	283,605
685002 Project Development Program	36	26,420	115,632	142,052	740	260	13,302	4,674	75,000						93,975	7,444		40,632.36	48,077	142,052
685003 Grant Research and Development	188	144,158	-	144,158											-		144,158		144,158	144,158
685004 CIM Implementation Grants	25	17,621	50,000	67,621			12,075	4,243							16,318	1,303	50,000		51,303	67,621
685005 Safe and Accessible Transportation (safety grant application)	7	5,824	-	5,824	370	130	3,624	1,273							5,397	428			428	5,824
TOTAL PROJECTS	2,162	1,452,727	1,379,076	2,831,802	91,390	32,110	768,126	269,882	265,000	36,137	55,596	74,604	169,568	392,000	2,154,413	139,620	492,524	45,245	677,389	2,831,802
701001 Membership Services	50	39,495	-	39,495	7,400	2,600	19,681	6,915							36,596	2,899			2,899	39,495
702001 Air Quality Outreach	7	10,000	100,000	110,000											-			110,000	110,000	110,000
703001 Public Services	62	46,993	-	46,993											-				46,993	46,993
704001 Air Quality Operations	128	118,276	-	118,276											-		48,276	70,000	118,276	118,276
705001 Transportation Liaison Services	38	33,511	-	33,511	7,400	2,600	15,578	5,473							31,051	2,460			2,460	33,511
760001 Government Affairs	253	224,422	18,000	242,422											-		242,422		242,422	242,422
TOTAL SERVICES	538	472,697	118,000	590,697	14,800	5,200	35,259	12,388	-	-	-	-	-	-	67,647	5,360	337,691	180,000	523,050	590,697
801001 Staff Development	133	94,146	60,000	154,146	22,200	7,800	83,496	29,336							142,832	11,314			11,314	154,146
820001 Committee Support	254	168,665	2,000	170,665	29,600	10,400	87,422	30,716							158,138	12,527			12,527	170,665
836001 Regional Travel Demand Model	302	251,285	37,200	288,485	37,000	13,000	146,010	51,301	20,000						267,310	21,175			21,175	288,485
838001 Travel Survey Data Collection	-	-	15,148	15,148			10,387	3,649							14,037	1,112			1,112	15,148
842001 Congestion Management Process	137	113,994	-	113,994	51,800	18,200	26,364	9,263							105,626	8,367			8,367	113,994
842002 I-84 Corridor Operations Plan	10	8,321	-	8,321	2,960	1,040	2,745	965							7,710	611			611	8,321
860001 Geographic Information System Maintenance	374	253,580	223,800	477,380	70,300	24,700	117,205	41,180	21,704.60						275,089	21,791	55,500	125,000	202,291	477,380
860005 Safe and Accessible Transportation (mapping)	18	10,736	-	10,736	3,528	1,240	3,833	1,347							9,948	788			788	10,736
TOTAL SYSTEM MAINTENANCE	1,228	900,727	338,148	1,238,875	217,388	76,380	477,461	167,757	41,705	-	-	-	-	-	980,690	77,685	55,500	125,000	258,185	1,238,875
990001 Direct Operations / Maintenance	-	-	162,504	162,504											162,504	1,958	100,194	35,654	137,806	162,504
991001 Support Services Labor	1,012	-	-	-											-				-	-
999001 Indirect Operations/Maintenance	-	-	-	-											-				-	-
TOTAL INDIRECT/OVERHEAD	1,012	-	162,504	162,504	-	-	-	-	-	-	-	-	-	162,504	1,958	100,194	35,654	137,806	162,504	
G R A N D T O T A L	4,940	2,826,150	1,997,728	4,823,879	323,578	113,690	1,280,846	450,027	306,705	36,137	55,596	99,302	169,568	392,000	3,227,449	224,622	985,909	385,899	1,596,430	4,823,879

**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
FY2023 UNIFIED PLANNING WORK PROGRAM AND BUDGET - REVISION 3
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
620001 Demographics and Growth Monitoring	2,500					2,500				
653001 Communication and Education	49,100	24,000			1,300		23,800			
661001 Long-Range Planning	598,514	577,514			2,000		19,000			
661005 Safe Streets and Roads for All	490,000	490,000								
661008 Bike Counter Management	67,330		67,330							
685001 Transportation Improvement Program	6,000						6,000			
685002 Project Development Program	115,632	115,632								
685004 CIM Implementation Grants	50,000	50,000								
702001 Air Quality Outreach	100,000	100,000								
760001 Government Affairs	18,000			18,000						
801001 Staff Development	60,000			60,000						
820001 Committee Support	2,000							2,000		
836001 Regional Travel Demand Model	37,200	37,200								
838001 Travel Survey Data Collection	15,148	15,148								
860001 Geographic Information System Maintenance	223,800	162,500	61,300							
990001 Direct Operations / Maintenance	26,654									26,654
Consultant support for salary/benefits survey	10,000	10,000								
Migrate website from Dreamweaver	8,000	8,000								
New/replacement hardware and software	10,000		10,000							
Phone System (carry over)	20,000		20,000							
Workspace buildout (carry over)	18,000		18,000							
Transit network planning software	19,250		19,250							
Cube renewal; Cube Land	15,000		15,000							
AICP and APBP Webinar series	1,600			1,600						
NARC Executive Directors' Conf Sponsorship	10,000			10,000						
Membership dues for COMPASS	17,000								17,000	
Other: board lunch, staff gifts, meeting refreshments, misc.	7,000							7,000		
GRAND TOTAL	1,997,728	1,589,994	210,880	89,600	3,300	2,500	48,800	9,000	17,000	26,654

**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
 FY2023 UNIFIED PLANNING WORK PROGRAM AND BUDGET - REVISION 3
 INDIRECT OPERATIONS AND MAINTENANCE EXPENSE SUMMARY**

CATEGORY	ACCOUNT CODE	FY2023 Final	FY2023 Rev 1
Professional Services	930	30,000	30,000
Equipment Repair / Maintenance	936	500	500
Publications	943	2,000	2,000
Employee Professional Membership	945	4,500	4,500
Postage	950	600	600
Telephone	951	14,000	14,000
Building Maintenance and Reserve for Major Repairs	955	63,550	63,550
Printing	960	1,500	1,500
Advertising	962	1,500	1,500
Audit	970	17,000	17,000
Insurance	971	17,250	17,250
Legal Services	972	5,000	5,000
General Supplies	980	3,500	3,500
Computer Supplies	982	9,000	9,000
Computer Software / Maintenance	983	29,500	29,500
Vehicle Maintenance	991	3,000	3,000
Utilities	992	9,000	9,000
Local Travel	993	1,500	1,500
Other / Miscellaneous	995	5,000	5,000
TOTAL		217,900	217,900

**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
FY2023 UNIFIED PLANNING WORK PROGRAM AND BUDGET - REVISION 3
WORKDAY ALLOCATION SUMMARY**

WORK PROGRAM DESCRIPTION		LEAD STAFF	DIRECTORS	PLANNING	COMMUNICATIONS	OPERATIONS	TOTAL
601001	UPWP/Budget Development and Federal Assurances	ML	21	19	2	41	83
620001	Demographics and Growth Monitoring	AM	-	39	7	-	46
620005	Safe and Accessible Transportation (development reviews)	AM	-	35	-	-	35
653001	Communication and Education	AL	8	10	175	-	193
	Long-Range Planning	AM					
661001	General Project Management	AM	14	596	60	-	670
661005	Safe and Accessible Transportation	AM	-	157	-	-	157
661008	Bike Counter Management	AM	-	304	-	-	304
	Resource Development/Funding	TT					
685001	Transportation Improvement Program	TT	11	364	43	-	418
685002	Project Development Program	MC	-	36	-	-	36
685003	Grant Research and Development	MC	8	170	10	-	188
685004	CIM Implementation Grants	MC	-	25	-	-	25
685005	Safe and Accessible Transportation (safety grant application)	TT	-	7	-	-	7
TOTAL PROJECTS			62	1,762	297	41	2,162
701001	Membership Services	AM	1	43	6	-	50
702001	Air Quality Outreach	AL	-	-	7	-	7
703001	Public Services	MW	-	55	7	-	62
704001	Air Quality Operations	ML	67	-	12	49	128
705001	Transportation Liaison Services	MS	10	15	13	-	38
760001	Government Affairs	MS	38	-	215	-	253
TOTAL SERVICES			116	113	260	49	538
801001	Staff Development	ML	6	102	19	6	133
820001	Committee Support	ML	7	118	129	-	254
836001	Regional Travel Demand Model	MW	-	302	-	-	302
838001	Travel Survey Data Collection	MW	-	-	-	-	-
842001	Congestion Management Process	MW	-	137	-	-	137
842002	I-84 Corridor Operations Plan	MW	-	10	-	-	10
860001	Geographic Information System Maintenance	EA	-	374	-	-	374
860005	Safe and Accessible Transportation (mapping)	AM	-	18	-	-	18
TOTAL SYSTEM MAINTENANCE			13	1,061	148	6	1,228
TOTAL DIRECT			191	2,936	705	96	3,928
991001	Support Services Labor	ML	269	164	215	364	1,012
TOTAL INDIRECT/OVERHEAD			269	164	215	364	1,012
TOTAL LABOR			460	3,100	920	460	4,940

PROGRAM NO.	601				CLASSIFICATION:	Project	
TITLE:	UPWP Budget Development and Monitoring						
TASK / PROJECT DESCRIPTION:	Monitor and amend, as necessary, the FY2023 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 FY2024 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.						
FY2023 BENCHMARKS							
MILESTONES / PRODUCTS							
FY2023 UPWP							
Process and track revenues and expenditures for the FY2023 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 FY2023 UPWP revisions							
Distribute revisions of the FY2023 UPWP to the Idaho Transportation Department for tracking purposes Distribute revisions of the FY2023 UPWP to the Federal Highway Administration and the Federal Transit Administration for approval							As Needed
FY2024 UPWP Development							
Develop process and schedule for the FY2024 UPWP Solicit membership input on possible transportation planning projects and associated needs for FY2024 Submit initial revenue assessment for FY2024 to the Finance Committee for input Obtain Board approval on FY2024 General and Special membership dues							Nov Jan-Feb Mar Apr
Present FY2024 UPWP							
Present draft FY2024 UPWP to Finance Committee for input and feedback Present draft FY2024 UPWP to Finance Committee for recommendation Submit FY2024 UPWP to Board for adoption Submit and obtain approval from Federal Highway Administration of FY2024 UPWP Distribute FY2024 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							
END PRODUCTS: FY2022 UPWP revisions; FY2023 UPWP; and maximize funding opportunities.							
Expense Summary							
							Total Workdays: 83
							Salary \$ 43,919
							Fringe 19,843
							Overhead 5,961
							Total Labor Cost: 69,724
ESTIMATED DATE OF COMPLETION: September-2023							
DIRECT EXPENDITURES:							
Professional Services \$ -							
Legal / Lobbying							
Equipment Purchases							
Travel / Education							
Printing							
Public Involvement							
Meeting Support							
Other							
							Total Direct Cost: \$ -
							601 Total Cost: \$ 69,724
Funding Sources				Participating Agencies			
	Ada	Canyon	Special	Total	Member Agencies		
CPG, K20640	\$ 3,700	\$ 1,300		\$ 5,000	Federal Highway Administration		
CPG, K22108	21,908	7,698		29,606	Federal Transit Administration		
STP-TMA, K20560	22,200	7,800		30,000			
Local / Fund Bal	3,787	1,331		5,118			
Total:	\$ 51,595	\$ 18,129	\$ -	69,724			

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; 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> , and 5) developing a housing coordination plan to better integrate affordable housing, employment, and transportation planning.					
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...."					
FY2023 BENCHMARKS						
MILESTONES / PRODUCTS						
Population and Employment Estimates						
Data collection and geocoding of building permits					Ongoing	
Complete 2022 employment data					Mar	
Complete 2022 Development Monitoring Report					Mar	
Complete 2023 population estimates and receive Board acceptance					Apr	
Development Forecasting, Tracking, and Reconciliation						
Update preliminary plat files and other entitled development					Ongoing	
Reconcile CIM 2050 preferred growth scenario with entitlements					Ongoing	
Develop population, housing, and employment forecasts for long-range transportation plan					Summer	
Demographics Support						
Respond to member requests for census data					Ongoing	
Provide development and policy reviews and checklists					Ongoing	
Include fiscal impact analysis with development checklist per policy					Ongoing	
Development checklist report					Spring	
LEAD STAFF: Austin Miller						
END PRODUCT: Demographic products: 1) 2023 population estimates; 2) 2022 employment estimates; 3) 2021 Development Monitoring Report updated; 4) annual demographic reconciliation; 5) population, housing, and employment forecast; 6) development checklist report; and 7) housing coordination plan.						
Expense Summary						
Total Workdays:					81	
Salary					\$ 31,990	
Fringe					14,453	
Overhead					4,342	
Total Labor Cost:					50,785	
ESTIMATED DATE OF COMPLETION: September-2023						
Funding Sources					Participating Agencies	
	Ada	Canyon	Special	Total	Member Agencies	
CPG, K20640	\$ 3,700	\$ 1,300		\$ 5,000	Housing authorities and other housing stakeholders	
CPG, K22108	6,937	2,437		9,374		
STP-TMA, K20560			35,000	35,000		
Local / Fund Bal	2,894	1,017		3,911		
Total:	\$ 13,531	\$ 4,754	\$ 35,000	53,285		
DIRECT EXPENDITURES:						
Professional Services						
Legal / Lobbying						
Equipment Purchases						
Travel / Education						
Printing						
Public Involvement						
Meeting Support						
Other 2,500						
Total Direct Cost:					\$ 2,500	
620	Total Cost:					\$ 53,285

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 involvement 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.					
FY2023 BENCHMARKS						
MILESTONES / PRODUCTS						
General Continue work with media -- set up interviews, develop story ideas, respond to inquiries, write/distribute news releases Support work of Public Participation Workgroup Implement, and potentially update, the COMPASS participation plan; work toward goals established in the plan Provide outreach/public speaking support and training to staff					Ongoing Ongoing Ongoing	
Develop tools, such as electronic and print materials, designed for most effective means of communication Maintain and enhance COMPASS social media channels Continually update the COMPASS website to improve usability and keep content up to date Develop the FY2022 annual report, annual budget summary, and annual communication summary Write and distribute monthly Keeping Up With COMPASS newsletter Update/develop other print materials as appropriate					Ongoing Ongoing Oct - Dec Ongoing Ongoing	
Education and community outreach Develop and implement FY2023 public education series Support and collaborate with other agencies' outreach and education efforts and programs Participate in community events to share planning-related information Attend/support member agencies at public meetings Manage/support Leadership in Motion awards program Plan and host annual "COMPASS 101" workshop Sponsor "Look! Save a Life" bicycle/pedestrian safety campaign (coordinated through the City of Boise Police Department) Present information about COMPASS and our programs to stakeholders and community groups as requested					Jan - Sep Ongoing Ongoing Ongoing Aug - Dec Jan - Feb Mar - Jun Ongoing	
LEAD STAFF: Amy Luft					Expense Summary	
END PRODUCT: Public involvement in, and understanding of, transportation planning and related issues.						
					Total Workdays: 193	
					Salary \$ 77,437	
					Fringe 34,988	
					Overhead 10,511	
					Total Labor Cost: 122,936	
ESTIMATED DATE OF COMPLETION: September-2023					DIRECT EXPENDITURES: Professional Services \$ 24,000 Legal / Lobbying Equipment Purchases Travel / Education Printing 1,300 Public Involvement 23,800 Meeting Support Other	
Funding Sources				Participating Agencies		
	Ada	Canyon	Special	Total		Member Agencies
CPG, K20640 STP-TMA, K19920				\$ -		
Local / Fund Bal			172,036	172,036		
				-		
	\$ -	\$ -	\$ 172,036	\$ 172,036		
					Total Direct Cost: \$ 49,100	
					653 Total Cost: 172,036	

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.						
FY2023 BENCHMARKS							
MILESTONES / PRODUCTS							
General Project Management							
Work with the Regional Transportation Advisory Committee and the COMPASS Board of Directors to finalize and adopt CIM 2050					Oct-Dec		
Monitor legislative, funding, etc. changes and provide updates					Ongoing		
Draft work plan, schedule and budget for next plan update					June		
Integrate complete network policy to transportation planning and improvements					Oct-Sep		
Update environmental data for further analyses and mapping					Ongoing		
Integrate equitable and sustainable practices in transportation planning and to inform land use planning and decision-making					Oct-Sep		
Funding study re: mechanisms for local roadway and active transportation projects, public transportation projects, and mileage-based funding					Jul-Sep		
Housing Coordination Plan							
Select consultant for housing coordination plan					Oct		
Partnership outreach and kickoff meeting					Winter		
Roadways							
Integrate results of congestion management process					Feb		
Identify barriers to and opportunities for increasing transportation resiliency					Oct-Sep		
Research needs and opportunities to deploy/expand electric vehicle charging infrastructure					Oct-Sep		
Develop Safe Streets and Roads for All Action Plan					Apr-Sep		
Freight							
Investigate freight first/last mile needs and impacts					Mar		
Identify needs and goals for rail freight in the region					Apr		
Assist member agencies in freight funding applications					Dec		
Follow up on past freight project implementation					Spring		
Integrate freight needs into Complete Network Policy implementation					Ongoing		
Active Transportation (bicycle and pedestrian)							
Integrate active transportation needs into Complete Network Policy implementation					Ongoing		
Develop regional pathway implementation/funding plan/strategy (including rails with trails)					Feb		
Investigate active transportation first/last mile needs					Mar		
Research regional safe-route needs and explore development of metrics					Apr		
Public Transportation							
Update High Capacity Transit Study for 2020/2050 data					Dec		
Continue high-capacity transit planning per COMPASS Board's direction					Oct-Sep		
Develop Park and Ride implementation plan					May		
Investigate transit-supportive infrastructure and transportation-land use nexus (includes first/last mile considerations)					Oct-Sep		
Performance Management							
Update asset management information as needed					Oct-Sep		
Update federally required performance targets as needed					Ongoing		
Complete TIP Achievement reporting process					Aug		
Document criteria for analyzing impact of long-term unfunded transportation needs on various travel modes and users					Oct-Sep		
Update Fiscal Impact Tool (FIT)					Summer		
Public Involvement							
Conduct public involvement according to the work plan					Ongoing		
Bike Counter Management							
Manage portable counter requests					Ongoing		
Manage permanent counter program and COMPASS Data Bike					Ongoing		
Manage and report data					Ongoing		
LEAD STAFF: Austin Miller							
END PRODUCT: Final and adopted <i>Communities in Motion 2050</i> plan, including financial forecast; workplan for next plan update; bicycle and pedestrian data; projects to address new planning emphasis areas and prepare for federal grant opportunities.					Expense Summary		
					Total Workdays: 1,131		
					Salary \$ 464,648		
					Fringe 209,936		
					Overhead 63,069		
					Total Labor Cost: 737,654		
ESTIMATED DATE OF COMPLETION: September-2023							
Funding Sources				Participating Agencies		DIRECT EXPENDITURES: Professional Services \$ 1,067,514 Legal / Lobbying Equipment Purchases 67,330 Travel / Education Printing 2,000 Public Involvement 19,000 Meeting Support Carry-Forward	
	Ada	Canyon	Special	Total	Member Agencies		
CPG, K20040	81,400	28,600		110,000	ITD		
CPG, K22108	609,797	214,253		824,050	FHWA		
STBG-U, K20326			36,137	36,137	FTA		
STP-TMA, K19751			74,604	74,604			
STBG-TMA, K20271			169,568	169,568			
STBG-TMA, K22395			55,596	55,596			
FHWA SS4A			392,000	392,000			
Local / Fund Bal	74,443	26,157	130,943	231,543			
Total:	765,640	269,010	858,848	1,893,498			
					Total Direct Cost: \$ 1,155,844		
					661		Total Cost: 1,893,498

PROGRAM NO.	685				CLASSIFICATION:	Project	
TITLE:	Resource Development/Funding						
TASK / PROJECT DESCRIPTION:	Develop a FY2024-2030 Regional Transportation Improvement Program (TIP) for Ada and Canyon Counties that complies with all federal, state, and local regulations and policies for the purpose of funding transportation projects. Process amendments and provide project tracking and monitoring for the FY2023-2029 TIP. COMPASS staff, with consultant assistance, will assist member agencies in taking project ideas and transforming them into well-defined projects with cost estimates, purpose and need statements, environmental scans, and public information plans. Grant research, development and grant administration is 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 2040 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 to assist in funding improvements and on-going maintenance of the transportation system; also assists 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 tied to the Air Quality Conformity Demonstration to ensure funded projects do not violate budgets set in the State Implementation Plan (SIP) (air quality budgets for the State of Idaho). The TIP is also scrutinized in the federal Certification Review.						
FY2023 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 prioritization process Develop the final FY2024-2030 Regional Transportation Improvement Program Incorporate reporting methods for federal performance targets, prior to deadlines Monitor and track FY2023-2029 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 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 - INFRA, RAISE, CDBG, etc.							Oct-Sept
685004 CIM Implementation Grants Administer contracting/reporting/billing processes Manage projects to ensure completion on time and on budget							Oct-Sept
LEAD STAFF: Toni Tisdale					Expense Summary		
END PRODUCTS: Current-year TIP amendments and TIP update. Annual Resource Development Plan. Project Development Program pre-concept reports. Application assistance. CIM Implementation Grants.							
					Total Workdays: 674		
					Salary \$ 297,078		
					Fringe 134,225		
					Overhead 40,324		
					Total Labor Cost: 471,628		
ESTIMATED DATE OF COMPLETION: September-2023					DIRECT EXPENDITURES:		
Funding Sources				Participating Agencies			
	Ada	Canyon	Special	Total	Professional Services \$ 165,632 Legal / Lobbying Equipment Purchases Travel / Education Printing Public Involvement 6,000 Meeting Support Other		
CPG, K20640	\$ 2,590	910		\$ 3,500			
CPG, K22108	129,483	45,494		174,978			
STP-TMA, K20560			200,000	200,000			
				-			
Local / Fund Bal	22,194	7,798	234,791	264,782			
Total:	\$ 154,267	\$ 54,202	\$ 434,791	\$ 643,260	Total Direct Cost: \$ 171,632		
					685 Total Cost: \$ 643,260		

PROGRAM NO.	702			CLASSIFICATION:	Service
TITLE:	Air Quality Outreach				
TASK / PROJECT DESCRIPTION:	The Air Quality Outreach program supports the Idaho Department of Environmental Quality (DEQ) and the Air Quality Board in their outreach efforts regarding air quality in the Treasure Valley through coordinating a multi-agency outreach and education program.				
PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:	Air quality has been an ongoing issue in the Treasure Valley for over 30 years. While many steps have been taken to limit the release of air quality pollutants, individual behaviors must also change to achieve an improvement, or even a lack of degradation, in air quality. Outreach and education on air quality issues and steps individuals can take to curb individual air quality emissions are necessary to bring about this change.				
FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:	COMPASS will assist DEQ and the Air Quality Board in fulfilling requirements for outreach and education as outlined in Title 39, Section 116B of Idaho code (effective until July 1, 2023), which states, (1) The board shall...provide for the implementation of a motor vehicle inspection and maintenance program...[and]...provide for: ... (g) A fee, bond or insurance which is necessary to carry out the provisions of this section and <u>to fund an air quality public awareness and outreach program.</u>				
FY2023 BENCHMARKS					
MILESTONES / PRODUCTS					
Outreach Coordinate a multi-agency air quality outreach and education program, focusing on how individuals can help curb air pollution					Ongoing
LEAD STAFF: Amy Luft					Expense Summary
END PRODUCT: Increased public understanding of air quality issues and an individual's role in curbing air pollution through assisting DEQ and the Air Quality Board in outreach and communication efforts.					Total Workdays: 7
					Salary \$ 6,299
					Fringe 2,846
					Overhead 855
					Total Labor Cost: \$ 10,000
ESTIMATED DATE OF COMPLETION: September-2023					DIRECT EXPENDITURES:
Funding Sources				Participating Agencies	
	Ada	Canyon	Special	Total	Department of Environmental Quality
				\$ -	Ada County Air Quality Board
DEQ/AQB			110,000	110,000	
				-	
Total:	\$ -	\$ -	\$ 110,000	\$ 110,000	
					Total Direct Cost: \$ 100,000
					702 Total Cost: \$ 110,000

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).						
FY2023 BENCHMARKS							
MILESTONES / PRODUCTS							
Provide assistance to public and non-member entities, as requested, in the areas of: Geographic Information Systems (GIS) (maps, data, and analyses) Data and travel demand modeling for proposed developments Demographic, development, and related information Traffic counts and related information Travel time data and analysis Other general requests for information						Ongoing	
LEAD STAFF:	Mary Ann Waldinger					Expense Summary	
END PRODUCT:	Information assistance to the general public.					Total Workdays: 62	
						Salary \$ 29,601	
						Fringe 13,374	
						Overhead 4,018	
						Total Labor Cost: 46,993	
ESTIMATED DATE OF COMPLETION:	September-2023					DIRECT EXPENDITURES: \$ -	
Funding Sources				Participating Agencies			
	Ada	Canyon	Special	Total	Member Agencies		
				\$ -			
Local / Fund Bal			46,993	\$ 46,993			
Total:	\$ -	\$ -	\$ 46,993	\$ 46,993	Total Direct Cost: \$ -		
						703	Total Cost: \$ 46,993

PROGRAM NO.	704			CLASSIFICATION:	Service	
TITLE:	Air Quality Operations					
TASK / PROJECT DESCRIPTION:	To provide COMPASS labor support for the administrative needs of Air Quality Board. 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:	Assisting COMPASS's members in meeting and improving air quality is one of the many planning services that COMPASS currently provides. Providing administrative support to the Air Quality Board for its operating functions enables the Air Quality Board to perform its functions in a more cost-effective manner.					
FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW	There is no federal requirement for this service.					
FY2023 BENCHMARKS						
MILESTONES / PRODUCTS						
General Administration						
Provide meeting coordination, materials, and follow-up to the Board					Ongoing	
Conduct appropriate procurement processes and prepare contracts, as needed					As needed	
Facilitate updates to Air Quality Rules and Regulations, as needed					As needed	
Monitor general workplace and personnel needs					Ongoing	
Provide administrative assistance for agency needs					Ongoing	
Personnel Management						
Prepare and complete recruitment processes					As needed	
Conduct employee annual evaluations						
Financial Management						
Close FY2022 financial records and begin FY2023					Oct-Nov	
Provide annual audit support and complete financial reports					Oct-Dec	
Complete AQB annual Audit Report					Jan	
Prepare and distribute year-end payroll reports					Jan	
Prepare financial reports for review by the Air Quality Board					Quarterly	
Maintain inventory of furniture, equipment, hardware and software					Ongoing	
Information Technology						
Work with software provider to meet program needs and implement improvements and updates					Ongoing	
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						
LEAD STAFF:	Meg Larsen				Expense Summary	
End Product:	Using the skills of COMPASS staff, provide for the administrative functions of the Air Quality Board.					
					Total Workdays: 128	
					Salary \$	74,502
					Fringe	33,661
					Overhead	10,113
					Total Labor Cost: 118,276	
ESTIMATED DATE OF COMPLETION:				September-2023		DIRECT EXPENDITURES:
Funding Sources				Participating Agencies		
	Ada	Canyon	Special	Total	Air Quality Board	
Air Quality Board			\$ 118,276	\$ 118,276		
					Professional Services \$	-
					Legal / Lobbying	
					Equipment Purchases	
					Travel / Education	
					Printing	
					Public Involvement	
					Meeting Support	
					Other	
					Total Direct Cost: \$ -	
Total:		\$ -	\$ -	\$ 118,276	118,276	704 Total Cost: \$ 118,276

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.				
FY2023 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: 38	
				Salary \$ 21,109	
				Fringe 9,537	
				Overhead 2,865	
				Total Labor Cost: 33,511	
ESTIMATED DATE OF COMPLETION: September-2023				DIRECT EXPENDITURES:	
Funding Sources				Participating Agencies	
	Ada	Canyon	Special	Total	Member Agencies
CPG, K20640	\$ 7,400	\$ 2,600		\$ 10,000	
CPG, K22108	15,578	5,473		21,051	
STP-TMA, K20560					
Local / Fund Bal	1,820	640		2,460	
				-	
Total:	\$ 24,798	\$ 8,713		\$ 33,511	
					Total Direct Cost: \$ -
					705 Total Cost: \$ 33,511

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.					
FY2023 BENCHMARKS						
MILESTONES / PRODUCTS						
Federal Legislative Priorities Work with COMPASS Executive Committee to identify priorities and position statements for federal legislation Obtain COMPASS Board approval of federal legislative priorities Educate and advocate on federal legislative priorities Evaluate possible legislative priorities for next federal legislative session					Oct-Nov Nov-Dec Dec-Sep May-Sep	
State Legislative Priorities Work with Executive Committee to identify possible priorities and position statements for FY2023 legislative session Obtain Board endorsement of FY2023 legislative priorities Educate and advocate on FY2023 legislative priorities Evaluate possible legislative priorities for FY2023 legislative session					Oct-Nov Nov-Dec Dec-Apr May-Sep	
LEAD STAFF:	Matt Stoll				Expense Summary	
END PRODUCT:	An effective advocacy program for legislative issues and positions that have been approved by the Board.				Total Workdays: 253 Salary \$ 141,363 Fringe 63,871 Overhead 19,188 Total Labor Cost: 224,422	
ESTIMATED DATE OF COMPLETION:	September-2023				DIRECT EXPENDITURES:	
Funding Sources				Participating Agencies		
	Ada	Canyon	Special	Total	Professional Services Legal / Lobbying Equipment Purchases Travel / Education 18,000 Printing Public Involvement Meeting Support Other	
			242,422	\$ 242,422		
Local / Fund Bal				-		
Total:	\$ -	\$ -	\$ 242,422	\$ 242,422	760	Total Cost: 242,422

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.				
FY2023 BENCHMARKS					
MILESTONES / PRODUCTS					Ongoing
Staff training and development					
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: 133
					Salary \$ 59,303
					Fringe 26,794
					Overhead 8,049
					Total Labor Cost: 94,146
ESTIMATED DATE OF COMPLETION: September-2023					DIRECT EXPENDITURES:
Funding Sources				Participating Agencies	
	Ada	Canyon	Special	Total	
CPG, K20640	\$ 22,200	\$ 7,800		\$ 30,000	Professional Services \$ -
CPG, K22108	83,496	29,336		112,832	Legal / Lobbying
STP-TMA, K20560					Equipment Purchases
Local / Fund Bal	8,372	2,942		11,314	Travel / Education 60,000
				-	Printing
				-	Public Involvement
				-	Meeting Support
				-	Other
Total:	\$ 114,068	\$ 40,078	\$ -	\$ 154,146	Total Direct Cost: \$ 60,000
					801 Total Cost: \$ 154,146

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. As lead agency, COMPASS also provides support to the Interagency Consultation Committee.				
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.				
FY2023 BENCHMARKS					
MILESTONES / PRODUCTS					
Provide meeting coordination, materials, and follow-up to the Board, standing committees and workgroups					Ongoing
LEAD STAFF: Meg Larsen					
END PRODUCT: Ongoing support of committees to promote involvement and communication.					Expense Summary
					Total Workdays: 254
					Salary \$ 106,242
					Fringe 48,002
					Overhead 14,421
					Total Labor Cost: 168,665
ESTIMATED DATE OF COMPLETION:				September-2023	
Funding Sources				Participating Agencies	
	Ada	Canyon	Special	Total	Member Agencies
CPG, K20640	\$ 29,600	\$ 10,400		\$ 40,000	
CPG, K22108	87,422	30,716		118,138	
STP-TMA, K20560					
Local / Fund Bal	9,270	3,257		12,527	
				-	
Total:	\$ 126,292	\$ 44,373		\$ 170,665	
					DIRECT EXPENDITURES:
					Professional Services \$ -
					Legal / Lobbying
					Equipment Purchases
					Travel / Education
					Printing
					Public Involvement
					Meeting Support 2,000
					Other
					Total Direct Cost: \$ 2,000
					820 Total Cost: 170,665

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;..."				
FY2023 BENCHMARKS					
MILESTONES / PRODUCTS					
Key Elements					
Maintain and update traffic count database Maintain the structure and integrity of the regional travel demand model for air quality conformity and use in the Transportation Economic Development Impact System (TREDIS) Provide travel demand modeling assistance to support member agency needs and special projects Maintain the input and output files for air quality conformity process and model (MOVES) and conduct conformity for regional TIP and/or long-range transportation plan Provide project and program evaluations using TREDIS for grant applications and ITD's Safety and Capacity Program Reconcile demographic data and integrate in the current and forecast years of the regional model Develop and update parameters for calibration of the regional model using data from the 2021 Household Travel Survey Support ACHD's Capital Improvement Plan update Provide technical and modeling support as needed for regional long range transportation plan Work with and use ITD's required protocols to update of the Federal Aid and possibly the Planning Functional Classification Systems after urbanized boundaries are released					Ongoing Ongoing Ongoing Apr - Jul Oct - Aug Oct - Dec Oct - Sept Jan - Apr Ongoing Oct-Aug
Special Tasks and Model Improvements					
Provide technical analysis on member agency requests vetted through RTAC Provide modeling and technical assistance to ITD's corridor and environmental studies Provide technical analysis on unanticipated member agency requests Maintain the data foundation system and continue to incorporate into other data sources					Ongoing Ongoing Ongoing Ongoing
LEAD STAFF: Mary Ann Waldinger					
END PRODUCT: Reasonable and reliable regional travel demand model using the latest available information and forecasts for various types of projects, studies, and analyses.					
Expense Summary					
					Total Workdays: 302
					Salary \$ 158,284
					Fringe 71,516
					Overhead 21,485
					Total Labor Cost: 251,285
ESTIMATED DATE OF COMPLETION: September-2023					
Funding Sources				Participating Agencies	
	Ada	Canyon	Special	Total	Highway Districts
CPG, K20640	\$ 37,000	\$ 13,000		\$ 50,000	Member Agencies
CPG, K22108	146,010	51,301		197,310	Federal Highways Administration
STP-TMA, K20560			20,000	20,000	Idaho Transportation Department
				-	Valley Regional Transit
Local / Fund Bal	15,669	5,505		21,175	Department of Environmental Quality
				-	
Total:	\$ 198,679	\$ 69,806	\$ 20,000	\$ 288,485	
					DIRECT EXPENDITURES:
					Professional Services \$ 37,200
					Legal / Lobbying
					Equipment Purchases
					Travel / Education
					Printing
					Public Involvement
					Meeting Support
					Other
					Total Direct Cost: \$ 37,200
					836 Total Cost: \$ 288,485

PROGRAM NO.		838			CLASSIFICATION:		System Maintenance	
TITLE:		Travel Data Survey						
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. Travel survey data are used to update various inputs and parameters necessary to facilitate the calibration and validation of the regional travel demand model. The data are also used to support other planning activities that benefit from high quality local data not available from any other source.						
PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:		The model outputs are used to test and plan transportation projects, support Ada County Highway District's impact fee program, conduct air quality conformity of the Regional Transportation Improvement Program (TIP) and regional long-range transportation plan, review proposed developments and traffic impact studies, provide area of influence, and respond to various special member requests.						
FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:		Federal Code 23 CFR § 450.322 -- 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, 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...."						
FY2022 BENCHMARKS								
MILESTONES / PRODUCTS								
Key Elements								
Process final payment on Travel Data Survey Collection completed in fiscal year 2022								April
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.								
ESTIMATED DATE OF COMPLETION:					September-2022			
Funding Sources					Participating Agencies			
	Ada	Canyon	Special	Total	Highway Districts Member Agencies Federal Highways Administration Idaho Transportation Department Valley Regional Transit Department of Environmental Quality			
CPG, K22108	\$ 10,387	\$ 3,649		\$ 14,037				
CPG, K20640				-				
Local / Fund Bal	824	288		1,112				
Total:	\$ 11,211	\$ 3,937	\$ -	\$ 15,148	DIRECT EXPENDITURES:			
					Professional Services \$ 15,148			
					Legal / Lobbying			
					Equipment Purchases			
					Travel / Education			
					Printing			
					Public Involvement			
					Meeting Support			
					Other			
					Total Direct Cost: \$ 15,148			
					838	Total Cost: \$ 15,148		

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..."					
FY2023 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 2022 Complete Tier 2 analysis for the 2022 Congestion Management Annual Report using INRIX travel time data Maintain the Congestion Management Process Technical Document Publish congestion management annual report to digital format (web map/story map) Work with Regional Operations Workgroup and other COMPASS workgroups to identify congestion issues, congestion management needs, and congestion management strategies						June-Sept June-Sept Ongoing June-Sept 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 Refine the integration of management and operation strategies and TSMO projects into the long range plan						Ongoing Ongoing
I-84 Corridor Operations Plan Complete I-84 Corridor Operations Plan HOV Analysis						Oct-Dec
LEAD STAFF: Mary Ann Waldinger						Expense Summary
END PRODUCT: Maintenance of the congestion management process, congestion management annual report (congestion issues, needs, strategies), 2022 travel time data collection and analysis, Updated TSMO/ITS projects list and inventory, I-84 corridor operations plan including the managed-lane analysis.						Total Workdays: 147 Salary \$ 77,046 Fringe 34,811 Overhead 10,458 Total Labor Cost: 122,314
ESTIMATED DATE OF COMPLETION: September-2023						DIRECT EXPENDITURES:
Funding Sources				Participating Agencies		Professional Services Legal / Lobbying Equipment Purchases Travel / Education Printing Public Involvement Meeting Support Other
	Ada	Canyon	Special	Total	Highway Districts	
CPG, K20640	\$ 54,760	\$ 19,240		\$ 74,000	Member Agencies	
CPG, K22108	29,109	10,227		39,336	Federal Highways Administration	
STP-TMA, K20560				-		
				-		
Local / Fund Bal	6,644	2,334		8,978		
				-		
Total:	\$ 90,513	\$ 31,802	\$ -	\$ 122,314		
					Total Direct Cost: \$ -	
					842 Total Cost: \$ 122,314	

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...."					
FY2023 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
2022 Orthophotography Project Finalize 2022 orthophotography acquisition Distribute final data products to participants						December
2023 Orthophotography Project Conduct 2023 orthophotography flight Conduct QC on preliminary data Continue to plan for future orthophotography acquisition and funding						March - October
LEAD STAFF: Eric Adolfson					Expense Summary	
END PRODUCT: 1) An expanded use of GIS technology and data for regional planning; and 2) Continued GIS coordination and development of the most accurate and up-to-date information possible.					Total Workdays: 392	
					Salary \$ 166,493	
					Fringe 75,224	
					Overhead 22,599	
					Total Labor Cost: 264,316	
ESTIMATED DATE OF COMPLETION: September-2023					DIRECT EXPENDITURES:	
Funding Sources				Participating Agencies		
	Ada	Canyon	Special	Total	All Member Agencies Professional Services \$ 162,500 Legal / Lobbying Equipment Purchases 61,300 Travel / Education Printing Public Involvement Meeting Support Other Carry-Forward Total Direct Cost: \$ 223,800	
CPG, K20640	\$ 73,828	\$ 25,940		\$ 99,768		
CPG, K22108	121,038	42,527		163,565		
STP-TMA, K20560			21,705	21,705		
				-		
Local / Fund Bal	16,708	5,870	180,500	203,078		
Total:	\$ 211,575	\$ 74,336	\$ 202,205	\$ 488,116	860 Total Cost: 488,116	

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.				
FY2023 BENCHMARKS					
				MILESTONES / PRODUCTS	
Provide local dollars for expenditures not federally funded.					Ongoing
LEAD STAFF: Meq Larsen					
END PRODUCT: Adequately cover the direct expenses needed to support the Board, Executive Director, equipment needs, and COMPASS operations.					
Expense Summary					
Total Workdays: 0					
Salary \$ -					
Fringe -					
Overhead -					
Total Labor Cost: \$ -					
ESTIMATED DATE OF COMPLETION: September-2023					
Funding Sources				Participating Agencies	
	Ada	Canyon	Special	Total	Member Agencies
CPG, K20640				\$ -	
CPG, K22108					
STP-TMA, K20560			24,698	24,698	
Other			35,654	35,654	
Local / Fund Bal			102,152	102,152	
				-	
Total:	\$ -	\$ -	\$ 162,504	\$ 162,504	
DIRECT EXPENDITURES:					
Professional Services 18,000					
Legal / Lobbying \$ 17,000					
Equipment Purchases 82,250					
Travel / Education 11,600					
Printing					
Public Involvement					
Meeting Support 7,000					
Carryforward 26,654					
Total Direct Cost: \$ 162,504					
990 Total Cost: \$ 162,504					

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>					
FY2023 BENCHMARKS						
MILESTONES / PRODUCTS						
<p>General Administration Review standing agreements Conduct appropriate procurement processes and prepare contracts, as needed Update COMPASS operational policies as needed Monitor general workplace and personnel needs Provide administrative assistance for agency needs</p> <p>Personnel Management Prepare and complete recruitment processes Conduct employee annual evaluations Renew insurance policies Pursue FY2023 benefit options</p> <p>Financial Management Close FY2022 financial records and begin FY2023 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> <p>Information Technology Manage Information Technology consultant and coordinate work efforts Prioritize needs, analyze costs, make recommendations and implement system improvements Coordinate with staff to configure equipment and software to meet the needs of each position Maintain security and integrity of IT systems, and perform appropriate back ups Coordinate systems with member agencies Migrate COMPASS website from Dreamweaver to a new platform</p>					<p>Aug As needed As needed Ongoing Ongoing</p> <p>As needed</p> <p>Oct-Nov Oct-Dec Jan Jan Quarterly 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: 1,012 Salary \$ - Fringe - Overhead - Total Labor Cost: \$ -	
ESTIMATED DATE OF COMPLETION: September-2023					DIRECT EXPENDITURES:	
Funding Sources				Participating Agencies		
	Ada	Canyon	Special	Total	Professional Services \$ - Legal / Lobbying Equipment Purchases Travel / Education Printing Public Involvement Meeting Support Other	
				\$ -		
				-		
				-		
Total:	\$ -	\$ -		\$ -	991	Total Cost: \$ -

COMPASS BOARD AGENDA ITEM V-B

DATE: JUNE 26, 2023

Topic: Draft *Communities in Motion 2055* Workplan

Request/Recommendation:

COMPASS staff requests COMPASS Board of Directors' approval of the *Communities in Motion 2055* (CIM 2055) workplan, as recommended by the Regional Transportation Advisory Committee (RTAC) in its May 24, 2023, meeting.

Summary:

The next update of the regional long-range transportation plan, *Communities in Motion*, is due in early 2028. The five-year process to complete that update has already begun. COMPASS staff provided an overview to RTAC in its February, March, and May 2023 meetings as well as to the COMPASS Board of Directors in its April 2023 meeting. In this meeting, COMPASS staff will review the proposed process (Attachment 1), workplan (Attachment 2), and associated schedule (Attachment 3), and request COMPASS Board of Directors' approval.

The proposed CIM 2055 plan will build upon the recently approved CIM 2050 plan, which guides the vision of where our community wants to go. CIM 2055 will focus on how to get there by revising project prioritization, facilitating discussion on trade-offs, and identifying key policy recommendations to strengthen implementation.

The proposed scope of work includes federally required elements (FR), items needed to accomplish required elements (fr), items based on the 2022 federal certification review of the COMPASS program (CR), and new items (n). The key focus areas of the CIM update will include:

- expanded planning and implementation policy support for multimodal transportation
- integration and implementation of COMPASS' congestion management strategies and tactics, consistent with the [2022 Congestion Management System Process \(see below\)](#)
- project prioritization, taking into account multiple issues (e.g., mode, safety, equity, economic activity, etc.)
- discussion of the consequences of failure to implement unfunded transportation needs on different transportation modes, employees and employers, and vulnerable populations

COMPASS staff will coordinate with RTAC and COMPASS' Board throughout the long-range transportation plan update.

Implication:

The CIM 2055 workplan guides staff through the development of the next long-range transportation plan.

More Information:

- 1) Attachment 1: Proposed *Communities in Motion 2055* Development Process
- 2) Attachment 2: Proposed *Communities in Motion 2055* Work Plan and Task List
- 3) Attachment 3: Proposed *Communities in Motion 2055* Task List Schedule
- 4) COMPASS Congestion Management System Process: <https://compassidaho.org/wp-content/uploads/2022CongestionManagementSystemTechnicalDocument.pdf>
- 5) For questions, contact Austin Miller at 208/475-2239 or amiller@compassidaho.org

\\cpa.local\dfs\Shared\FY23\600 Projects\661 CIM\CIM 2055\Presentations\Board\Board 6.26\Board 6.26 Memo.docx

Proposed CIM 2055 Development Process

Build Foundation

Develop demographic forecast

Quantify resources available

Consolidate trends; develop foundation 2055

Develop Topic Areas

Evaluate network

Identify topic area priorities

Update performance measures and targets

Compare and Prioritize

Develop investment scenarios

Quantify trade-offs and outcomes

Discuss trade-offs and develop values

Invest and Implement

Identify priorities for investment

Update financial and implementation policies

Present consequences of unmet and unfunded needs

Member Agency Input

CIM 2050:

Vision oriented

Where do we want to go?

How do we get there?

Choices abstract, values based

CIM 2055:

Consequence oriented

Where are we headed?

How can we change course?

Highlight trade-offs and tensions

Public Outreach 1: *Review*

scenarios and findings. How do we resolve trade-offs?

Public Outreach 2: *Review and approve*

Workplan for *Communities in Motion 2055* (CIM 2055)

Purpose

COMPASS will develop an integrated, long-range (20+ year) regional transportation plan to:

- plan for horizon year 2055;
- envision forecasted growth;
- integrate transportation and land use priorities;
- plan for regional transportation system and integration among modes (i.e., multi-modal);
- improve safety for all users;
- ensure equity in transportation, per federal requirements and certification review;
- use Congestion Management Process to address congestion;
- understand consequences of failure to address unfunded needs;
- better coordinate investments;
- analyze long term public transportation investment needs to support a mode shift;
- position region to compete for federal funding;
- address corrective actions and comments from 2022 federal Certification Review;
- meet federal requirements for a long-range transportation plan.

Policy

The Infrastructure Investment and Jobs Act states that metropolitan planning shall consider projects and strategies that will:

- support economic vitality, especially by enabling global competitiveness, productivity, and efficiency;
- increase the safety of the transportation system for motorized and non-motorized users;
- increase the security of the transportation system for motorized and non-motorized users;
- increase the accessibility and mobility of people and freight;
- protect and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between transportation improvements and state and local planned growth and economic development patterns;
- enhance the integration and connectivity of the transportation system, across and between modes, for people and freight;
- promote efficient system management and operation;
- emphasize the preservation of the existing transportation system;
- improve the resiliency and reliability of the transportation system and reduce or mitigate stormwater impacts of surface transportation; and
- enhance travel and tourism.

Task List Legend

FR = Federal Requirement

fr = Needed as part of federal requirement

CR = Certification Review

n = New

Draft CIM 2055 Task List

0.0 Project Management

- | | | |
|-----|---|-------|
| 0.1 | Manage program (scope of work, schedule budget) | |
| 0.2 | Monitor legislative, funding, and other changes; revise scope as needed | Fr/FR |

1.0 Public Participation Plan

- | | | |
|-----|-------------------------------------|----|
| 1.1 | Develop Public Participation Plan | FR |
| 1.2 | Implement Public Participation Plan | FR |

Deliverables:	Associated Direct Costs	Costs
<ul style="list-style-type: none"> • Public Participation Plan 	N/A	N/A

Build Foundation: Develop population projections, land use trends, and transportation network to 2055 based on current conditions and trends.

2.0 Demographic Forecast

- | | | |
|-----|--|----|
| 2.1 | Forecast demographics to horizon year | FR |
| 2.2 | Reconcile CIM 2050 Vision/growth allocation based on regional trends and comprehensive plans | fr |
| 2.3 | Conduct buildout analysis | |

3.0 Regional Resources

- | | | |
|-----|--|----|
| 3.1 | Update financial analysis; quantify public and private funds available for transportation projects | FR |
| 3.2 | Analyze long-term financial sustainability of 2055 Transportation System Foundation | fr |

4.0 Build 2055 Transportation System Foundation (funded system through 2055)

- | | | |
|-----|--|----|
| 4.1 | Expand CIM 2050 network to 2055 based on new transportation plans and growth allocations | FR |
| 4.2 | Conduct a Network Deficiency Analysis | |
| 4.3 | Identify future "Regional Corridors" using buildout scenarios | |

Deliverables:	Associated Direct Costs	Costs
<ul style="list-style-type: none"> • 2055 Demographic Projections by Traffic Analysis Zone • Land use/Comprehensive Plan update • Financial Forecast • 2055 Transportation System Foundation • Buildout Analysis 	N/A	N/A

Topic Area Analysis: Analyze transportation network to identify needs of the current and 2055 transportation system foundation. Quantify consequences of failing to address needs. Define the gap between the deficiency analysis and identified project list. Analyze using topic-areas, such as safety.

5.0	Analyze performance of 2055 Transportation System Foundation against updated goals	
5.1	Confirm CIM 2055 Goals and Objectives	FR
5.2	Land Use	FR
5.2.1	<i>Review Comprehensive Plans</i>	FR
5.2.2	<i>Develop Regional Housing Coordination Plan</i>	n
5.3	<u>Active Transportation</u>	FR
5.3.1	<i>Review Micromobility</i>	n
5.3.2	<i>Update Regional Pathway Network</i>	FR
5.3.3	<i>Develop Coordinated Regional Waterway-Pathway Plan</i>	n
5.3.4	<i>Integrate Bicycle/Pedestrian Count Program into Planning Process</i>	
5.4	<u>Freight</u>	FR
5.4.1	<i>Update Freight Study</i>	
5.4.2	<i>Develop freight rail analysis (part of 5.4.1 Freight Study Update)</i>	n
5.5	<u>Public Transportation</u>	FR
5.5.1	<i>Coordinate High-Capacity Transit Planning and Environmental Linkages (PEL) Study</i>	n
5.5.2	<i>Update Regional Public Transportation Network</i>	FR
5.5.3	<i>Update Coordinated Plan</i>	FR
5.5.4	<i>Conduct First-and-Last Mile Needs Analysis (Active Transportation Connections)</i>	n/CR
5.5.5	<i>Develop Park and Ride Coordination Plan (part of 5.11.2 Electric Vehicle / Alternative Fuels Infrastructure Study)</i>	
5.6	<u>Auto/ Congestion Management</u>	FR
5.6.1	<i>Update Congestion Management Process, Strategies, and Implementation</i>	FR/CR
5.6.2	<i>Update Regional Transportation Demand Management Policy/Strategy</i>	
5.6.3	<i>Analyze Smart Cities/Intelligent Transportation Systems Corridor Integration opportunities</i>	n
5.6.4	<i>Develop Carbon Reduction Strategy</i>	n
5.7	<u>Safety</u>	FR
5.7.1	<i>Develop Regional Safety Action Plan</i>	n
5.8	<u>Equity</u>	FR/CR
5.8.1	<i>Analyze Impacts of Transportation Underfunding</i>	n/CR
5.8.2	<i>Update Disadvantaged Groups Needs Analysis (part of 5.5.2 Coordinated Plan Update)</i>	n/CR
5.9	<u>Environment, Natural Resources, and Resiliency</u>	FR
5.9.1	<i>Update Environmental Mitigation Strategies</i>	fr

5.9.2	<i>Develop Resiliency Improvement Plan</i>	n
5.10	<u>Economic Activity</u>	FR
5.10.1	<i>Update Travel and tourism</i>	FR
5.11	<u>Emerging Technology and Security</u>	FR
5.11.1	<i>Develop Regional Transportation Security Education and Support</i>	n
5.11.2	<i>Develop Electric Vehicles/Alternative Fuels Infrastructure Deployment Study</i>	n
5.11.3	<i>Develop Autonomous Vehicles Preparedness Study</i>	n

Deliverables:	Associated Direct Costs	Costs
<ul style="list-style-type: none"> Web map including summaries of mode and topic area existing conditions and deficiencies 	N/A	N/A
<ul style="list-style-type: none"> Regional Housing Coordination Pan 	Consultant support	\$100K
<ul style="list-style-type: none"> High-Capacity Transit PEL Study 	Consultant support	\$1M
<ul style="list-style-type: none"> Regional Transportation Demand Management Policy/Strategy 	Consultant support	\$150K
<ul style="list-style-type: none"> Regional Safety Action Plan 	Consultant support	\$490K
<ul style="list-style-type: none"> Resiliency Improvement Plan 	Consultant support	\$175K
<ul style="list-style-type: none"> Coordinated Regional Waterway-Pathway Plan 	Consultant support	\$120K
<ul style="list-style-type: none"> Freight Study Update 	Consultant support/Data	\$380K
<ul style="list-style-type: none"> Carbon Reduction Strategy 	Consultant support	\$180K
<ul style="list-style-type: none"> Electric Vehicle / Alternative Fuels Infrastructure Study 	Consultant support	\$80K
<ul style="list-style-type: none"> Autonomous Vehicles Preparedness Analysis 	Consultant support	TBD

6.0 Performance Measures and Trends

6.1	Revise method of quantitatively assessing performance towards regional goals	fr
6.2	Analyze performance trends, including federal performance targets, in relation to regional goals	FR

Deliverables:	Associated Direct Costs	Costs
<ul style="list-style-type: none"> Updated performance measures and targets 	N/A	N/A
<ul style="list-style-type: none"> Quantitative assessment of performance trends 	N/A	N/A

Compare and Prioritize: Develop and evaluate investment scenarios. Identify and highlight regional priorities but preserve topic-area findings.

7.0 Develop Transportation Scenarios

7.1	Identify tensions and trade-offs within regional goals and objectives	n
7.2	Develop scenarios demonstrating how existing transportation funds could address conflicting priorities and goals	n

7.3	Develop project cost estimates	fr
7.4	Analyze transportation investment scenarios; identify and highlight regional priorities but preserve topic-area findings	n
7.5	Quantify impact of failure to address needs and impacts on residents, employers	CR
7.6	Develop simple comparisons of investment scenarios and outcomes	n
7.6.1	<i>Compare safety and financial performance of scenarios</i>	

8.0 Public Outreach 1: Transportation Investment Scenarios

8.1	Transportation Scenario Public Outreach: <ul style="list-style-type: none"> • Which scenario do you prefer? • How do we balance priorities? 	FR
8.2	Member and elected leader outreach on transportation scenarios	
8.3	Regular public check-ins at COMPASS Education Series	n
8.4	Summarize public outreach from Task 5 activities and Public Outreach 1	

9.0 Prioritize Projects

9.1	Develop funded projects and unfunded needs	fr
9.2	Develop scoring process using public feedback to prioritize funded and unfunded projects	fr
9.3	Identify highly beneficial projects	
9.4	Develop project priority rankings for funded and unfunded projects	FR
9.4.1	<i>Retain topic-area specific priorities</i>	n

Deliverables:

	Direct Costs	Costs
• Scenario performance summaries	N/A	N/A
• Summary of consequences of unfunded transportation needs	N/A	N/A
• Public Outreach 1 Public comments and Summary Report	Software/Advertising	\$65K
• Summaries of trade-off resolutions	N/A	N/A
• Prioritized funded and unfunded needs	N/A	N/A
• Story map describing topic areas needs	N/A	N/A

Invest and Implement: Identify transportation investments that best address regional goals/policies to inform implementation policies.

10.0 Update Funding and Implementation Policies

10.1	Refine funding analysis and estimates (if needed)	fr
10.2	Complete financial forecast	fr
10.2.1	<i>Review comparable regions' transportation funding sources</i>	n
10.2.2	<i>Identify plausible sources to meet transportation needs (and pursue)</i>	CR
10.3	Update Implementation Policies	FR

10.3.1	Update Funding Policy	FR
10.3.2	Update Complete Network Implementation Strategies	CR
10.3.3	Update Congestion Management Implementation Strategies	FR/CR
10.4	Identify Transportation Policy Impediments	n

11.0 Compile the Plan fr

11.1	Draft technical documents	
11.2	Develop maps for CIM 2055	
11.3	Provide graphic, editing, and format support for plan documents	fr

12.0 Public Outreach 2: Public Review FR

12.1	Provide draft plan for member agency review and feedback	
12.1	Provide draft plan for public feedback	FR
12.2	Respond to public feedback	FR
12.3	Revise plan as needed	fr

13.0 Adopt Plan

13.1	Regional Transportation Advisory Committee recommend adoption to COMPASS Board of Directors	fr
13.2	COMPASS Board of Directors adopt the plan	FR
13.3	Publish and distribute the plan	FR

Deliverables:	Associated Direct Costs	Costs
• Financial forecast		
• Summary of transportation funding findings and policy recommendations	N/A	N/A
• Updated Complete Network Implementation Strategies	N/A	N/A
• Updated Funding Policy	N/A	N/A
• Updated Implementation Policy	N/A	N/A
• Congestion Management Implementation Strategies	N/A	N/A
• Draft plan, for review	N/A	N/A
• Final plan, website, maps, technical documents, and printed summary	Consultant support/materials	\$110K
Total Cost:		\$2.85M

DRAFT Communities in Motion 2055 Task List Schedule

Tasks		FY2023		FY2024				FY2025			FY2026			FY2027			FY2028			Total		
		- Jun 23	Jul 23 - Sep 23	Oct 23 - Dec 23	Jan 24 - Mar 24	Apr 24 - Jun 24	Jul 24 - Sep 24	Oct 24 - Dec 24	Mar 25	Apr 25 - Jun 25	Jul 25 - Sep 25	Oct 25 - Dec 25	Jan 26 - Mar 26	Apr 26 - Jun 26	Jul 26 - Sep 26	Oct 26 - Dec 26	Jan 27 - Mar 27	Apr 27 - Jun 27	Jul 27 - Sep 27		Oct 27 - Dec 27	Jan 28 - Mar 28
Project Management																						
0.1	Manage program (scope of work, schedule, budget)																					
0.2	Monitor legislative, funding, and other changes; revise scope as needed	fr/FR																				
1. Public Participation Plan																						
1.1	Develop Public Participation Plan	FR																				
1.2	Implement participation plan	FR																				
BUILD FOUNDATION																						
2. Demographic forecast																						
2.1	Forecast demographics to horizon year	FR																				
	Board approval of 2055 Control Forecast			Dec 23																		
2.2	Reconcile 2050 Vision/growth allocation based on regional trends and comprehensive plans	fr																				
	Board approval of COMPASS 2055 Growth Allocation							Aug 24														
2.3	Conduct Build-out Analysis																					
	Board approval of Buildout Forecast							Aug 24														
3. Regional Resources																						
3.1	Update financial analysis; quantify public and private funds available for transportation projects	FR																				
3.2	Quantify long-term maintenance needs of the 2055 Transportation System Foundation	fr																				
4. Build 2055 Transportation System Foundation																						
4.1	Expand CIM 2050 network to 2055 based on new transportation plans and growth allocations	FR																				
	Board approval of 2055 Transportation System Foundation							Dec 24														
4.2	Conduct a Network Deficiency Analysis																					
4.2.1	Identify future "Regional Corridors" using buildout scenarios																					
	Board acceptance of Deficiency Analysis Findings									June 25												
TOPIC AREA ANALYSIS																						
5. Analyze performance of 2055 Transportation System Foundation against 2055 goals																						
5.1	Confirm CIM 2055 Goals and Objectives	FR																				
	Board approval of CIM 2055 Goals and Objectives			Oct 23																		
5.2	Land Use																					
5.2.1	Review Comprehensive Plan (same as 2.3)	FR																				
5.2.2	Develop Regional Housing Coordination Plan	n																				
5.3	Active transportation	FR/CR																				
5.3.1	Review Micromobility	n																				
5.3.2	Update Regional Pathway Network	FR																				
5.3.3	Develop Coordinated Regional Waterway-Pathway Plan	n																				
5.3.4	Integrate Bicycle/Pedestrian Count Program into Planning Process																					
5.4	Freight	FR																				
5.4.1	Update Freight Study																					
5.4.2	Develop freight rail analysis (part of 5.4.1 Freight Study Update)	n																				
5.5	Public transportation	FR/CR																				
5.5.1	Coordinate High-Capacity Transit Planning and Environmental Linkages (PEL) Study	n																				
5.5.2	Update Regional Public Transportation Network	FR																				
5.5.3	Update Coordinated Plan	FR																				
5.5.4	Conduct First-and-Last Mile Needs Analysis (i.e., Active Transportation Connections)	n/CR																				
5.5.5	Develop Park and Ride Coordination Plan (part of 5.11.2 Electric Vehicle / Alternative Fuels Infrastructure Study)																					
5.6	Auto/ Congestion Management	FR/CR																				
5.6.1	Update Congestion Management Process, Strategies, and Implementation	FR/CR																				
5.6.2	Update Regional Transportation Demand Management Policy/Strategy																					
5.6.3	Analyze Smart Cities/Intelligent Transportation Systems Corridor Integration opportunities	n																				
5.6.4	Develop Carbon Reduction Strategy	n																				
5.7	Safety	FR																				
5.7.1	Develop Regional Safety Action Plan	n																				
5.8	Equity	FR/CR																				
5.8.1	Analyze of Transportation Underfunding	n/CR																				
5.8.2	Update Disadvantaged Groups Needs Analysis (part of 5.5.2 Coordinated Plan Update)	n/CR																				
5.9	Environment, Natural Resources, and Resiliency	FR																				
5.9.1	Update Environmental Mitigation Strategies	fr																				
5.9.2	Develop Resiliency Improvement Plan	n																				
5.10	Economic Activity	FR																				
5.10.1	Update Travel and Tourism	FR																				
5.11	Emerging Technology and Security	FR																				
5.11.1	Develop Regional Transportation Security Education and Support	n																				
5.11.2	Develop Electric Vehicles/Alternative Fuels Infrastructure Deployment Study	n																				
5.11.3	Develop Autonomous Vehicles Preparedness Study	n																				
6. Performance Measures and Trends																						
6.1	Research method of quantitatively assessing performance towards regional goals	fr																				

Current Authorization Bill Expires

Draft CIM 2055

Identify Unfunded Projects

Regular public check-ins at COMPASS Education Series (part of 8.3)

Unfunded studies will be incorporated as funding allows. Scope of projects are subject to change.

Tasks		FY2023		FY2024				FY2025			FY2026				FY2027			FY2028				Total				
		- Jun 23	Jul 23 - Sep 23	Oct 23 - Dec 23	Jan 24 - Mar 24	Apr 24 - Jun 24	Jul 24 - Sep 24	Oct 24 - Dec 24	Mar 25	Apr 25 - Jun 25	Jul 25 - Sep 25	Oct 25 - Dec 25	Jan 26 - Mar 26	Apr 26 - Jun 26	Jul 26 - Sep 26	Oct 26 - Dec 26	Jan 27 - Mar 27	Apr 27 - Jun 27	Jul 27 - Sep 27	Oct 27 - Dec 27	Jan 28 - Mar 28		Apr 28 - Jun 28	Jul 28 - Sep 28		
6.2	Analyze performance trends, including federal performance targets, in relation to regional goals	FR																								
	Board review of analysis																									
COMPARE AND PRIORITIZE																										
7. Develop Transportation Scenarios																										
7.1	Identify tensions and trade-offs within regional goals and objectives	n																								
	Board information only																									
7.2	Develop scenarios demonstrating how existing transportation funds could address conflicting priorities and goals	n																								
	Board approval of project list(s)																									
7.3	Develop project cost estimates	fr																								
7.4	Analyze transportation investment scenarios; identify and highlight regional priorities but preserve topic-area findings	n																								
7.5	Quantify impact of failure to address transportation needs on residents and employers	CR																								
7.6	Develop simple comparisons of investment scenarios and outcomes	n																								
7.6.1	Compare safety and financial performance of scenarios																									
	Board acceptance of scenario performance analysis																									
8. Public Outreach 1: Transportation Investment Scenarios																										
8.1	Transportation Scenario Public Outreach	FR																								
8.2	Member and elected leader outreach on transportation scenarios																									
8.3	Regular public check-ins at COMPASS Education Series	n																								
8.4	Summarize public outreach from Task 5 activities and Public Outreach 1	n																								
9. Prioritize Projects																										
9.1	Develop funded projects and unfunded needs	fr																								
9.2	Develop scoring process using public feedback to prioritize funded and unfunded projects	fr																								
9.3	Identify highly beneficial projects																									
9.4	Provide project priority rankings for funded and unfunded projects	FR																								
	Board approval of project lists																									
9.4.1	Retain topic-area specific priorities	n																								
9.5	Reconcile short-term, long-term, and unfunded project lists																									
INVEST AND IMPLEMENT																										
10. Update Funding and Implementation Policies																										
10.1	Refine funding analysis and estimates (if needed)	fr																								
10.2	Reconcile financial forecast	fr																								
10.2.1	Review comparable region's transportation funding sources	n																								
10.2.2	Identify plausible sources for to meet transportation needs (and pursue)	CR																								
10.3	Update Implementation Policies	FR																								
	Board approval of Implementation Policies																									
10.3.1	Update Funding Policy	FR																								
	Board approval of Funding Policy																									
10.3.2	Update Complete Network Implementation Strategies	CR																								
10.3.3	Congestion Management Implementation Strategies	FR/CR																								
10.4	Identify Transportation Policy Impediments	n																								
	Board approval of transportation policy impediment analysis																									
11. Compile the plan																										
11.1	Draft technical documents	fr																								
11.2	Develop maps for CIM 2055																									
11.3	Provide graphic, editing and format support for plan document	fr																								
	Board review of draft plan																									
12. Public Outreach 2: Public review																										
12.1	Provide draft plan for member agency review and feedback																									
12.2	Provide draft plan for public feedback	FR																								
12.3	Respond to public feedback	FR																								
12.4	Revise plan as needed	fr																								
13. Adopt Plan																										
13.1	Regional Transportation Advisory Committee recommend adoption to COMPASS Board of Directors	fr																								
13.2	COMPASS Board adopt the plan	FR																								
13.3	Publish and distribute the plan	FR																								

COMPASS BOARD OF DIRECTORS AGENDA ITEM VI-A

DATE: June 26, 2023

Topic: **Draft FY2024-2030 Regional Transportation Improvement Program (TIP) Project List**

Request/Recommendation:

This is an information item only.

Background/Summary:

The TIP is a short-term (five- to seven-year) budget of federally funded and regionally significant transportation projects in Ada and Canyon Counties. It is updated annually, with a public involvement period in the summer and approval by the COMPASS Board of Directors in August. In preparation for public comment on the draft FY2024-2030 TIP, the draft project list is attached for your review in three formats. The first two include all projects (new, existing, and changed), while the third lists major changes (as compared to the FY2023-2029 TIP) and new projects only. Please note that changes are still being made; the information provided is as of June 7, 2023.

- Draft FY2024-2030 TIP Detailed Project List - provides funding details and a description of each project.
 - Provided on the COMPASS website under "supplemental information" at https://compassidaho.org/wp-content/uploads/06262023_Board_Supp_TIPDetailedList.pdf (100 pages).
- Draft FY2024-2030 TIP Basic Project List (Attachment 1) - provides a summarized version of each project.
- Major Changes List (Attachment 2) - provides a summary of new or removed projects, projects with advanced or delayed construction, and projects with major changes in scope, as compared to the FY2023-2029 TIP.
 - The Major Changes List will continue to be updated in a red-line format.

In addition, COMPASS staff maintains summarized worksheets for balancing purposes for each of the following programs:

- Surface Transportation Block Grant (STBG) in the Boise and Nampa Urbanized Areas
- Transportation Alternatives Program (TAP) in the Boise Urbanized Area
- Federal Transit Administration (FTA) programs in the Boise and Nampa Urbanized Areas

These worksheets are available upon request for a detailed programmatic review of projects.

Notes:

- Key numbers for new projects are temporary and start with the letters "ORN" (for Office of Transportation Investment reference number). Some ORN numbers are not yet available, and the key number may simply say "new" until an official number is assigned.

- Some projects use local agency key numbers, as they are locally funded and not included in the Idaho Transportation Department’s tracking system but are regionally significant. These key numbers typically start with an alphabetical reference (e.g., RD2016-05).
- When construction for a project is beyond the first five years of the TIP, the year of construction is not always known. In those cases, you will see “PD” (for “preliminary development”) instead of a specific project year. This serves as a placeholder until a project year is known.
- The “TIP Achievement” and “Regionally Significant” sections are not yet finalized.
- COMPASS staff are still developing maps and graphics.

Next Steps:

- **June 27, 2023 (at noon) – Deadline for member agency comments**
 - Send your comments or questions via email to Toni Tisdale at the address below
 - Your staff has been reviewing this information since the May 24, 2023, Regional Transportation Advisory Committee (RTAC) meeting.
- June 30 – July 31, 2023 – Public comment period
- July 11, 2023 – Open house; COMPASS First Floor Board Room, 3:00 to 6:00 p.m.
 - Member agency staff are invited to present project updates to the public
- August 9, 2023 - RTAC will be requested to recommend COMPASS Board of Directors’ adoption of the FY2024-FY2030 TIP
- August 21, 2023 – The COMPASS Board of Directors will be requested to adopt the FY2024-2030 TIP
- September 21, 2023 – The Idaho Transportation Board will be requested to adopt the FY2024-2030 Statewide Transportation Improvement Program

The FY2024-2030 TIP will not be official until adopted by the COMPASS and Idaho Transportation Boards and approved by Federal Highway and Federal Transit Administrations. The current FY2023-2029 TIP will remain in effect until final approval of the FY2024-2030 TIP, which is anticipated by December 31, 2023.

Agencies with new projects or major changes to current projects in the FY2024-2030 TIP cannot act on those changes until federal approval of the FY2024-2030 TIP is obtained. However, an amendment to the FY2023-2029 TIP may be processed for actions that need to occur in the first quarter of FY2024, before federal approval.

More Information:

- 1) Attachment 1 – Draft FY2024-2030 TIP Basic Project List
- 2) Attachment 2 – Draft FY2024-2030 TIP Major Changes List
- 3) Draft FY2024-2030 TIP Detailed Project List – https://compassidaho.org/wp-content/uploads/06262023_Board_Supp_TIPDetailedList.pdf
- 4) For detailed information contact: Toni Tisdale, Principal Planner, at 208/475-2238 or email ttisdale@compassidaho.org.

TT:tg T:\FY23\600 Projects\685 TIP\FY2430TIP\230626mmoBDreviewTIP.docx

FY2024-2030 Regional Transportation Improvement Program



Basic Project List (All Values in Thousands of Dollars)

All costs in current dollars

Project Name	Key #	Year*	Programmed Cost
10th Avenue ITS and Overlay, Caldwell	13905	2026	2,641
2nd Street South, Safety Improvements, Nampa	23883	2026	1,366
Access to Opportunity, Boise and Garden City	23833	2024	6,430
Bicycle and Pedestrian, Permanent Automated Counters, Boise, COMPASS	23313	2026	8
Centennial Way Roundabout, Caldwell	13484	2026	3,860
Cherry Lane, 11th Avenue North to Idaho Center Boulevard, Nampa	22438	PD	1,665
Cherry Lane, Franklin Boulevard to 11th Avenue North, Nampa	22017	2027	1,631
Commuteride, ACHD – FY2024	22436	2024	275
Commuteride, ACHD – FY2025/FY2026	22386	2025-2026	330
Commuteride, ACHD – FY2026	22738	2026	220
Commuteride, ACHD – FY2027	23328	2027	275
Commuteride, ACHD – FY2028	23679	2028	275
Commuteride, ACHD – FY2029	23680	2029	220
Commuteride, ACHD – FY2030	ORN24215	2030	220
Commuteride, Safety and Security Cameras, Ada County	23314	2024	48
Eagle Road, Lake Hazel Road to Amity Road, Meridian	RD216-04	2024	5,260
Fairview Avenue, Locust Grove Road to SH-55 (Eagle Road), Meridian	RC0133	2025	4,190
Five Mile Road Overpass and Widening, Boise	23095	2029	29,759
Franklin Boulevard, Freight Improvements near 3rd Avenue North, Nampa	22103	2030	8,330
Franklin Road, McDermott Road to Black Cat Road, Ada County	102497	PD	6,995
Garden Street Multi-Use Pathway, Cassia Park to Albion Street, Boise	23324	2025	1,712
Highway 30, Sand Hollow Road to SH-44, Canyon County	19951	2027	2,427
Homedale Road, Curve Improvements, Canyon Highway District	22878	2024	883
I-84 and I-184, Signage Replacement, Ada County – FY2024	23181	2024	487
I-84 and SH-44 Interchange Replacement, Canyon County	23188	2029-2030	34,020
I-84, Centennial Interchange to Franklin Interchange, Caldwell	23437	2023-2025	21,840
I-84, Garrity Interchange to Ten Mile Interchange, Canyon and Ada Counties	20212	2026	3,826
I-84, Interchange Ramps, Ada and Canyon Counties	23544	2030	5,800
I-84, Karcher Road Interchange, Nampa	23336	2023-2024	14,371
I-84, Striping – FY2024	23803	2024	740
I-84, Striping – FY2025	23804	2025	740
I-84, Striping – FY2026	23805	2026	740
I-84B (Garrity Boulevard) and Stamm Lane Intersection Improvements, Nampa	22712	2027	1,507
Indiana and Orchard Shared Roadway, Canyon County	22602	2024	5,041
Lake Hazel Road, Cloverdale Road to Five Mile Road, Ada County	RD207-29	PD	4,993
Lake Hazel Road, Eagle Road to Cloverdale Road, Ada County	RD209-18	2026-2027	12,152
Lake Hazel Road, Five Mile Road to Maple Grove Road, Ada County	RD207-30	PD	6,160
Lake Hazel Road, Maple Grove Road to Cole Road, Ada County	RD216-05	PD	4,061
Linder Road Overpass, Overland Road to Franklin Road, Meridian	ORN24099	PD	25,325
Linder Road, SH-44 (State Street) to Floating Feather Road, Eagle	RD209-28	2026-2027	7,702
Linder Road, US 20/26 (Chinden) to SH-44 (State), Ada County	RD207-19	PD	20,907
Middleton Road, SH-55 (Karcher) to Flamingo Avenue, Nampa	ORN24229	PD	4,427
Midway Road, SH-55 (Karcher Road) to I-84B (Caldwell Boulevard), Caldwell	22016	2027	3,013
Northside Boulevard and Karcher Road, Intersection Improvements, Nampa	23731	2026	5,370

*PD = Preliminary Development (projects with development activity but no programmed year of construction)

Project Name	Key #	Year*	Programmed Cost
Old Highway 30, Plymouth Street Bridge, Caldwell	13494	2026-2027	8,936
Orchard Street Realignment, Gowen Road to Victory Road, Boise	RD207-01	2026-2027	19,407
Pathway, Canyon Street Phase 1, Nampa	23915	2026	536
Pathway, Canyon Street Phase 2, Nampa	23917	2026	345
Pathway, Federal Way and Broadway Avenue Multi-Use Pathway, Boise	23307	2027	1,268
Pathway, Greenbelt Completion, Boise State	22385	2026	1,123
Pathway, Greenbelt Connection near 52nd Street, Garden City	ORN24222	2028	2,118
Pathway, Grimes City Pathway Extension, Nampa	23025	2028	650
Pathway, Matthew Peltzer Trailhead at Wilson Park, Nampa	ORN24236	PD	842
Pathway, Orr Multi-Use City Pathway, Nampa	NEW1	2027-2028	2,416
Pathway, Rail with Trail, Meridian	13918	2025	540
Pathway, SH-55 (Eagle Road), Franklin Road to Pine Avenue, Meridian	20542	2028	627
Pathway, SH-55 (Eagle Road), Jasmine to McMillan, West Side, Boise	ORN24227	2027	1,258
Pathway, SH-55 (Eagle Road), McMillan Road to US 20/26, Boise	22931	2026	1,240
Pathway, SH-55 (Eagle Road), McMillan to US 20/26 (Chinden) East Side, Boise	ORN24234	2027	1,108
Pavement Preservation and ADA, Phase 3, Boise Area – FY2023	20006	2024	1,015
Pedestrian Crossing Safety Access, ACHD	ORN24228	PD	2,357
Pedestrian Improvements and Widening, Montana Avenue, Caldwell	22018	2027	596
Pedestrian Improvements, US 20/26 (Chinden) at 43rd Street, Garden City	20549	2025	287
Pedestrian Improvements, West Park, Nampa	ORN24230	PD	323
Pedestrian Underpass, SH-55, Caldwell	ORN24182	2030	2,500
Planning and Mobility Implementation, Boise Area, VRT	18854	2024-2028	7,925
Planning and Mobility Implementation, Nampa Area, VRT	18842	2024-2028	3,045
Planning Study (PEL), High-Capacity Transit Corridor, COMPASS	13046	2024-2025	1,000
Planning, Communities in Motion Update, COMPASS	20271	2023-2026	453
Planning, Communities in Motion Update, COMPASS	ORN24223	PD	650
Planning, COMPASS – FY2024	21889	2024	331
Planning, COMPASS – FY2025/FY2026	22387	2025-2026	430
Planning, COMPASS – FY2026	22800	2026	232
Planning, COMPASS – FY2027	23327	2027	331
Planning, COMPASS – FY2028	23681	2028	331
Planning, COMPASS – FY2029	23682	2029	232
Planning, COMPASS – FY2030	ORN24216	2030	232
Planning, FHWA Metropolitan Planning Funds, COMPASS – FY2024	22494	2024	1,466
Planning, FHWA Metropolitan Planning Funds, COMPASS – FY2025	22998	2025	1,495
Planning, FHWA Metropolitan Planning Funds, COMPASS – FY2026	23401	2026	1,525
Planning, FHWA Metropolitan Planning Funds, COMPASS – FY2027	23772	2027	1,525
Planning, FHWA Metropolitan Planning Funds, COMPASS – FY2028	23773	2028	1,525
Planning, FHWA Metropolitan Planning Funds, COMPASS – FY2029	23774	2029	1,525
Planning, FTA Metropolitan Planning Funds, COMPASS	19144	2024-2028	2,290
Railroad Crossing, Benjamin Lane, Boise	20537	2026	350
Railroad Crossing, Lemp Lane, Canyon County	20358	2027	280
Railroad Crossing, Look Lane, near Caldwell	20355	2026	525
Railroad Crossing, North Black Cat Road, Meridian	ORN24294	2029	660
Railroad Crossing, South 4th Avenue Closure, Caldwell	ORN24293	2024	230
Roadway and ADA Improvements, Boise Area – FY2024	20674	2025	6,567
Roadway and ADA Improvements, Boise Area – FY2025	21896	2026	7,979

*PD = Preliminary Development (projects with development activity but no programmed year of construction)

Sorted by Project Name
All Values in Thousands of Dollars

Page 2 of 5
Tuesday, June 13, 2023
9:03 AM

Project Name	Key #	Year*	Programmed Cost
Roadway and ADA Improvements, Boise Area – FY2027	22390	2027	7,767
Roadway and ADA Improvements, Boise Area – FY2028	22816	2028	7,640
Roadway and ADA Improvements, Boise Area – FY2029	23323	2029	7,581
Roadway and ADA Improvements, Boise Area – FY2030	ORN24219	2030	7,581
Roadway and ADA Improvements, Part 1, Boise Area – FY2023	20259	2024-2025	8,314
SH-16 and SH-44 Interchange, Star	23958	2024-2025	54,100
SH-16, Franklin Road to Ustick Road, Canyon County	23409	2024-2026	15,310
SH-16, I-84 System Interchange and Franklin Road Interchange, Nampa	23956	2024-2025	86,600
SH-16, Ustick Road Interchange and US 20/26 Interchange, Meridian	23957	2024-2025	75,800
SH-16, Ustick Road to US 20/26, Ada County	23408	2024-2026	126,604
SH-19, Simplot Boulevard to I-84, Caldwell	23546	2028	1,725
SH-21, Mores Creek Bridge Repair, Ada County	23879	2027	5,750
SH-21, Pavement Preservation, Ada and Boise Counties	20612	2027	5,362
SH-44 (State Street), Star Road to SH-16, Ada County	20574	2027	24,449
SH-44, I-84 to Star Road, Ada and Canyon Counties	ORN24117	2027	1,542
SH-44, RWIS near SH-16, Ada County	23182	2024	471
SH-44, SH-16 to SH-55 (Eagle Road), Canyon and Ada Counties	ORN24118	2030	2,054
SH-45 and Locust Lane Intersection, Nampa	22717	2027	3,410
SH-45, Deer Flat Road to I-84B, Canyon County	23561	2030	10,489
SH-45, Junction SH-78 to Deer Flat Road, Sealcoat, Canyon County	23626	2025	1,220
SH-55 (Eagle Road), I-84 to SH-44, Sealcoat, Ada County	23542	2025	2,945
SH-55 (Karcher Road), Farmway Road to Middleton Road, Canyon County	22715	2024	139,430
SH-55 (Karcher Road), Pear Lane to Farmway Road, Design, Canyon County	23335	2024-2026	58,400
SH-55, Beacon Light Road to Brookside Lane, Ada County	23638	2029	14,357
SH-55, Pavement Preservation, Sealcoat, Owyhee and Canyon Counties	23163	2025	899
SH-55, SH-44 (State) to Payette River Bridge, Ada and Boise Counties	ORN24054	2030	4,593
SH-69, Pavement Preservation, Sealcoat, Kuna to Meridian	22699	2025	3,149
SR2S, VRT, Ada County – FY2024	21910	2024	206
SR2S, VRT, Ada County – FY2025	23943	2025	206
SR2S, VRT, Ada County – FY2026	23834	2026	218
SR2S, VRT, Ada County – FY2027	23306	2027	280
SR2S, VRT, Ada County – FY2028	23668	2028	280
SR2S, VRT, Ada County – FY2029	23670	2029	280
SR2S, VRT, Ada County – FY2030	ORN24217	2030	280
SR2S, VRT, Canyon County – FY2024	23842	2024	60
SR2S, VRT, Canyon County – FY2025	23843	2025	60
SR2S, VRT, Canyon County – FY2027	23924	2027	50
SR2S, VRT, Canyon County – FY2028	ORN24239	2028	50
State Street, Hertford Way to Ellens Ferry Drive, Boise	IN210-03	2025-2026	7,185
Study (PEL), SH-44, I-84 to Star Road, Canyon County	23630	PD	1
Study, Big Data Purchase, COMPASS	22394	2025	150
Study, Carbon Reduction Strategy, COMPASS	ORN24233	2024	180
Study, Chinden Drainage and Design Plan, Garden City	23311	2025	200
Study, Coordinate Local Waterway-Pathway Plans, COMPASS	23312	2025	120
Study, I-84, SH-44 to Centennial Way, Canyon County	23341	2024	2,650
Study, Interchange Modification Report, I-84 and SH-16, Nampa	ORN24237	PD	400
Study, SH-16, SH-44 to Junction SH-52, Environmental Re-evaluation	23175	PD	1

*PD = Preliminary Development (projects with development activity but no programmed year of construction)

Sorted by Project Name
All Values in Thousands of Dollars

Page 3 of 5
Tuesday, June 13, 2023
9:03 AM

Project Name	Key #	Year*	Programmed Cost
Study, SH-45 Realignment NEPA, Nampa	ORN24238	PD	600
Study, SH-55, Junction SH-44 to Brookside Lane, Eagle	23566	PD	3,000
Study, Smart Corridors, Nampa Area, COMPASS	23320	2027	140
Study, Transportation Demand Management Plan, COMPASS	23677	2027	150
Study, Transportation System Management and Operations Plan, COMPASS	23678	2028	250
Study, Travel Characteristics Study, COMPASS	ORN24224	PD	1,500
Transit - Above and Beyond ADA Paratransit, Nampa Area	20043	2024	762
Transit - Acquisition of Service, Boise Area, VRT	19691	2024-2028	3,125
Transit - Acquisition of Service, Nampa Area, VRT	19464a	2024-2028	2,520
Transit - Fixed Line Service, Rural Areas, TVT	19983	2023-2024	2,091
Transit - Marketing, Planning, and Preventive Maintenance, TVT	19380c	2024	759
Transit - Operations - Fixed Route and Mobility Management, Nampa Area, VRT	18786	2024-2028	7,540
Transit - Operations - Mobility Management, Boise Area, VRT	19041	2024-2028	23,912
Transit - Operations, Kuna Senior Center	19464f	2023-2024	48
Transit - Orchard Transit Facility Improvements, VRT, Boise	ORN24221	2024-2025	2,700
Transit - Preventive Maintenance and Demand Response, Nampa Area, VRT	18914	2024-2028	4,095
Transit - Preventive Maintenance and Paratransit, Boise Area, VRT	19137	2024-2028	10,145
Transit - Purchase of Service, Rural Areas, VRT	19464g	2023-2024	145
Transit - Rolling Stock, Infrastructure, and Technology, Boise Area, VRT	18788	2024-2028	1,340
Transit - Rolling Stock, Infrastructure, and Technology, Boise Area, VRT	19122	2024-2028	3,204
Transit - Rolling Stock, Infrastructure, and Technology, Boise Area, VRT – FY2024	20659	2024	1,754
Transit - Rolling Stock, Infrastructure, and Technology, Boise Area, VRT – FY2025	21903	2025	1,758
Transit - Rolling Stock, Infrastructure, and Technology, Boise Area, VRT – FY2026	22393	2026	1,758
Transit - Rolling Stock, Infrastructure, and Technology, Boise Area, VRT – FY2027	22815	2027	1,457
Transit - Rolling Stock, Infrastructure, and Technology, Boise Area, VRT – FY2028	23671	2028	1,457
Transit - Rolling Stock, Infrastructure, and Technology, Boise Area, VRT – FY2029	23673	2029	1,457
Transit - Rolling Stock, Infrastructure, and Technology, Boise Area, VRT – FY2030	ORN24220	2030	1,457
Transit - Rolling Stock, Infrastructure, and Technology, Nampa Area, VRT	18781	2024-2028	8,224
Transit - Rolling Stock, Infrastructure, and Technology, Nampa Area, VRT	20136e	2024-2028	1,615
Transit - State Street Premium Corridor, Part 2, Boise Area, VRT	23179	2024-2025	10,572
Transit - Vehicle Replacement, ACHD	20136f	2023-2024	332
Transit - Vehicle Replacements, TVT	20136b	2023-2024	132
Transit, Vehicle Replacements, VRT	23970	2024-2025	20,000
US 20, I-84 to SH-55 (Eagle Road), Canyon and Ada Counties	ORN24062	2027	4,609
US 20, Middleton Road to Star Road, Eastbound, Ada and Canyon Counties	ORN24310	2024	56,460
US 20, Middleton Road to Star Road, Westbound, Ada and Canyon Counties	ORN24309	2024	84,720
US 20/26 (Chinden), I-84 to Middleton Road, Canyon County	22165	2024-2025	-3,939
US 20/26 (Chinden), Linder Road to Locust Grove, Meridian and Eagle	20594	2024	2,700
US 20/26 (Chinden), Locust Grove Road to SH-55 (Eagle Road), Ada County	19944	2024	0
US 20/26 and SH-44, Surface Treatments, Ada and Canyon Counties	22677	2024	9,761
US 20/26, Middleton Road to Star Road, Ada and Canyon Counties	23337	2025	27,721
US-95, Parma North City Limit to I-84, Canyon and Payette Counties	23167	2026	9,039
US-95, Parma North City Limit to Junction I-84, Canyon and Payette Counties	ORN24058	2029	1,852
US-95, Sign Face Replacement – FY2024	ORN24079	2025	816
US-95, Wilder to Parma, Pavement Preservation, Canyon County	23162	2026	1,469
Ustick Road, Black Cat Road to Ten Mile Road, Meridian	200919	2024	4,124
Ustick Road, Star Road to McDermott Road, Ada County	203719	PD	5,677

*PD = Preliminary Development (projects with development activity but no programmed year of construction)

Sorted by Project Name
All Values in Thousands of Dollars

Page 4 of 5
Tuesday, June 13, 2023
9:03 AM

Project Name	Key #	Year*	Programmed Cost
Ustick Road, Ten Mile Road to Linder Road, Meridian	RD207-24	2024	6,370
Western Heritage Byway, Swan Falls Road, ACHD	22600	2024-2025	5,969

*PD = Preliminary Development (projects with development activity but no programmed year of construction)

Major Changes List
Draft FY2024-2030 Regional Transportation Improvement Program (TIP)

For this report, “major changes” are defined as new or removed projects, projects with advanced or delayed construction, and projects with major changes in scope, as compared to the FY2023-2029 TIP. Projects are listed in alphabetical order of project name by funding program.

Bridge Preservation/Restoration

Key Number	Project	Year of Funding	Total Programmed Cost
New			
ORN24099	Linder Road Overpass, Overland Road to Franklin Road, Meridian^	PD	\$25,325,000
Delayed			
23188	I-84 and SH-44 Interchange Replacement, Canyon County	FY2028 to FY2029-2030	\$34,020,000
23879	SH-21, Mores Creek Bridge Repair, Ada County	FY2026 to FY2027	\$5,750,000

^Project is funded with multiple funding sources.

Competitive Grants (Federal Funds)

Key Number	Project	Year of Funding	Total Programmed Cost
Delayed			
23179	Transit - State Street Premium Corridor, Part 2, Boise Area, VRT	FY2023 to FY2024-2025	\$10,572,000
23970	Transit, Vehicle Replacements, VRT	FY2023 to FY2024-2025	\$20,000,000

Freight

Key Number	Project	Year of Funding	Total Programmed Cost
Advanced			
23731	Northside Boulevard and Karcher Road, Intersection Improvements, Nampa	PD to FY2026	\$5,370,000

Local Highway Local Partnerships (Local Funds)

Key Number	Project	Year of Funding	Total Programmed Cost
New			
ORN24237	I-84, Interchange Modification Report, Nampa^ (started as KN NEW13)	FY2023-2024	\$400,000
ORN24099	Linder Road Overpass, Overland Road to Franklin Road, Meridian^	PD	\$25,325,000
ORN24229	Middleton Road, SH-55 (Karcher) to Flamingo Avenue, Nampa^	PD	\$4,427,000
ORN24236	Pathway, Matthew Peltzer Trailhead at Wilson Park, Nampa^	PD	\$842,000
ORN24182	Pedestrian Underpass, SH-55, Caldwell	FY2030	\$2,500,000
23638	SH-55, Beacon Light Road to Brookside Lane, Ada County	FY2029	\$14,357,000
ORN24238	Study, SH-45 Realignment NEPA, Nampa^ (started as KN NEW12)	FY2023-PD	\$600,000
102502	Ustick Road, McDermott Road to Black Cat Road	FY2027	TBD
Change in Scope			
23095	Five Mile Road Overpass and Widening, Boise^*	FY2029	\$11,614,000
Removed			

Key Number	Project	Year of Funding	Total Programmed Cost
RD203-04	Five Mile Road, Overland Road to Franklin Road Construction, Boise (merged with KN 23095 above)	FY2029	\$18,145,000
RC0207	Linder Road, Overland Road to Franklin Road, Widen and Overpass, Meridian (moved to KN ORN24099)	PD	\$21,221,000
NEW12	Study, SH-45 NEPA, Nampa^ (moved to KN ORN24238)	PD	\$200,000

^Project is funded with multiple funding sources.

*Existing project was environmental only, added construction costs.

Local Highway Transportation Management Area (TMA) (Federal Funds)

Key Number	Project	Year of Funding	Total Programmed Cost
New			
ORN24215	Commuteride, ACHD – FY2030	FY2030	\$220,000
ORN24222	Pathway, Greenbelt Connection near 52nd Street, Garden City	FY2028	\$2,118,000
ORN24227	Pathway, SH-55 (Eagle Road), Jasmine to McMillan, West Side, Boise	FY2027	\$1,258,000
ORN24234	Pathway, SH-55 (Eagle Road), McMillan to US 20/26 (Chinden) East Side, Boise	FY2027	\$1,108,000
ORN24228	Pedestrian Crossing Safety Access, ACHD	PD	\$2,357,000
ORN24223	Planning, Communities in Motion Update, COMPASS	PD	\$650,000
ORN24216	Planning, COMPASS – FY2030	FY2030	\$232,000
ORN24219	Roadway and ADA Improvements, Boise Area – FY2030	FY2030	\$7,581,000
ORN24217	SR2S, VRT, Ada County – FY2030	FY2030	\$280,000
ORN24233	Study, Carbon Reduction Strategy, COMPASS	FY2024	\$180,000
ORN24224	Study, Travel Characteristics Study, COMPASS	PD	\$1,500,000
ORN24221	Transit - Orchard Transit Facility Improvements, VRT, Boise	FY2024-2025	\$2,700,000
ORN24220	Transit - Rolling Stock, Infrastructure, and Technology, Boise Area, VRT – FY2030	FY2030	\$1,457,000
Advanced			
20542	Pathway, SH-55 (Eagle Road), Franklin Road to Pine Avenue, Meridian	PD to FY2028	\$627,000
22931	Pathway, SH-55 (Eagle Road), McMillan Road to US 20/26, Boise	FY2027 to FY2026	\$1,240,000
23678	Study, Transportation System Management and Operations Plan, COMPASS	PD to FY2028	\$250,000
Delayed			
23324	Garden Street Multi-Use Pathway, Cassia Park to Albion Street, Boise	FY2024 to FY2025	\$1,712,000
13918	Pathway, Rail with Trail, Meridian	FY2024 to FY2025	\$540,000
Change in Scope			
20259	Roadway and ADA Improvements, Part 1, Boise Area – FY2023 (Reduced number of segments to match budget. Remaining segments will be included in future projects.)	FY2024-2025	\$8,314,000

Local Highway Large Urban (Federal Funds)

Key Number	Project	Year of Funding	Total Programmed Cost
New			
ORN24229	Middleton Road, SH-55 (Karcher) to Flamingo Avenue, Nampa ^	PD	\$4,427,000
ORN24236	Pathway, Matthew Peltzer Trailhead at Wilson Park, Nampa ^	FY2025	\$842,000
NEW1	Pathway, Orr Multi-Use Pathway, Nampa	FY2027-2028	\$2,416,000
ORN24230	Pedestrian Improvements, West Park, Nampa	FY2026	\$323,000
ORN24239	SR2S, VRT, Canyon County – FY2028	FY2028	\$50,000
ORN24237	Study, Interchange Modification Report, I-84 and SH-16, Nampa ^ (started as KN NEW13)	PD	\$400,000
ORN24238	Study, SH-45 Realignment NEPA, Nampa ^ (started as KN NEW12)	PD	\$600,000
Advanced			
22017	Cherry Lane, Franklin Boulevard to 11th Avenue North, Nampa	PD to FY2027	\$1,631,000
23025	Pathway, Grimes City Pathway Extension, Nampa	PD to FY2024	\$650,000
22018	Pedestrian Improvements and Widening, Montana Avenue, Caldwell	PD to FY2027	\$596,000
23320	Study, Smart Corridors, Nampa Area, COMPASS	PD to FY2027	\$140,000
Change in Scope			
22438	Cherry Lane, 11 th Avenue North to Idaho Center Boulevard, Nampa (corrected description to match intent of project)	PD	\$1,665,000
23915	Pathway, Canyon Street, Nampa (split into two projects KN 23915 and 23917)	FY2026	\$536,000 and \$345,000

^Project is funded with multiple funding sources.

Pavement Preservation/Restoration

Key Number	Project	Year of Funding	Total Programmed Cost
New			
ORN24117	SH-44, I-84 to Star Road, Ada and Canyon Counties	FY2027	\$1,542,000
ORN24118	SH-44, SH-16 to SH-55 (Eagle Road), Canyon and Ada Counties	FY2030	\$2,054,000
ORN24054	SH-55, SH-44 (State Street) to Payette River Bridge, Ada and Boise Counties	FY2030	\$4,593,000
ORN24062	US 20, I-84 to SH-55 (Eagle Road), Canyon and Ada Counties	FY2027	\$4,609,000
ORN24058	US-95, Parma North City Limit to Junction I-84, Canyon and Payette Counties	FY2029	\$1,852,000
Advanced			
23626	SH-45, Junction SH-78 to Deer Flat Road, Sealcoat, Canyon County	FY2027 to FY2025	\$1,220,000
23542	SH-55 (Eagle Road), I-84 to SH-44, Sealcoat, Ada County	FY2027 to FY2025	\$2,945,000
23163	SH-55, Pavement Preservation, Sealcoat, Owyhee and Canyon Counties	FY2027 to FY2025	\$899,000
23167	US-95, Parma North City Limit to I-84, Canyon and Payette Counties	FY2027 to FY2026	\$9,039,000
23162	US-95, Pavement Preservation, Canyon County	FY2027 to FY2026	\$1,469,000
Delayed			
23544	I-84, Interchange Ramps, Ada and Canyon Counties	FY2027 to FY2030	\$5,800,000
20612	SH-21, Pavement Preservation, Ada and Boise Counties	FY2026 to FY2027	\$5,362,000
23561	SH-45, Deer Flat Road to I-84B, Canyon County	FY2029 to FY2030	\$10,489,000
22699	SH-69, Pavement Preservation, Sealcoat, Kuna to Meridian	FY2024 to FY2025	\$3,149,000

Public Transportation

Key Number	Project	Year of Funding	Total Programmed Cost
New FTA 5303			
19144	Planning, FTA Metropolitan Planning Funds, COMPASS	Added FY2028	\$458,000
New FTA 5307			
18854	Planning and Mobility Implementation, Boise Area, VRT	Added FY2028	\$1,585,000
18842	Planning and Mobility Implementation, Nampa Area, VRT	Added FY2028	\$609,000
20043	Transit – Above and Beyond ADA Paratransit, Nampa Area	Added FY2028	\$500,000
18786	Transit – Operations – Fixed Route and Mobility Management, Nampa Area, VRT	Added FY2028	\$1,508,000
19041	Transit – Operations – Mobility Management, Boise Area, VRT	Added FY2028	\$4,188,000
18914	Transit – Preventive Maintenance and Demand Response, Nampa Area, VRT	Added FY2028	\$819,000
19137	Transit – Preventive Maintenance and Paratransit, Boise Area, VRT	Added FY2028	\$2,029,000
18788	Transit – Rolling Stock, Infrastructure, and Technology, Boise Area, VRT	Added FY2028	\$268,000
18781	Transit – Rolling Stock, Infrastructure, and Technology, Nampa Area, VRT	Added FY2028	\$1,320,000
Change FTA 5307			
20043	Transit – Above and Beyond ADA Paratransit, Nampa Area*	Removed FY2025-2028	\$762,000
New FTA 5310			
19691	Transit – Acquisition of Service, Boise Area, VRT	Added FY2028	\$625,000
19464a	Transit – Acquisition of Service, Nampa Area, VRT	Added FY2028	\$504,000
New FTA 5311			
19380c	Transit – Marketing, Planning, and Preventive Maintenance, TVT	FY2024	\$759,000
New FTA 5339			
19122	Transit – Rolling Stock, Infrastructure, and Technology, Boise Area, VRT	Added FY2028	\$663,000
20136e	Transit – Rolling Stock, Infrastructure, and Technology, Nampa Area, VRT	Added FY2028	\$323,000

*Increased FY2024 funding and removed FY2025-2028, as a study is in process to determine needs for future years.

Safety

Key Number	Project	Year of Funding	Total Programmed Cost
New			
ORN24294	Railroad Crossing, North Black Cat Road, Meridian	FY2029	\$660,000
ORN24293	Railroad Crossing, South 4th Avenue Closure, Caldwell	FY2024	\$230,000
ORN24079	US-95, Sign Face Replacement – FY2024	FY2024	\$816,000
Delayed			
20537	Railroad Crossing, Benjamin Lane, Boise	FY2024 to FY2026	\$350,000
20358	Railroad Crossing, Lemp Lane, Canyon County	FY2024 to FY2027	\$280,000
Removed			
23806	I-84, Striping – FY2027	FY2027	\$740,000
23807	I-84, Striping – FY2028	FY2028	\$740,000
23808	I-84, Striping – FY2029	FY2029	\$740,000

State Highway Capacity

Key Number	Project	Year of Funding	Total Programmed Cost
New			
ORN24099	Linder Road Overpass, Overland Road to Franklin Road, Meridian (construction overpass only)	PD	\$6,500,000
23566	Study, SH-55, Junction SH-44 to Brookside Lane, Eagle	PD	\$3,000,000

Key Number	Project	Year of Funding	Total Programmed Cost
ORN24310	US 20, Middleton Road to Star Road, Eastbound, Ada and Canyon Counties	FY2024	\$56,460,000
ORN24309	US 20, Middleton Road to Star Road, Westbound, Ada and Canyon Counties	FY2024	\$84,720,000
Delayed			
23437	I-84 Centennial Interchange to Franklin Interchange, Caldwell	FY2023 to FY2024-2025	\$34,020,000
23408	SH-16, Ustick Road to US 20/26, Ada County	FY2023 to FY2024-2026	\$126,604,000
20574	SH-44 (State Street), Star Road to SH-16, Ada County	FY2027 to FY2028	\$24,449,000
23335	SH-55 (Karcher Road), Pear Lane to Farmway Road, Design, Canyon County	FY2025 to FY2026	\$58,400,000
Changed Scope**			
23095	Five Mile Road Overpass and Widening, Boise^*	FY2029	\$11,614,000
23337	US 20/26, Middleton Road to Star Road, Ada and Canyon Counties (moved construction to KN ORN24310 and ORN24309)	FY2024	\$174,100,000
Removed			
23591	Five Mile Road, I-84 Overpass Construction, Boise (merged with KN 23095 above)	FY2029	\$9,400,000

^Project is funded with multiple funding sources.

*Existing project was environmental only, added construction costs.

**Construction funds broke out into separate key numbers.

T:\FY23\600 Projects\685 TIP\FY2430TIP\Reports\MajorChanges\FY2024-2030MajorChanges_RTAC.docx

COMPASS Staff Activity Report: April 2023

Staff Updates:

- ✓ Assistant Planner Alexa Roitman joined COMPASS' Planning Team on April 17, 2023.
- ✓ Accountant Keith Holmes retired on April 21, 2023, after 18 years with COMPASS.

Planning Team

Team Lead: Austin Miller

Team Members: Tori Cale, Dane Hoskins, Lila Klopfenstein, Alexa Roitman

- ✓ Presented 2023 population estimates, a high-capacity transit Planning and Environmental Linkages study scope of work, and the *Communities in Motion 2055* draft workplan to the COMPASS Board of Directors.
- ✓ Coordinated and held one-on-one meetings with key stakeholders for the Regional Housing Coordination Plan.
- ✓ Installed one permanent and three portable bicycle/pedestrian counters.
- ✓ Hosted a Freight Advisory Workgroup meeting.
- ✓ Hosted a greenbelt walking tour for the American Society of Civil Engineers.
- ✓ Completed 13 development review checklists.

Resource Development Team

Team Lead: Toni Tisdale

Team Members: Matt Carlson, Sherone Sader

- ✓ Opened a second call for projects for *Communities in Motion* Implementation Grants and Project Development Program projects, with applications due May 5, 2023.
- ✓ Prepared an amendment for public comment proposing to change the location of a project in the regional transportation improvement program.
- ✓ Reached out to member agencies to develop priorities for future competitive grant opportunities.
- ✓ Started development of the draft FY2024-2030 Regional Transportation Improvement Plan.
- ✓ Began working with a subcommittee of the Regional Transportation Advisory Committee to develop the FY2025-2031 COMPASS Application Guide.

Technical Team

Team Lead: Mary Ann Waldinger

Team Members: Eric Adolfson, Brian Crowley, Hunter Mulhall, Mitch Skiles

- ✓ Completed three special model runs for proposed developments, bringing the total for the fiscal year to 15.
- ✓ Completed a high-level technical analysis of an additional river crossing and presented results to a consortium of agencies.
- ✓ Completed flights for the 2023 orthophotography project.

Communication Team

Team Lead: Amy Luft

Team Members: Josie Gallup, Teri Gregory, Jacob Miller

- ✓ Hosted two COMPASS education series sessions on electric vehicle infrastructure: a public-focus presentation on April 11 and a professional-focused workshop on April 12, 2023.
 - ✓ Tracked, analyzed, and reported on legislative activity during final weeks of the Idaho legislative session.
 - ✓ Attended and participated in a panel discussion at the Boise Chamber Leadership Conference, April 23 – 25, 2023.
 - ✓ Attended a Road Usage Charging national conference, April 26 – 27, 2023.
 - ✓ Attended crisis communication and social media workshops on April 27, 2023.
 - ✓ Worked with Idaho Transportation Department (ITD) staff to update a COMPASS/ITD memorandum of understanding.
-

Operations Team

Director of Operations: Meg Larsen

Team Members: Cathy Crandell, Denise Eikanger, Mary Rodriguez, Janet Russell

- ✓ Presented Revision 2 of the FY2023 Unified Planning Work Program and Budget to the COMPASS Board for adoption.
 - ✓ Presented FY2024 general and special membership dues to the COMPASS Board for approval.
-

COMPASS Staff Activity Report: May 2023

Staff Updates:

- ✓ Associate Planner Dane Hoskins departed COMPASS to pursue other opportunities.
- ✓ Sherone Sader was named COMPASS May Employee of the Month.
- ✓ Recognized as a national finalist for a Government Social Media “Golden Post” award for COMPASS’ Nextdoor presence.

Planning Team

Team Lead: Austin Miller

Team Members: Tori Cale, Lila Klopfenstein, Alexa Roitman

- ✓ Installed one permanent and three portable bicycle/pedestrian counters.
- ✓ Deployed the COMPASS Data Bike three times.
- ✓ Presented to the Idaho Mortgage Lenders Association on growth and planning in the region.
- ✓ Finalized the 2022 Development Monitoring Report.
- ✓ Hosted Park and Ride Coordinating Team, Demographic Advisory Workgroup, and Regional Housing Coordination Workgroup meetings.
- ✓ Completed three development review checklists.

Resource Development Team

Team Lead: Toni Tisdale

Team Members: Matt Carlson, Sherone Sader

- ✓ Received two applications for the *Communities in Motion* Implementation grants and three applications for the Project Development Program.
- ✓ Prepared one amendment and one modification to change projects in the regional transportation improvement program.
- ✓ Continued developing the Draft FY2024-2030 Regional Transportation Improvement Plan.
- ✓ Continued working with a subcommittee of RTAC to develop the FY2025-2031 COMPASS Application Guide.

Technical Team

Team Lead: Mary Ann Waldinger

Team Members: Eric Adolfson, Brian Crowley, Hunter Mulhall, Mitch Skiles

- ✓ Completed three special model runs for proposed developments, bringing the total for FY2023 to 18.
 - ✓ Completed an update to the Regional Equity Index.
 - ✓ Completed an agreement with the Federal Highway Administration for COMPASS’ Safe Streets and Roads for All planning grant award.
-

Communication Team

Team Lead: Amy Luft

Team Members: Josie Gallup, Teri Gregory, Jacob Miller

- ✓ Worked with Idaho Transportation Department (ITD) staff to update a COMPASS/ITD memorandum of understanding.
 - ✓ Participated in meetings with COMPASS member agencies and other stakeholders to discuss COMPASS' 2023 legislative priorities and to gain input into potential 2024 legislative priorities.
 - ✓ Drafted a letter of support for the City of Boise's federal Charging and Fueling Infrastructure grant application.
 - ✓ Hosted a COMPASS booth at the North End (Boise) Neighborhood Association Transportation Summit on May 6, 2023.
 - ✓ Completed summary sheets describing priority corridors identified in Communities in Motion 2050.
-

Operations Team

Director of Operations: Meg Larsen

Team Members: Cathy Crandell, Denise Eikanger, Mary Rodriguez, Janet Russell

- ✓ Presented the completed FY2022 Air Quality Board audited financial statements to the Air Quality Board for acceptance; the audit was presented with a "clean" opinion and no reportable issues.
-

COMPASS BOARD OF DIRECTORS AGENDA ITEM VII-B

Date: June 26, 2023

Topic: Status Report – April Air Quality Data

Background/Summary:

The information below provides an overview of Treasure Valley air quality conditions for April 2023 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.

April 2023 Air Quality Data:

In April 2023, the Idaho Department of Environmental Quality reported 4 days in the “moderate” air quality category. The remaining 26 days were in the “healthy” category.

The pollutant that triggered the “moderate” condition is listed below; descriptions can be found on page 3.

Moderate:

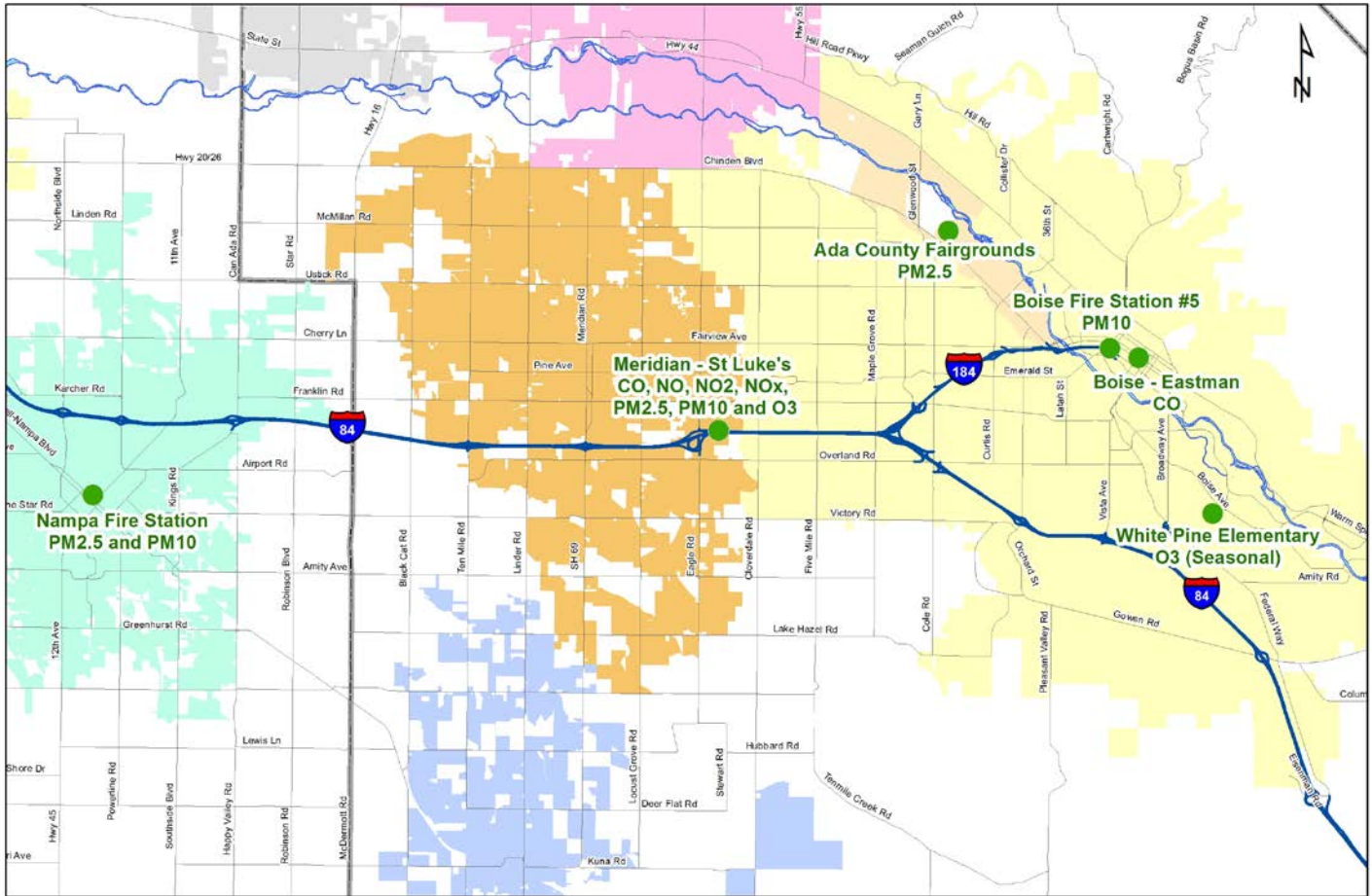
- 3 days were attributable to Ozone (O₃) recorded in Ada County.

Yearly Summary

The table below summarizes the number of good, moderate, and unhealthy for sensitive groups to hazardous days recorded since January 2013.

Year	Good	Moderate	Unhealthy for Sensitive Groups to Hazardous	Total
2013	276	81	8	365
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	106	14	0	120

Note: 2016 and 2020 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

MW:tg T:\FY23\900 Operations\Board\2023 AQ Updates\AQ Update04-2023.docx

COMPASS BOARD OF DIRECTORS AGENDA ITEM VII-B

Date: June 26, 2023

Topic: Status Report – May Air Quality Data

Background/Summary:

The information below provides an overview of Treasure Valley air quality conditions for May 2023 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.

May 2023 Air Quality Data:

In May 2023, the Idaho Department of Environmental Quality reported 1 day in the “unhealthy for sensitive groups” and 10 days in the “moderate” air quality category. The remaining 20 days were in the “healthy” category.

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

Unhealthy for Sensitive Groups:

- 1 day as attributable to O₃ recorded in Ada County.

Moderate:

- 8 days were attributable to O₃ recorded in Ada County.
- 2 days were attributable to O₃ recorded in Ada County and fine particulate matter recorded in both counties.

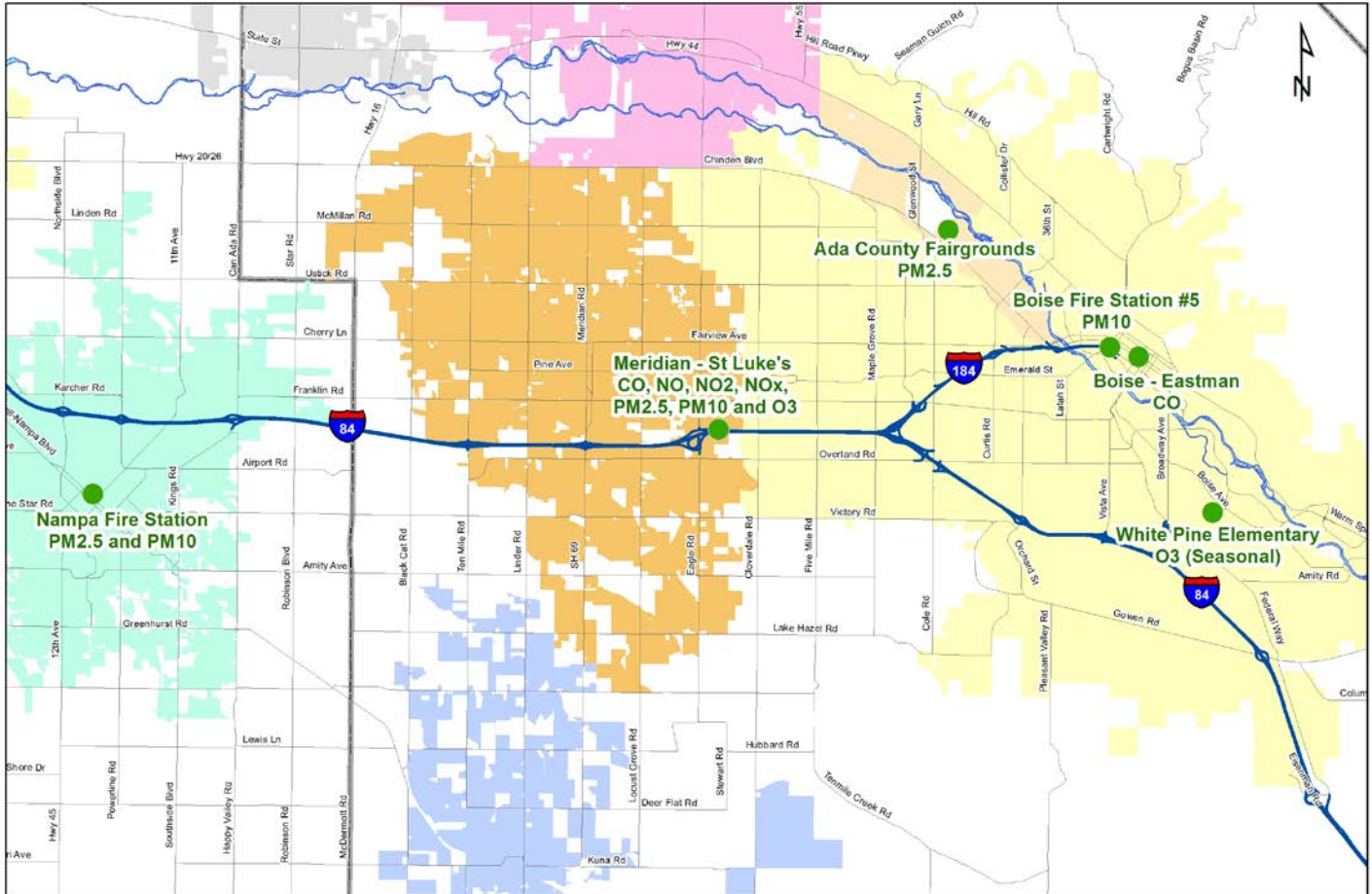
Yearly Summary

The table below summarizes the number of good, moderate, and unhealthy for sensitive groups to hazardous days recorded since January 2013.

Year	Good	Moderate	Unhealthy for Sensitive Groups to Hazardous	Total
2013	276	81	8	365
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

Year	Good	Moderate	Unhealthy for Sensitive Groups to Hazardous	Total
2022	208	147	10	365
2023	126	24	1	151

Note: 2016 and 2020 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

MW:tg T:\FY23\900 Operations\Board\2023 AQ Updates\AQ Update05-2023.docx

REGIONAL TRANSPORTATION ADVISORY COMMITTEE

VI-C

Attendance List

Member Agency/Name	Jan '23	Feb '23	Mar '23	Apr '23	May '23	June '23	July '23	Aug '23	Sept '23	Oct '23	Nov '23	Dec '23	TOTAL
<i>ACHD/ T. Ferch/T. Laws/D. Rader</i>	3	3	2	3	3								14
<i>Ada County/ L. Letson/B. Moore/S.Yarrington</i>	3	2	2	2	1								10
<i>Boise State/ G. Finkelstein</i>	1	1	1	0	1								4
<i>Canyon County/ M. Barron/D. Lister/D. Root</i>	0	1	0	0	1								2
<i>Canyon Highway District #4/ L. Riccio</i>	1	1	1	1	1								5
<i>Capital City Development Corporation/ Vacant</i>	0	0	0	0	0								0
<i>City of Boise/ B. Brush/K. Gallagher/T. Greegor</i>	1	3	2	3	2								11
<i>City of Caldwell/ W. Herbel/R. MacDonald</i>	1	1	0	1	1								4
<i>City of Eagle/ N. Baird Spencer/B. Vaughan</i>	1	1	1	1	1								5
<i>City of Garden City/ H.Veal</i>	1	1	1	1	0								4
<i>City of Greenleaf/ L. Belt</i>	1	1	1	1	1								5
<i>City of Kuna/ D. Hanson/Vacant</i>	0	1	1	1	1								4
<i>City of Melba/ D. Romine</i>	1	1	1	1	1								5
<i>City of Meridian/ M. Carson/C. Hood/B. McClure</i>	2	3	3	3	2								13
<i>City of Middleton/ J. VanGilder</i>	1	1	1	1	1								5
<i>City of Nampa/ R. Ashby/C. Craig/M. Steuer</i>	3	3	3	3	3								15
<i>City of Notus/ Vacant</i>	0	0	0	0	0								0
<i>City of Parma/ A. Lee</i>	0	0	0	0	0								0
<i>City of Star/ S. Nickel</i>	1	1	1	1	1								5
<i>City of Wilder/ C. Johnson</i>	1	0	0	0	0								1
<i>IDEQ/ M. Toole</i>	1	1	1	1	1								5
<i>ITD/ V. Trimboli</i>	1	1	1	1	1								5
<i>Public Participation Committee/ L. Disney</i>	1	0	0	1	1								3
<i>Valley Regional Transit/ S. Hunt</i>	1	1	1	1	1								5
<i>Central District Health/ S. Kenney</i>	1	1	0	0	0								2
<i>Governor's Office/M. Johnson</i>	0	0	0	0	0								0
<i>Greater Boise Auditorium District/ P. Rice</i>	0	0	0	0	0								0

Staff Administrative Modification #7 for FY2023-2029 Transportation Improvement Program (TIP)											
Key Number	Project	Sponsor	Scheduled Funding for Lifetime		**Percent Change	Program / Funding Source	Funding Year	Funding Phase	Current Total	Total After Revision	Brief Explanation
			*Current Total	**Revised Total							
20259	Roadway and ADA Improvements, Part 1, Boise Area – FY2023	ACHD	\$7,503,000	\$7,553,000	0.67%	Local Participating	2023	Design	\$0	\$50,000	To cover design supplemental, using advance construction.
20594	US 20/26 (Chinden), Linder Road to Locust Grove, Meridian and Eagle	ITD	\$7,687,832	\$7,687,832	0.00%	Leading Idaho	2024	ROW	\$0	\$1,250,000	Change funding source to better align program. No change to total.
						HB132 and HB312	2024	ROW	\$2,700,000	\$1,450,000	
22165	US 20/26 (Chinden), I-84 to Middleton Road, Canyon County	ITD	\$60,381,511	\$61,152,072	1.28%	Leading Idaho	2025	Construction	\$5,500,000	\$500,000	Change funding sources to better align with programming and adjust total.
						Local Participating	2023	Construction	\$301,000	\$300,763	
						TECM	2023	Construction	\$1,000,000	\$5,999,500	
						AC State	2023	Construction	\$5,500,000	\$5,210,640	
							2024	Construction	-\$8,871,000	-\$8,099,702	
						N/A	Previous	N/A	\$59,946,000	\$53,580,511	
22715	SH-55 (Karcher Road), Farmway Road to Middleton Road, Canyon	ITD	\$175,800,000	\$177,050,000	0.71%	Leading Idaho	2024	Construction	\$15,100,000	\$100,000	Change funding sources to better align with programming and adjust total costs to match ITD's estimates. Increase PC to cover a design supplemental.
							2025	Construction	\$5,000,000	\$0	
						TECM	2023	Design	\$2,300,000	\$4,580,000	
							2023	ROW	\$0	\$45,220,000	
							2024	Design	\$5,000,000	\$0	
23337	US 20/26, Middleton Road to Star Road, Ada and Canyon Counties	ITD	\$233,633,800	\$235,133,785	0.64%	Leading Idaho	2025	Design	\$25,000,000	\$0	Change funding sources to better align with programming and adjust total costs to match ITD's estimates. Increase design to cover a design supplemental.
							2023	Design	\$3,946,000	\$5,446,200	
						TECM	2023	ROW	\$23,364,000	\$48,363,785	
							2023	Construction	\$200,000	\$200,000	
23437	I-84, Centennial Interchange to Franklin Interchange, Caldwell	ITD	\$121,200,000	\$121,200,000	0.00%	TECM	2023	Design	\$200,000	\$200,000	Change funding sources to better align with programming and adjust total costs to match ITD's estimates.
							2023	Construction	\$50,000	\$64,750,000	
						Early Development	2023	Construction	\$110,400,000	\$26,900,000	
							2023	Construction	\$0	\$200,000	
						NHS	2024	Construction	\$0	\$18,100,000	
							2025	Construction	\$0	\$500,000	
N/A	Previous	N/A	\$8,250,000	\$7,950,000							

Staff Administrative Modification #7 for FY2023-2029 Transportation Improvement Program (TIP)

Key Number	Project	Sponsor	Scheduled Funding for Project Lifetime		**Percent Change	Program / Funding Source	Funding Year	Funding Phase	Current Total	Total After Revision	Brief Explanation
			*Current Total	**Revised Total							
24245	Sign Repairs, East Boise Port of Entry, Boise	ITD	\$0	\$450,000	100.00%	State (Board Unallocated)	2023	Design	\$0	\$20,000	Add project for emergency sign structure repair at Port of Entry, Boise. Okay to add per criteria #12 (emergency situation).
								Construction	\$0	\$430,000	

* 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.

AC = Advanced Construction

ACHD = Ada County Highway District

ADA = American Disabilities Association

HB = House Bill

ITD = Idaho Transportation Department

NHS = National Highway System

PC = Preliminary Engineering Consultant

ROW = Right-of-Way

RRX = Rail Road Crossing

STBG = Surface Transportation Block Grant

TECM = Transportation Expansion and Congestion Mitigation

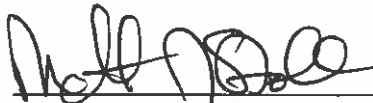
TMA = Transportation Management Area

Staff Recommendation:



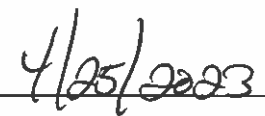
Sherone Sader, Resource Development Assistant
COMPASS

Approval:



Matthew J. Stoll, Executive Director
COMPASS

Date:


4/25/2023

Staff Administrative Modification #8 for FY2023-2029 Transportation Improvement Program (TIP)												
Key Number	Project	Sponsor	Scheduled Funding for Project Lifetime		**Percent Change	Program/ Funding Source	Funding Year	Funding Phase	Current Total	Total After Revision	Brief Explanation	
			*Current Total	**Revised Total								
18788	Transit - Rolling Stock, Infrastructure, and Technology, Boise Area, VRT	VRT	\$1,192,000	\$1,433,250	20.24%	FTA 5307 LU	2023	Construction	\$920,000	\$1,161,250	Increase FY2023 to use additional FTA 5307 LU funds.	
19122	Transit - Rolling Stock, Infrastructure, and Technology, Boise Area, VRT	VRT	\$2,676,000	\$2,695,750	0.74%	FTA 5339 LU	2023	Construction	\$124,000	\$143,750	Increase FY2023 to use available FTA 5339 LU funds.	
20259	Roadway and ADA Improvements, Part 1, Boise Area - FY2023	ACHD	\$7,553,000	\$7,703,000	1.99%	STBG-TMA	2023	ROW	\$150,000	\$0	Delay right-of-way funds from FY2023 STBG-TMA to FY2024 Advanced Construction Local, and increase by \$150,000 to cover current estimate.	
						AC Local	2024	ROW	\$0	\$300,000		
20367	US 20/26 (Chinden), Phyllis Canal Bridge to SH-16, Ada County	ITD	\$15,607,000	\$17,179,790	10.08%	HB132 & HB312	2023	Design	\$105,000	\$110,000	Increase cost to cover final design, right-of-way agreements, and utilities costs from Statewide Balancing.	
								ROW	\$325,000	\$1,860,999		
								Construction	\$10,012,000	\$10,043,354		
23095	Five Mile Road Overpass and Widening, NEPA and Design, Boise	ACHD & ITD	\$4,252,000	\$4,749,000	11.69%	AC Local	2023	Design	\$0	\$224,000	Increase in local advanced construction and state funds to cover the negotiated design contract. Also delay right-of-way funds from FY2023 to FY2024, as right-of-way funds are not ready to be obligated.	
							2024	ROW	\$1,073,000	\$1,083,000		
							2023	Design	\$0	\$673,000		
							2023	Design	\$10,000	\$0		
23336	I-84, Karcher Road Interchange, Nampa	ITD	\$34,400,000	\$26,045,961	-24.28%	Leading Idaho	2024	Construction	\$500,000	\$7,842,000	Adjust funding sources and amounts to match current estimates and timing.	
							Previous	N/A	N/A	\$2,250,000		\$2,900,000
							2023	Construction	\$27,650,000	\$0		
							2023	Construction	\$0	\$3,725,380		
							2024	Construction	\$0	\$3,928,581		
23437	I-84, Centennial Interchange to Franklin Interchange, Caldwell	ITD	\$121,200,000	\$116,840,000	-3.60%	Leading Idaho	2024	Construction	\$500,000	\$16,282,000	Adjust funding sources and amounts to match current estimates and timing.	
							2025	Construction	\$0	\$5,058,000		
							2023	Construction	\$0	\$20,000,000		
							2023	Design	-\$800,000	\$200,000		
							2023	Construction	\$50,000	\$64,750,000		
							2023	Design	\$1,000,000	\$0		
							2023	Construction	\$91,600,000	\$0		
							2023	Construction	\$200,000	\$0		
2025	Construction	\$500,000	\$0									
23833	Access to Opportunity, Boise and Garden City	ACHD	\$6,430,000	\$6,430,000	0.00%	RAISE	2023	Design	\$6,430,000	\$0	Delay design from 2023 to 2024.	
							2024	Design	\$0	\$6,430,000		

* 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>

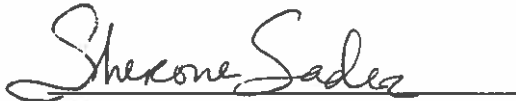
Only information proposed to change is included in this action.

AC = Advanced Construction
ACHD = Ada County Highway District
ADA = American Disabilities Association
FTA = Federal Transit Administration

GARVEE = Grant Anticipation Revenue Vehicle
HB = House Bill
IM = Inspection and Maintenance
ITD = Idaho Transportation Department

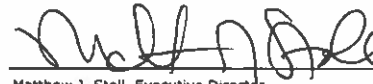
LU = Large Urban
ROW = Right-of-Way
STBG = Surface Transportation Block Grant
TMA = Transportation Management Area

Staff Recommendation:



Sherone Sader, Resource Development Assistant
COMPASS

Approval:



Matthew J. Stoll, Executive Director
COMPASS

Date:

5-24-2023



Community Planning Association (COMPASS)

Staff Administrative Modification #9 for FY2023-2029 Transportation Improvement Program (TIP)											
Key Number	Project	Sponsor	Scheduled Funding for Project Lifetime		**Percent Change	Program/ Funding Source	Funding Year	Funding Phase	Current Total	Total After Revision	Brief Explanation
			*Current Total	** Revised Total							
13918	Rail with Trail Pathway, Meridian	City of Meridian	\$529,000	\$529,000	0.00%	STBG-TMA (CRRSAA 2021)	2024	Construction	\$529,000	\$0	Convert STBG-TMA CRRSAA funding to STBG-TMA, TAP-TMA formula funding, and Local Advanced Construction funds.
						TAP-TMA	2024	Construction	\$0	\$205,000	
						STBG-TMA	2024	Construction	\$0	\$53,000	
						Local Advanced Construction	2024	Construction	\$0	\$271,000	
20506	SH 55, SH-44 (State Street) to Payette River Bridge, Rehabilitation	ITD	\$21,038,000	\$16,074,460	26.39%	NHPP	2023	Construction	\$15,868,000	\$15,741,557	Adjust amounts to match current estimates and convert NHPP to CRRSAA funding.
						CRRSAA 2021	2023	Construction	\$0	\$129,911	
22390	Roadway and ADA Improvements, Boise Area - FY2027	ACHD	\$9,259,000	\$9,259,000	0.00%	STBG-TMA	2023	Design	\$1,492,000	\$0	Convert STBG-TMA CRRSAA funding to STBG-TMA formula funding.
						STBG-TMA (CRRSAA 2021)	2023	Design	\$0	\$1,492,000	
23324	Garden Street Multi-Use Pathway, Cassia Park to Albion (Boise)	City of Boise	\$1,645,000	\$1,645,000	0.00%	STBG-TMA (CRRSAA 2021)	2024	Construction	\$1,093,000	\$0	Convert STBG-TMA CRRSAA funding to STBG-TMA formula funding.
						STBG-TMA	2024	Construction	\$0	\$1,093,000	

* 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.


ACHD = Ada County Highway District
 CRRSAA = Coronavirus Response and Relief Supplemental Appropriations Act, 2021
 ITD = Idaho Transportation Department
 NHPP = National Highway Performance Program

STBG = Surface Transportation Block Grant
 TAP = Transportation Alternatives Program
 TMA = Transportation Management Area

Staff Recommendation:


 Sherone Sader, Resource Development Assistant
 COMPASS

Approval:


 Matthew J. Stoll, Executive Director
 COMPASS

Date:

5/31/2023

Staff Administrative Modification #10 for FY2023-2029 Transportation Improvement Program (TIP)

Key Number	Project	Sponsor	Scheduled Funding for Project		**Percent Change	Program/ Funding Source	Funding Year	Funding Phase	Current Total	Total After Revision	Brief Explanation
			*Current Total	**Revised Total							
23095	Five Mile Road Overpass and Widening, Boise	ACHD ITD	\$5,822,000	\$4,559,000	-21.69%	State Capacity	2023	Design	\$673,000	\$400,000	Per ITD, needed funds are programmed in the update and will be obligated in 2024. This is a correction to Administrative Modification #9.
23379	Railroad Crossing, Cherry Lane, Nampa	ITD	\$550,000	\$780,000	41.82%	Leading Idaho	2023	Construction	\$555,000	\$780,000	Decreasing costs to match engineer's estimate and changing construction from state funds to federal-aid funds. Move state funds to KN 23378. Federal funds from KN 20606. Okay to process per criteria #7.
23971	Railroad Crossing, South Cole Road, Ada County	ITD	\$552,000	\$777,000	40.76%	Federal RRX	2023	Design	\$75,000	\$0	Increase to match engineer's estimate. Funds from KN 23378. Okay to process per criteria #7.
						Leading Idaho	2023	Construction	\$0	\$300,000	

* 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.

AC = Advanced Construction

ACHD = Ada County Highway District

ITD = Idaho Transportation Department

KN = Key Number

RRX = Rail Road Crossing

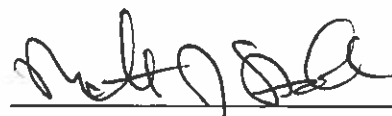
Staff Recommendation:



Sherone Sader, Resource Development Assistant

COMPASS

Approval:



Matthew J. Stoll, Executive Director

COMPASS

Date:

6/8/2023

Staff Administrative Modification #10 CORRECTION *** for FY2023-2029 Transportation Improvement Program (TIP)											
Key Number	Project	Sponsor	Scheduled Funding for Project Lifetime		**Percent Change	Program/ Funding Source	Funding Year	Funding Phase	Current Total	Total After Revision	Brief Explanation
			*Current Total	**Revised Total							
23095	Five Mile Road Overpass and Widening, Boise	ACHD ITD	\$5,822,000	\$4,559,000	-21.69%	State Capacity	2023	Design	\$673,000	\$400,000	Per ITD, needed funds are programmed in the update and will be obligated in 2024. This is a correction to Administrative Modification #9.

* Current Total - Previous TIP total.

** Revised Total - The SUM of the Current Total including the proposed revisions.

*** It was determined that two projects needed to be removed and put on the next amendment for approval.

Staff Administrative Modification #11 for FY2023-2029 Transportation Improvement Program (TIP)											
Key Number	Project	Sponsor	Scheduled Funding for Project Lifetime		**Percent Change	Program/ Funding Source	Funding Year	Funding Phase	Current Total	Total After Revision	Brief Explanation
			*Current Total	**Revised Total							
20536	US 20/26 and SH-44, Mill and Inlay, Ada County	ITD	\$38,435,000	\$10,928,798	-71.57%	HB132 & HB312	2023	Construction	\$0	\$500,000	Increase state funds to cover cost overrun. Remove Private Developer funds which were approved for KN 20506 and added to this project by mistake in February 2023. Also correct previous obligations, which were input at full cost of the project. Actual increase to project is 4.9%.
						Private Developer	2023	Construction	\$5,767,000	\$0	
						NHPP	2023	Construction	\$16,597,000	\$10,298,798	
						Previous Obligations	N/A	N/A	\$16,071,000	\$130,000	
20153	Commuteride, Van Replacement Vehicles, Nampa Area - FY2018	ACHD	\$336,000	\$336,000	0.00%	N/A	N/A	N/A	N/A	N/A	Project was obligated in FY2019 and has \$109,498 remaining. Change purpose of remaining funds from van replacement to preventive maintenance. Van purchases have been on hold because of supply shortage. The Federal Transit Administration clarified that preventive maintenance is appropriate due to the supply chain situation.

COMPASS TIP Amendment Policy:

<https://www.compassidaho.org/documents/people/policies/TIPAmendPolicy081522.pdf>

Only information proposed to change is included in this action.

ACHD = Ada County Highway District

HB = House Bill

ITD = Idaho Transportation Department

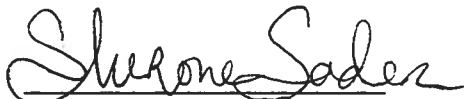
Staff Recommendation:

NHPP = National Highway Pavement Preservation

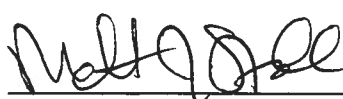
SH = State Highway

Approval:

Date:



Sherone Sader, Resource Development Assistant



Matthew J. Stoll, Executive Director

6/13/2023

COMPASS BOARD OF DIRECTORS AGENDA ITEM VII-E

Date: June 26, 2023

Topic: Project Milestone Report

Request/Recommendation:

This is for information only.

Background/Summary:

On February 22, 2016, the COMPASS Board of Directors directed COMPASS staff to develop a milestone report of projects funded through COMPASS. The report, provided in every other Board packet, included a summary of project funding, obligations, and status of highway projects, as well as a summary of the airport and alternative transportation usage statistics, including historical ridership data.

The milestone report is time-consuming to compile for both COMPASS and member agency staff. Idaho Transportation Department staff requested that COMPASS staff determine if the report is being used by the COMPASS Board of Directors and if not, ask for the report to be removed from future meeting packets.

COMPASS staff requested guidance from the COMPASS Executive Committee on May 9, 2023. The Executive Committee directed COMPASS staff to discontinue the milestone report and notify members of the Board of Directors how they can obtain detailed information regarding specific projects. Simply contact Toni Tisdale (contact information below) to request this information.

More Information:

- 1) For detailed information contact: Toni Tisdale, Principal Planner, at 208/475-2238 or ttisdale@compassidaho.org.

TT:tg T:\FY23\600 Projects\685 TIP\Milestone\230626mmoBoardMilestone.docx