



*Working together to plan for the future*

# **COMPASS BOARD OF DIRECTORS' MEETING PACKET**

## **August 19, 2024**



*Working together to plan for the future*

**Community Planning Association of Southwest Idaho  
2024 COMPASS Board of Directors**

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

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**MAKING A MOTION:**

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

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

<b>To Change a Proposed Motion:</b>
<b>Amend Motions to Raise Urgent Issues:</b>
• Question of privilege
• Orders of the day
• Object to consideration
<b>Motions to Control Debate:</b>
• 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

## 2024 COMPASS BOARD MEETING DATES

COMPASS BOARD MEETING DATE/TIME	LOCATION	KEY ITEMS
<p><b>October 21, 2024</b> 1:30 pm – 3:30 pm</p>	<p><b>COMPASS</b> 700 NE 2nd Street Meridian, Idaho</p>	<ul style="list-style-type: none"> <li>• Member Agency Presentation – Projects of Regional Importance</li> <li>• Status Report – Funding Study</li> <li>• Status Report – <i>Communities in Motion 2055</i></li> <li>• Establish 2025 COMPASS Board and Executive Committee Dates and Location. Provide 30 Day Notice of Annual Meeting</li> <li>• Approve Priorities for Rural Projects</li> <li>• Adopt a Resolution Amending the FY2024-2030 and FY2025-2031 TIP at the request of the City of Notus and Valley Regional Transit</li> <li>• Approve the FY2025 COMPASS Resource Development Plan</li> <li>• Accept <i>Communities in Motion 2055</i> Population Forecast Growth Allocation and Buildout Analysis.</li> <li>• Approve 2025 Idaho Legislative Session Position Statements</li> <li>• Approve 2025 Federal Transportation Position Statements</li> <li>• Approve Amendment of COMPASS By-Laws and Employment Policies and Procedures</li> </ul>
<p><b>December 16, 2024</b> Holiday Luncheon 12:00 pm</p> <p><b>Annual Meeting</b> 1:30 pm – 3:30 pm <i>In person only, no remote option</i></p>	<p><b>Nampa Civic Center</b> 311 3rd Street South Nampa, Idaho</p>	<ul style="list-style-type: none"> <li>• Confirm 2025 Board Officers: Chair, Chair Elect, Vice Chair, Immediate Past Chair. Elect Secretary-Treasurer</li> <li>• Confirm Regional Transportation Advisory Committee Membership</li> <li>• Member Agency Presentation – Projects of Regional Importance</li> <li>• Status Report – High-Capacity Transit (Let’s Ride Treasure Valley) PEL Study Public Comments Received to Date</li> <li>• Status Report – Finance Committee</li> <li>• Adopt Resolution Approving Revision 1 of the FY2025 Unified Planning Work Program and Budget (UPWP)</li> </ul>



*Working together to plan for the future*

**COMPASS BOARD OF DIRECTORS' MEETING  
AUGUST 19, 2024 – 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](mailto:tgregory@compassidaho.org) or 208-475-2225.

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

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

**II. OPEN DISCUSSION/ANNOUNCEMENTS**

**III. CONSENT AGENDA**

- Page 8 **A.\* Approve June 17, 2024, COMPASS Board of Directors Meeting Minutes**
- Page 13 **B.\* Receive Approved May 7, 2024, and June 11, 2024, Executive Committee Meeting Minutes**
- Page 19 **C.\* Receive Approved March 21, 2024, and June 13, 2024, Finance Committee Meeting Minutes**
- Page 24 **D.\* Approve COMPASS Workgroup Charters**
- Page 38 **E.\* Approve the FY2026-2032 COMPASS Application Guide**
- Page 39 **F.\* Approve FY2025 Communities in Motion Implementation Grants and Project Development Program Projects**
- Page 42 **G.\* Approve Resolution 13-2024 Amending the FY2024-2030 Regional Transportation Improvement Program (TIP)**
- Page 46 **H.\* Ratify Amended End-of-Year and Redistribution Program Priorities**
- Page 52 **I.\* Confirm Commissioner Dave McKinney to 2024 Finance Committee**
- Page 53 **J.\* Confirm Regional Transportation Advisory Committee (RTAC) Membership**

**IV. SPECIAL ITEMS**

- 1:35 **A. Status Report - Progress of the Regional Safety Action Plan** **Kittleson and Associates**  
*Kittelson and Associates will provide an update to the COMPASS Board of Directors on the Regional Safety Action Plan.*
- 1:50 **B. Status Report – Idaho Transportation Department (ITD) Revenue and Programming** **Jason Brinkman, ITD**  
*Jason Brinkman, ITD District 3 Engineer, will provide an update on revenue and expense challenges impacting ITD’s programmed projects.*
- 2:05 **C. Status Report – Finance Committee** **Jarom Wagoner**  
*Finance Committee Chair Jarom Wagoner will provide a status report on the July 11, 2024, and August 15, 2024, Finance Committee meetings.*

**V. ACTION ITEMS**

- 2:10 **A.\* Adopt Resolution 14-2024 Amending Communities in Motion 2050** **Austin Miller**  
Page 54 *Austin Miller will seek COMPASS Board of Directors’ approval of Resolution 14-2024, amending Communities in Motion 2050.*
- 2:20 **B.\* Adopt Resolution 15-2024 Approving the FY2025-2031 Regional Transportation Improvement Program (TIP)** **Toni Tisdale**  
Page 58 *Toni Tisdale will seek COMPASS Board of Directors’ approval of Resolution 15-2024, approving the FY2025-2031 TIP.*
- 2:30 **C.\* Adopt Resolution 16-2024 Approving the FY2025 Unified Planning Work Program and Budget (UPWP)** **Megan Sonnen**  
Page 66 *Megan Sonnen will seek COMPASS Board of Directors’ approval of the FY2025 UPWP.*
- 2:45 **D.\* Approve Changes to Multiple Policies Related to the Regional Transportation Improvement Program (TIP)** **Toni Tisdale**  
Page 93 *Toni Tisdale will seek COMPASS Board of Directors’ approval of changes to multiple policies related to the TIP.*

## **VI. INFORMATION ITEM**

- 3:00**  
Page 105     **A.\* Regional Safety Campaign** **Josie Gallup**  
*Josie Gallup will provide an overview the COMPASS' interagency regional safety education campaign.*
- 3:10**  
Page 107     **B.\* Review Draft Updates to COMPASS By-Laws and Employment Policies and Procedures. Provide Notice of Intent to Amend COMPASS By-Laws.** **Matt Stoll**  
*Matt Stoll will present updates to COMPASS By-Laws and Employment Policies and Procedures for consideration of approval in October 2024.*
- 3:15**     **C. Executive Session – Personnel Matter, Idaho Code [74-206 (a)]**  
*(a) To consider hiring a public officer, employee, staff member or individual agent, wherein the respective qualities of individuals are to be evaluated in order to fill a particular vacancy or need.*

## **VII. EXECUTIVE DIRECTOR'S REPORT (INFORMATION ONLY)**

- Page 165     **A.\* Staff Activity Reports**  
Page 169     **B.\* Status Report – Current Air Quality Data**  
Page 175     **C.\* Status Report – Regional Transportation Advisory Committee Attendance**  
Page 176     **D.\* Administrative Modifications**  
Page 180     **E.\* Correspondence**

## **VIII. OTHER**

**Next Meeting: October 21, 2024**

## **IX. ADJOURNMENT (3:30)**

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

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

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**COMPASS BOARD OF DIRECTORS' MEETING  
JUNE 17, 2024  
COMPASS, 1<sup>ST</sup> FLOOR BOARD ROOM  
700 NE 2<sup>ND</sup> STREET, MERIDIAN, ID  
ZOOM CONFERENCE CALL**

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

**ATTENDEES:**

Leon Letson for Rod Beck, Commissioner, Ada County, **Vice Chair**, via ZOOM  
Jason Brinkman, Idaho Transportation Department – District 3, via ZOOM  
Zach Piepmeyer for John Brunelle, Capital City Development Corporation, via ZOOM  
Trevor Chadwick, Mayor, City of Star, **Chair**, in person  
Elaine Clegg, Valley Regional Transit, in person  
Kathy Corless, Councilmember, City of Boise, via ZOOM  
Brent Moore for Ryan Davidson, Commissioner, Ada County, via ZOOM  
Stacey Yarrington for Tom Dayley, Commissioner, Ada County, in person  
John Evans, Mayor, City of Garden City, in person  
Jay Gibbons, Commissioner, Highway District No. 4, **Chair Elect**, in person  
Tom Laws for Miranda Gold, Commissioner, Ada County Highway District, via ZOOM  
Jim Hansen, Commissioner, Ada County Highway District, in person  
Jackie Hutchison, Mayor, City of Middleton, via ZOOM  
Dan Hyer, Councilmember, City of Greenleaf, via ZOOM  
Debbie Kling, Mayor, City of Nampa, **Immediate Past Chair**, in person  
John Laraway, Councilmember, City of Kuna, in person  
Dave McKinney, Commissioner, Ada County Highway District, via ZOOM  
Bre Brush for Lauren McLean, Mayor, City of Boise, via ZOOM  
Mary May, Councilmember, City of Eagle, in person  
Colin Nash, Councilmember, City of Boise, via ZOOM  
John Overton, Councilmember, City of Meridian, in person  
Brad Pike, Mayor, City of Eagle, in person  
Tom Points, City of Nampa, via ZOOM  
Miranda Carson for Dave Reinhart, West Ada School District, via ZOOM  
Victor Rodriguez, Councilmember, City of Nampa, via ZOOM  
Charlie Rountree, City of Meridian, in person  
Michael Toole for Aaron Scheff, Idaho Department of Environmental Quality, via ZOOM  
Bruce Freckleton for Robert Simison, Mayor, City of Meridian, via ZOOM  
Joe Stear, Mayor, City of Kuna, in person  
Matt Stoll, Executive Director, Community Planning Association, Ex officio, in person  
Jarom Wagoner, Mayor, City of Caldwell, **Secretary/Treasurer**, in person  
Nikole Zogg, Southwest District Health, Ex officio, via ZOOM



**MEMBERS ABSENT:**

Drew Alexander, Boise State University  
Zach Brooks, Commissioner, Canyon County  
Cory Dickard, Mayor, City of Melba  
Brad Holton, Commissioner, Canyon County  
Chelsie Johnson, City of Wilder  
Brett Laird, City of Parma  
Cody Lund, Greater Boise Auditorium District, Ex officio  
Robb McDonald, City of Caldwell  
David Porterfield, Mayor, City of Notus  
Leslie Van Beek, Commissioner, Canyon County

**OTHERS PRESENT:**

Matt Carlson, Community Planning Association, in person  
Teri Gregory, Community Planning Association, in person  
Caleb Hood, City of Meridian, in person  
Lila Klopfenstein, Community Planning Association, in person  
Meg Larsen, Community Planning Association, in person  
Amy Luft, Community Planning Association, in person  
Austin Miller, Community Planning Association, in person  
Chris Proud, HDR, in person  
Nichole Baird Spencer, City of Eagle, in person  
Toni Tisdale, Community Planning Association, in person

**CALL TO ORDER**

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

**OPEN DISCUSSION/ANNOUNCEMENTS**

There were no announcements.

**CONSENT AGENDA**

- A. Approve April 15, 2024, COMPASS Board of Directors Meeting Minutes**
- B. Receive Approved March 12, 2024, and April 9, 2024, Executive Committee Meeting Minutes**
- C. Receive Approved December 14, 2023, Finance Committee Meeting Minutes**
- D. Approve Priorities for the End-of-Year and Redistribution Program**
- E. Adopt Resolutions 11-2024 Amending *Communities in Motion 2050* and 12-2024 Amending the FY2024-2030 Regional Transportation Improvement Program (TIP)**
- F. Ratify COMPASS Membership for West Ada School District**
- G. Confirm Regional Transportation Advisory Committee (RTAC) Membership**

**Jay Gibbons moved and Brad Pike seconded approval of the Consent Agenda as presented.** Motion passed unanimously.

## **SPECIAL ITEMS**

### **A. Member Agency Presentation – Projects of Regional Importance**

Caleb Hood, City of Meridian, presented an overview of projects of regional importance to the City of Meridian.

### **B. Status Report – Finance Committee**

Finance Committee Chair Jarom Wagoner provided a status report of the June 13, 2024, Finance Committee meeting.

## **ACTION ITEMS**

### **A. Accept the Draft Purpose and Need Statement for High-Capacity Transit Service South of the Boise River**

Lila Klopfenstein, COMPASS, and Chris Proud, HDR, presented the draft purpose, need, and goals for high-capacity transit service south of the Boise River and requested COMPASS Board of Directors' acceptance.

After discussion, **Elaine Clegg moved and Mary May seconded to accept the purpose, needs, and goals statement for the high-capacity transit planning and environmental linkages study with the direction to have staff add the word "reliability" to the purpose statement and include a statement in the "to provide greater mobility choice given the region's forecasted deteriorating transportation reliability and travel time travel" section to indicate the current system will not be sustainable in the future.**

Motion passed unanimously.

### **B. Approve Metropolitan Transportation Planning Memorandum of Understanding with the Idaho Transportation Department**

Matt Stoll presented the metropolitan transportation planning memorandum of understanding (MOU) with the Idaho Transportation Department and requested COMPASS Board of Directors' approval to sign the MOU on behalf of the COMPASS Board of Directors.

After discussion, **Debbie Kling moved and Jay Gibbons seconded to authorize Matt Stoll to sign the MOU on behalf of the COMPASS Board of Directors.** Motion passed unanimously.

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

**Debbie Kling moved and Mary May seconded to move into Executive Session pursuant to Idaho Code [74-206 (a)(b)] at 2:39 p.m.**

**Matt Stoll called roll. The following COMPASS Board of Directors members were present and voted in the affirmative: Leon Letson for Rod Beck, Jason Brinkman, Zach Piepmeyer for John Brunelle, Trevor Chadwick, Elaine Clegg, Kathy Corless, Brent Moore for Ryan Davidson, Stacey Yarrington for Tom Dayley, John Evans, Jay Gibbons, Tom Laws for Miranda Gold, Jim Hansen, Jackie Hutchison, Dan Hyer, Debbie Kling, John Laraway, Dave McKinney, Bre Brush for Lauren McLean, Mary May, Colin Nash,**

**John Overton, Brad Pike, Tom Points, Miranda Carson for Dave Reinhart, Victor Rodriguez, Charlie Rountree, Michael Toole for Aaron Scheff, Bruce Freckleton for Robert Simison, Joe Stear, Jarom Wagoner, and Nikole Zogg.**

The Board of Directors convened back into session at 3:05 p.m. No action was taken in the Executive Session.

#### **D. Approve Executive Director Hiring Process**

**Debbie Kling moved and Joe Stear seconded to engage the City of Meridian to supply the human resources personnel to assist COMPASS with support for the hiring process. The city will post the opening, collect the applications, and provide them to the Executive Team for the Executive Committee, who will conduct the interviews and ask the COMPASS Board for approval to enter into negotiations with the selected candidate. The goal is to have a candidate in place February 24, 2025. The preferred candidate will be brought before the COMPASS Board for approval. The COMPASS Board will reimburse the City of Meridian for the placement of ads.** Motion passed unanimously.

#### **E. Approve Executive Director Salary Adjustment**

**Jim Hansen moved and Jay Gibbons seconded to accept the Executive Committee's recommendation to provide a merit increase to the Executive Director's salary to \$173,710 (a 5% increase) effective October 1 and also provide a bonus to be decided at the discretion of the COMPASS Board.**

After discussion, **John Evans moved and Mary May seconded a substitute motion to approve the Executive Director's salary be increased to \$173,710 effective July 1.** Motion passed unanimously.

### **INFORMATION ITEMS**

#### **A. Review Draft FY2025-2031 Regional Transportation Improvement Program (TIP)**

Toni Tisdale provided a brief review of the draft FY2025-2031 TIP which will go out for public comment July 1-31, 2024, and requested COMPASS Board members to provide any technical corrections by noon, June 24, 2024.

**ADJOURNMENT**

**Mary May moved and Stacey Yarrington seconded to adjourn the meeting.** Motion passed unanimously.

**Chair Trevor Chadwick adjourned the meeting at 3:17 p.m.**

**Approved this 19<sup>th</sup> day of August 2024.**

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

**Attest:**

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

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**EXECUTIVE COMMITTEE MEETING  
MAY 7, 2024  
COMPASS  
SECOND FLOOR LARGE CONFERENCE ROOM AND ZOOM  
700 NE 2<sup>ND</sup> STREET  
MERIDIAN, IDAHO**

**\*\*MINUTES\*\***

**ATTENDEES:**

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

**MEMBERS ABSENT:**

Brad Holton, Commissioner, Canyon County  
Dan Hyer, Councilmember, City of Greenleaf  
Lauren McLean, Mayor, City of Boise

**OTHERS PRESENT:**

Ashley Cannon, COMPASS, via ZOOM  
Teri Gregory, COMPASS, in person  
Megan Larsen, COMPASS, in person  
Amy Luft, COMPASS, in person  
Jacob Miller, COMPASS, in person  
Matt Stoll, Executive Director, COMPASS, in person

**CALL TO ORDER**

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

**OPEN DISCUSSION/ANNOUNCEMENTS**

Matt Stoll announced he had been nominated and selected by the Idaho Business Review as a 2024 honoree of their CEO of Influence Awards.

## **CONSENT AGENDA**

### **A. Approve April 9, 2024, Executive Committee Meeting Minutes**

**Joe Stear moved and Mary May seconded approval of the Consent Agenda as presented.** Motion passed unanimously.

## **ACTION ITEMS**

### **A. Establish June 17, 2024, COMPASS Board Meeting Agenda**

Matt Stoll presented agenda items 1-17 for the upcoming June 17, 2024, COMPASS Board of Directors' meeting and noted the potential addition of an agenda item regarding the ratification of membership for the West Ada School District.

After discussion, **Joe Stear moved and Mary May seconded approval of items 1 – 17, for the June 17, 2024, COMPASS Board of Directors' meeting and the addition of an agenda item regarding the membership of the West Ada School District if needed. Matt Stoll has the latitude to amend the agenda as necessary.** Motion passed unanimously.

### **B. Discuss COMPASS Meeting Format**

Chair Trevor Chadwick opened a discussion regarding the pros and cons for in-person vs hybrid meetings.

After discussion, it was decided to discuss this item further at the June 11, 2024, Executive Committee meeting.

### **C. Consider FY2024 Membership Request from West Ada School District**

Matt presented a request for membership from the West Ada School District.

After discussion, **Joe Stear moved and Jim Hansen seconded to accept the membership request from the West Ada School District and to prorate their 2024 dues.** Motion passed unanimously.

### **D. Executive Session - Personnel Matter Idaho Code [74-206 (b)]**

**Robert Simison moved and Mary May seconded to move into Executive Session pursuant to Idaho Code [74-206 (b)] at 2:04 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, Debbie Kling, Mary May, Robert Simison, Joe Stear, and Jarom Wagoner.**

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

**ADJOURNMENT**

Chair Trevor Chadwick adjourned the meeting at 2:36 p.m.

**Approved this 11th day of June 2024.**

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

**Attest:**

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



**EXECUTIVE COMMITTEE MEETING  
JUNE 11, 2024  
COMPASS  
SECOND FLOOR LARGE CONFERENCE ROOM AND ZOOM  
700 NE 2<sup>ND</sup> STREET  
MERIDIAN, IDAHO**

**\*\*MINUTES\*\***

**ATTENDEES:**

Rod Beck, Commissioner, Ada County, **Vice Chair**, in person  
Trevor Chadwick, Mayor, City of Star, **Chair**, in person  
Jay Gibbons, Commissioner, Highway District #4, **Chair Elect**, in person  
Miranda Gold for Jim Hansen, Commissioner, Ada County Highway District, in person  
Dan Hyer, Councilmember, City of Greenleaf, in person  
Debbie Kling, Mayor, City of Nampa, **Immediate Past Chair**, in person  
Mary May, Councilmember, City of Eagle, in person  
Robert Simison, Mayor, City of Meridian, in person  
Joe Stear, Mayor, City of Kuna, via ZOOM

**MEMBERS ABSENT:**

Brad Holton, Commissioner, Canyon County  
Lauren McLean, Mayor, City of Boise  
Jarom Wagoner, Mayor, City of Caldwell, **Secretary/Treasurer**

**OTHERS PRESENT:**

Ashley Cannon, COMPASS, in person  
Teri Gregory, COMPASS, in person  
Megan Larsen, COMPASS, in person  
Amy Luft, COMPASS, in person  
Matt Stoll, Executive Director, COMPASS, in person

**CALL TO ORDER**

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

**OPEN DISCUSSION/ANNOUNCEMENTS**

Matt Stoll announced the Idaho Transportation Department will be hosting a workshop at 1:00 pm on June 12 at the Courtyard Hotel at Eagle and Overland Roads. All are invited to attend. There will be opportunity to discuss important regional projects.



## **CONSENT AGENDA**

### **A. Approve May 7, 2024, Executive Committee Meeting Minutes**

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

## **ACTION ITEMS**

### **A. Recommend Approval of Metropolitan Transportation Planning Memorandum of Understanding with the Idaho Transportation Department**

Matt Stoll presented and discussed the metropolitan transportation planning memorandum of understanding between COMPASS and the Idaho Transportation Department and requested Executive Committee recommendation of COMPASS Board of Directors' approval for the Executive Director to sign the updated memorandum of understanding.

After discussion, **Debbie Kling moved and Mary May seconded to recommend COMPASS Board of Directors approval for the Executive Director to sign the memorandum of understanding between COMPASS and the Idaho Transportation Department.** Motion passed unanimously.

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

**Debbie Kling moved and Mary May seconded to move into Executive Session pursuant to Idaho Code [74-206 (a)(b)] at 1:47 p.m.**

**Matt Stoll called roll. The following Executive Committee members were present and voted in the affirmative: Rod Beck, Trevor Chadwick, Jay Gibbons, Miranda Gold for Jim Hansen, Dan Hyer, Debbie Kling, Mary May, Robert Simison, and Joe Stear.**

The committee convened back into session at 2:15 p.m. No action was taken in the Executive Session.

## **INFORMATION/DISCUSSION ITEMS**

### **A. Discuss Draft 2025 State Legislative Positions**

Amy Luft presented the draft 2025 state legislative positions for discussion.

This item will be brought back to the July Executive Committee meeting for recommendation of COMPASS Board of Directors' approval.

### **B. Discuss Draft 2025 Federal Transportation Positions**

Amy Luft presented the draft 2025 federal transportation positions for discussion.

This item will be brought back to the July Executive Committee for recommendation of COMPASS Board of Directors' approval.

**ADJOURNMENT**

**Jay Gibbons moved and Mary May seconded to adjourn the Executive Committee.**  
Motion passed unanimously.

Chair Trevor Chadwick adjourned the meeting at 2:38 p.m.

**Approved this 16th day of July 2024.**

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

**Attest:**

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

**FINANCE COMMITTEE MEETING  
MARCH 21, 2024  
COMPASS 2<sup>ND</sup> FLOOR LARGE CONFERENCE ROOM AND ZOOM**

**\*\*MINUTES\*\***

- ATTENDEES:** Rod Beck, Commissioner, Ada County, in person  
Zach Brooks, Commissioner, Canyon County, in person  
Jay Gibbons, Commissioner, Highway District No. 4, in person  
Miranda Gold, Commissioner, Ada County Highway District, via ZOOM  
Robert Simison, Mayor, City of Meridian, in person
- MEMBERS ABSENT:** Victor Rodriguez, Councilmember, City of Nampa  
Jarom Wagoner, Mayor, City of Caldwell, **Chair**
- OTHERS PRESENT:** Ashley Cannon, COMPASS, in person  
Teri Gregory, COMPASS, in person  
Meg Larsen, COMPASS, in person  
Amy Luft, COMPASS, in person  
Matt Stoll, COMPASS, in person

**CALL TO ORDER:**

COMPASS Board Chair Elect Jay Gibbons called the meeting to order at 12:00 p.m.

**OPEN DISCUSSION/ANNOUNCEMENTS**

There were no announcements.

**CONSENT AGENDA**

**A. Approve December 14, 2023, Finance Committee Meeting Minutes**

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

**INFORMATION/DISCUSSION ITEM**

**A. Review Report of Disbursements Made in the Reporting Period**

Meg Larsen presented the disbursements made in the reporting period, December 6, 2023, through March 5, 2024, which was provided in the packet for information.

**B. Discuss Five-Year Revenue and Expense Projections**

Meg Larsen presented the five-year revenue and expense projections.

**ACTION ITEMS**

**A. Elect Finance Committee Vice Chair**

Jay Gibbons opened nominations for the Finance Committee Vice Chair.

**Robert Simison nominated Miranda Gold as the Finance Committee Vice Chair; Rod Beck seconded the nomination. There were no other nominations.** Motion passed unanimously.

**B. Approve Variance Report for October 1, 2023 – December 31, 2023**

Meg Larsen presented the variance report for October 1, 2023 – December 31, 2023, for approval.

After discussion, **Zach Brooks moved and Robert Simison seconded to approve the variance report for October 1, 2023 – December 31, 2023, as presented.** Motion passed unanimously.

**C. Recommend Approval for the FY2025 General and Special Membership Dues**

Meg Larsen presented the FY2025 general and special membership dues, in preparation for development of the FY2025 Unified Planning Work Program and Budget.

**Robert Simison moved and Zach Brooks seconded to recommend COMPASS Board of Directors' approval of the FY2025 general and special membership dues as presented.** Motion passed unanimously.

**D. Recommend Approval of Revision 2 of the FY2024 Unified Planning Work Program and Budget**

Meg Larsen presented Revision 2 of the FY2024 Unified Planning Work Program Budget.

After discussion, **Robert Simison moved and Miranda Gold seconded to recommend COMPASS Board of Directors' approval of Revision 2 of the FY2024 Unified Planning Work Program and Budget as presented.** Motion passed unanimously.

**ADJOURNMENT**

COMPASS Board Chair Elect Jay Gibbons adjourned the meeting at 12:35 p.m.

**Approved this 13<sup>th</sup> day of June 2024.**

By:   
Jarem Wagoner, Chair

**Attest:**

By:   
Miranda Gold, Vice Chair

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**FINANCE COMMITTEE MEETING  
JUNE 13, 2024  
COMPASS 2<sup>ND</sup> FLOOR LARGE CONFERENCE ROOM AND ZOOM**

**\*\*MINUTES\*\***

**ATTENDEES:** Zach Brooks, Commissioner, Canyon County, in person  
Jay Gibbons, Commissioner, Highway District No. 4, in person  
Justin Lucas for Miranda Gold, Commissioner, Ada County Highway District, **Vice Chair**, via ZOOM  
Victor Rodriguez, Councilmember, City of Nampa, via ZOOM  
Robert Simison, Mayor, City of Meridian, in person

**MEMBERS ABSENT:** Rod Beck, Commissioner, Ada County  
Jarom Wagoner, Mayor, City of Caldwell, **Chair**

**OTHERS PRESENT:** Ashley Cannon, COMPASS, via ZOOM  
Teri Gregory, COMPASS, in person  
Meg Larsen, COMPASS, in person  
Amy Luft, COMPASS, in person  
Matt Stoll, COMPASS, in person

**CALL TO ORDER:**

COMPASS Board Chair Elect Jay Gibbons called the meeting to order at 12:00 p.m.

**OPEN DISCUSSION/ANNOUNCEMENTS**

There were no announcements.

**CONSENT AGENDA**

**A. Approve March 21, 2024, Finance Committee Meeting Minutes**

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

**INFORMATION/DISCUSSION ITEM**

**A. Review Report of Disbursements Made in the Reporting Period**

Meg Larsen presented the disbursements made in the reporting period, March 6, 2024, through June 5, 2024, which was provided in the packet for information.

**B. Review Salary Survey Results**

Meg Larsen presented the salary survey results.

**C. Review Draft FY2025 Unified Planning Work Program and Budget (UPWP)**

Meg Larsen presented the draft FY2025 UPWP.

**ACTION ITEMS**

**A. Approve Variance Report for October 1, 2023 – March 31, 2024**

Meg Larsen presented the variance report for October 1, 2023 – March 31, 2024, for approval.

**Zach Brooks moved and Robert Simison seconded to approve the variance report for October 1, 2023 – March 31, 2024, as presented.** Motion passed unanimously.

**ADJOURNMENT**

COMPASS Board Chair Elect Jay Gibbons adjourned the meeting at 12:32 p.m.

**Approved this 11<sup>th</sup> day of July 2024.**

By:   
Jarom Wagoner, Chair

Attest:

By:   
Vice Chair

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## EXECUTIVE COMMITTEE AGENDA ITEM III-D

DATE: August 19, 2024

### **Topic: FY2025 COMPASS Workgroup Charters**

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

COMPASS staff seeks COMPASS Board of Directors' approval of the workgroup charters for FY2025 activities. The COMPASS Executive Committee recommended approval on July 16, 2024.

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

The Board approved the Bylaws at its September 21, 2015, meeting. Section 7.2.10 (b) specifies that:

"Each task force or workgroup shall have a charter recommended by the Executive Committee for final approval by the Board, specifying the type of members to include, the tasks to accomplish, and the timeline for completion of those tasks."

The proposed workgroup charters that meet the requirements of Section 7.2.10 (b) are attached:

- Active Transportation
- Affordable Housing Advisory
- Demographic Advisory
- Environmental Review
- Freight Advisory
- Grant Resource Alignment
- Public Participation
- Public Transportation
- Regional Geographic Advisory
- Regional Operations
- Rural Prioritization

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

In the absence of COMPASS Board of Directors' approval, the workgroup activities would be suspended until a recommendation could be brought forward to the Board for approval.

#### **More Information:**

- 1) Attachments: Workgroup charters
- 2) For detailed information contact: Meg Larsen at 208-475-2228 or [mlarsen@compassidaho.org](mailto:mlarsen@compassidaho.org)

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Work Group: Active Transportation Workgroup (ATWG)  
Staff Liaison: Alexa Roitman

**Purpose:** The purpose of the Active Transportation Workgroup is to provide guidance in the development, integration, and implementation of regional active transportation (bicycle/pedestrian/micromobility) planning. This encompasses stakeholder coordination, data collection and analysis, regional infrastructure mapping, needs identification, and member agency decision support.

**Tasks:**

1. Review and provide feedback on COMPASS Bike and Pedestrian Counter Program and Data Bike Report.
2. Review and upgrade prioritization process for *Communities in Motion 2055* (CIM 2055).
3. Develop a scoring mechanism for projects going into CIM 2055.
4. Assist in the development of the Regional Waterway Pathway Plan.
5. Review and provide feedback for Bike/Walk COMPASS Map.

**Deliverables, Schedule:**

1. COMPASS Data Bike Report and Bike/Pedestrian Counter Report (Winter 2025).
2. Draft active prioritization process (Fall 2025).
3. Updated Bike/Walk COMPASS online map (Ongoing).
4. Scope of work for Regional Waterway Pathway Plan (Fall 2024).
5. Schedule for the Regional Waterway Pathway Plan (TBD).

**Membership:**

Membership in the ATWG will be drawn from COMPASS member agency staff, health-related organization staff, representatives from the Foundation for Ada/Canyon Trails System, and advocacy group representatives.

Charter recommended by Executive Committee: July 16, 2024

Charter approved by COMPASS Board:

Next planned review of charter by Executive Committee: June 2025

*All decisions and recommendations of COMPASS workgroups are reached through consensus and there are no quorum requirements for workgroups. All workgroup meetings are open to anyone interested in attending. Individuals interested in attending should contact the staff liaison to obtain the scheduled meeting dates and planned agendas.*

Work Group: Affordable Housing Advisory Workgroup (AHAW)  
Staff Liaison: Alexa Roitman

**Purpose:**

The purpose of the Affordable Housing Advisory Workgroup is to provide guidance in the implementation of the COMPASS Regional Housing Coordination Plan. This encompasses needs identification, data collection and analysis, and the development of communications materials.

**Tasks:**

1. Assist in creation of materials for the COMPASS Housing Webpage.
2. Create inventory of regulated affordable housing

**Deliverables, Schedule:**

1. COMPASS Housing Webpage materials.

**Membership:**

Membership in the AHAW will be drawn from member agency staff with appropriate expertise, housing agencies, organizations representing under-served communities, and the development community.

Charter recommended by Executive Committee: July 16, 2024

Charter approved by COMPASS Board:

Next planned review of charter by Executive Committee: June 2025

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Work Group: Demographic Advisory Workgroup (DAWG)  
Staff Liaison: Austin Miller

**Purpose:**

The purpose of the Demographic Advisory Workgroup is to provide expert guidance and feedback on COMPASS demographic and growth tracking projects.

**Tasks:**

1. Recommend 2025 population estimates to the COMPASS Board of Directors.
2. Review and provide feedback on the 2024 Development Monitoring Report.
3. Review and provide feedback on Development Checklist Report.

**Deliverables, Schedule:**

1. 2025 population estimates (March 2025).
2. 2025 Development Monitoring Report (March 2025).
3. Development Checklist report (March 2025).

**Membership:**

Membership in the DAWG will be drawn from member agency staff with appropriate expertise, chambers of commerce, major utilities, and the development community.

Charter recommended by Executive Committee: July 16, 2024

Charter approved by COMPASS Board:

Next planned review of charter by Executive Committee: June 2025

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Work Group: Environmental Review Workgroup (ERWG)  
Staff Liaison: Lila Klopfenstein

**Purpose:**

The purpose of the Environmental Review Workgroup is to share data, consider environmental goals and community values early in the long-range planning process, and identify potential environmental mitigation strategies to help restore and maintain environmental functions affected by projects in the long-range transportation plan. The environmental review is aimed at creating a seamless decision-making process that minimizes duplication of effort, promotes environmental stewardship, and reduces delays in project implementation.

**Tasks:**

1. Provide input on the High-Capacity Transit Planning and Environmental Linkages (PEL) Study.
2. Review data for an updated *Communities in Motion 2055* (CIM 2055) Environmental Review map.

**Deliverables, Schedule:**

1. High-Capacity Transit PEL Study (ongoing).
2. List of data and sources for the CIM 2055 Environmental Review Map (October 2025).

**Membership:**

Membership in the ERWG will be drawn from federal, state, and local environmental and resource agencies, and member agency staff with appropriate expertise.

Charter recommended by Executive Committee: July 16, 2024

Charter approved by COMPASS Board:

Next planned review of charter by Executive Committee: June 2025

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Work group: Freight Advisory Workgroup (FAWG)  
Staff Liaison: Olivia Vielstich McKinnon

## Purpose:

The purpose of the Freight Advisory Workgroup is to advise and provide input on freight-related issues and needs, and to help integrate freight into the development and implementation of the regional long-range transportation plan. The workgroup will facilitate information sharing and coordination among organizations, and advocate for freight considerations in transportation project prioritization and funding.

## Tasks:

1. Help identify and implement regional freight priorities.
2. Review freight improvement projects for the 2025 Resource Development Plan for submittal by November 2024.
3. Identify needs and goals for rail freight in the region.
4. Share information about regional freight and the long-range transportation plan with constituents; provide feedback to COMPASS.

## Deliverables, Schedule:

1. Review freight improvement projects included in the Resource Development Plan (November 2024).

## Membership:

Membership in the FAWG will be drawn from local and/or regional producers and processors, trucking companies and major shippers, rail companies, chambers of commerce, highway districts, and other agencies as appropriate.

Charter recommended by Executive Committee: July 16, 2024

Charter approved by COMPASS Board:

Next planned review of charter by Executive Committee: June 2025

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Work Group: Grant Resource Alignment Workgroup (GRAWG)  
Staff Liaison: Matt Carlson

## Purpose:

The purpose of the Grant Resource Alignment Workgroup is to strategize and collaborate among partnering agencies in creating an annual calendar for grant resources to maximize funding for projects that meet the goals of the *Communities in Motion 2050* (CIM 2050) long-range transportation plan. The workgroup will facilitate information sharing and coordination among organizations and advocate for grant considerations in transportation project prioritization and implementation.

## Tasks:

1. Identify, review, and discuss federal, state, local, public, and private grant opportunities to assemble a list of prioritized funding opportunities for the current and next fiscal year.
2. Review unfunded projects for the current and next year's Resource Development Plan to identify prioritized regional needs and develop a prioritized list of unfunded or underfunded projects suitable for grant submission in the immediate and upcoming year.
3. Match grant opportunities with unfunded needs on a calendar basis to establish annual grant writing workflow, making sure all projects contribute to CIM 2050 goals.
4. Collaborate with involved parties to develop a comprehensive annual grant writing calendar with timelines and assigned primary and support roles to maximize total grant submission outputs while distributing workloads over time for improved grant submission outcomes.
5. Review grant writing calendar on a biannual basis to adapt, change, and/or update based on emerging notices of funding opportunities as well as the obligation of grant funds.
6. Share information about the annual grant calendar, funding priorities, mid-year changes or updates and the overarching contributions to the long-range transportation plan with member agencies; provide feedback to the COMPASS Board of Directors.

## Deliverables, Schedule:

1. Prioritized grant opportunities list (November 2024).
2. Prioritized unfunded projects list (December 2024).
3. Annual grant writing calendar with timeline and agreed-to roles and responsibilities (January 2025).
4. Development of FY2026 grant writing calendar prior to next fiscal year (April 2025 and July 2025).
5. Semiannual review of grant writing calendar, considering current grant developments (January 2025 and July 2025).

## Membership:

Membership in the GRAWG will be drawn from member agency staff who are grant writers and/or those assigned to locate, write, review, and/or submit grants who wish to participate in a region-wide grant calendar process.

Charter recommended by Executive Committee: July 16, 2024

Charter approved by COMPASS Board:

Next planned review of charter by Executive Committee: June 2025

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Work Group: Public Participation Workgroup (PPWG)  
Staff Liaison: Amy Luft

## Purpose:

The purpose of the Public Participation Workgroup is to advise COMPASS staff on COMPASS public participation and outreach activities; serve as a conduit for sharing information from COMPASS with Ada and Canyon County residents; and provide a forum for communication staff from COMPASS member agencies to share information, assist one another in public participation and outreach activities, collaborate on regional projects, and receive input on outreach activities from the general public and interested stakeholders.

## Tasks:

1. Appoint one public or journalist representative to serve on the Regional Transportation Advisory Committee (RTAC) for CY2025.
2. Assist in selecting 2024 Leadership in Motion award recipients (one workgroup representative).
3. Provide input into the design and communication methods for a housing resource webpage.
4. Review and provide input into a public survey on transportation priorities and the public involvement plan for distributing that survey.
5. Appoint a representative to assist in selecting 2025 Leadership in Motion award recipients.
6. Continue to support and implement a regional safety education campaign.
7. Review, provide input, and assist with COMPASS outreach, education, and public participation activities as requested.

## Deliverables, Schedule:

1. Representative to serve on RTAC for CY2025 appointed (November 2024).
2. 2024 Leadership in Motion recipients selected (December 2024).
3. Input provided on the design and communication methods for a housing resource webpage (February 2025).
4. Input provided into a public survey on transportation priorities and the public involvement plan for distributing that survey (April 2025).
5. Representative to assist in selecting 2025 Leadership in Motion recipients appointed (August 2025).
6. Regional safety campaign (ongoing).
7. Assistance provided, as requested (ongoing).

## Membership:

Membership in the PPWG will include COMPASS member agency communication (or related) staff, up to four individuals representing the general public/stakeholders (e.g., under-represented populations, environmental, transportation, health, etc.), and one member of the press. Public/stakeholder and press representatives shall serve terms no longer than four years and shall be appointed by the COMPASS Executive Director through an application process.



Charter recommended by Executive Committee: July 16, 2024

Charter approved by COMPASS Board:

Next planned review of charter by Executive Committee: June 2025

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Work Group: Public Transportation Workgroup (PTWG)  
Staff Liaison: Lila Klopfenstein

## Purpose:

The purpose of the Public Transportation Workgroup is to develop and recommend components and phasing (timeline) of the long-range public transportation system in Ada and Canyon Counties. Work will focus on meeting regional public transportation needs in the two counties to improve mobility and access and maximize effectiveness of transportation investments.

## Tasks:

1. Provide input on the High-Capacity Transit Planning and Environmental Linkages (PEL) Study.
2. Review Park and Ride Site Survey Data.
3. Update Regional Public Transportation Network for *Communities in Motion 2055* (CIM 2055).
4. Provide input on First-and-Last Mile Needs Analysis.

## Deliverables, Schedule:

1. High-Capacity Transit Planning and Environmental Linkages (PEL) Study (Ongoing).
2. Spreadsheet with Park and Ride Site Survey Data (October 2025).
3. CIM 2055 Funded Public Transportation System (October 2025).
4. List of Top Transit Access Barriers in the Treasure Valley (October 2025).

## Membership:

Membership in the PTWG will be drawn from member agency staff from Ada County, ACHD, Canyon County, City of Boise, City of Caldwell, City of Eagle, City of Garden City, City of Meridian, City of Middleton, City of Nampa, Boise State University, ITD, Valley Regional Transit, and other member agencies planning for public transportation.

Charter recommended by Executive Committee: July 16, 2024

Charter approved by COMPASS Board:

Next planned review of charter by Executive Committee: June 2025

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Work Group: Regional Geographic Advisory Workgroup (RGAWG)  
Staff Liaison: Eric Adolfson

## Purpose:

The purpose of the Regional Geographic Advisory Workgroup is to provide input and guidance on regional Geographic Information System (GIS) issues and tasks, such as orthophotography and the Regional Data Center.

## Tasks:

1. Provide a forum to continue to improve regional GIS cooperation, while forming GIS policy and technical solutions.
2. Advise COMPASS staff, workgroups, and the COMPASS Board of Directors on GIS investments and policies.
3. Report to either the Regional Transportation Advisory Committee or Executive Committee on topics such as investments and policies related to improving GIS outputs as needed.
4. Create workflows and protocols that facilitate building cooperatively-maintained regional datasets.
5. Provide feedback to COMPASS staff on regional GIS planning activities.

## Deliverables, Schedule:

1. Provide quality control and review of 2024 orthophotography project deliverables (December 2024).
2. Provide guidance on future GIS data collection projects (Winter 2024/25).
3. Provide quality control and review of 2025 orthophotography project preliminary data (Summer 2025).

## Membership:

Membership in the RGAWG will be drawn from representatives from member agencies and those with an interest in regional geographic data. Members should have information system technical experience or knowledge and active contribution to the region's data ecosystem with agency administrative authority.

Charter recommended by Executive Committee: July 16, 2024

Charter approved by COMPASS Board:

Next planned review of charter by Executive Committee: June 2025

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Work Group: Regional Operations Workgroup (ROWG)  
Staff Liaisons: Mary Ann Waldinger and Hunter Mulhall

## Purpose:

The purpose of the Regional Operations Workgroup is to promote awareness and integration of transportation operations and management, focusing on multimodal transportation system efficiency, reliability, safety, and ease of use. The workgroup supports the regional planning process, including planning for operations through a coordinated approach to multimodal system operations, intelligent transportation systems (ITS) deployment and data management, and maintenance of related planning documents.

## Tasks:

1. Support identification of congestion management and operational priorities, implementation strategies, and projects.
2. Share successes and lessons learned from recent ITS/TSMO deployments.
3. Review results of 2024 Congestion Management Annual Report.
4. Review tools, data, and technologies to support congestion management and operations.

## Deliverables, Schedule:

1. TSMO/ITS Projects List and ITS Inventory (ongoing).
2. Congestion Management Annual Report (Fall 2025).

## Membership:

Membership in the ROWG will be drawn from representatives of transportation and emergency management agencies from across Ada and Canyon Counties that are active in the planning, funding, design, operation, and maintenance of the region's multi-modal transportation infrastructure.

Charter recommended by Executive Committee: July 16, 2024

Charter approved by COMPASS Board:

Next planned review of charter by Executive Committee: June 2025

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Work Group: Rural Prioritization Workgroup (RPWG)  
Staff Liaison: Toni Tisdale

**Purpose:**

The purpose of the Rural Prioritization Workgroup is to develop a recommended priority list for rural programs managed by the Local Highway Technical Assistance Council (LHTAC). Work will focus on determining the most beneficial rural projects in Ada and Canyon Counties to maximize rural transportation funding and bring more funding into the region.

**Tasks:**

1. Discuss and determine recommendations for the most beneficial rural projects for funding programs managed by LHTAC using the prioritization process approved by the COMPASS Board on August 20, 2012.

**Deliverables, Schedule:**

1. Meet to prioritize rural projects (August 2025).
2. Provide priority recommendations to RTAC for rural project priorities in each LHTAC rural program. The recommendation will include a signature from each participating agency (September 2025).
3. Provide RTAC's recommendation to the COMPASS Board of Directors for approval (October 2025).

**Membership:**

Membership in the RPWG will be drawn from mayors, staff, or contract engineers from all rural agencies in Ada and Canyon Counties with transportation jurisdiction.

Charter recommended by Executive Committee: July 16, 2024

Charter approved by COMPASS Board:

Next planned review of charter by Executive Committee: June 2025

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## COMPASS BOARD AGENDA ITEM III-E

Date: August 19, 2024

### **Topic: FY2026-2032 COMPASS Funding Application Guide**

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

COMPASS staff seeks COMPASS Board of Directors' approval of the FY2026-2032 COMPASS Funding Application Guide. The Regional Transportation Advisory Committee (RTAC) recommended approval on July 24, 2024.

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

Each year, in preparation for soliciting project funding applications, COMPASS staff revise the funding application guide to address changes in the schedule and funding availability, incorporate modifications to the application process, and update other relevant information.

The draft FY2026-2032 COMPASS Funding Application Guide is used to prioritize federal-aid and local program projects through evaluating each project's anticipated regional impacts and contributions to the goals of *Communities in Motion*.

The scoring criteria were derived from the [Communities in Motion 2050 goals and objectives](#), the [COMPASS Complete Network Policy](#), the draft Regional Safety Action Plan, and other COMPASS planning products and were developed in consultation with an RTAC subcommittee that included representatives from the Cities of Boise, Meridian, and Nampa; the Ada County Highway District; the Idaho Transportation Department; and Valley Regional Transit. The proposed scoring process is grounded in a performance-based planning approach, which is a high priority for federal programs.

The project application process will function differently from previous years for member agencies. To assist member agency staff and provide more consistent application of the data, COMPASS Resource Development Team staff will provide the supporting data and analysis for member agency applications, after which member agency applicants will have an opportunity to review the data provided by COMPASS and rebut if applicable. The ranking worksheet will function similarly to past years, with modifications to accommodate the updated scoring process.

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

Approval of the FY2026-2032 COMPASS Funding Application Guide will allow COMPASS staff to assist member agency staff in applying for projects to further *Communities in Motion* goals.

#### **More Information:**

- 1) Draft FY2026-2032 COMPASS Funding Application Guide: [https://compassidaho.org/wp-content/uploads/08192024\\_BoardSupp\\_DRAFTFY26-32ApplicationGuide.pdf](https://compassidaho.org/wp-content/uploads/08192024_BoardSupp_DRAFTFY26-32ApplicationGuide.pdf)
- 2) *Communities in Motion 2050* goals and objectives: <https://cim2050.compassidaho.org/cim-2050-goals/>
- 3) COMPASS Complete Network Policy: [https://compassidaho.org/wp-content/uploads/completenetworkpolicy\\_final\\_dec2021\\_2022.pdf](https://compassidaho.org/wp-content/uploads/completenetworkpolicy_final_dec2021_2022.pdf)
- 4) For detailed information contact: Matt Carlson, Principal Planner, at 208/475-2232 or [mcarlson@compassidaho.org](mailto:mcarlson@compassidaho.org)

## COMPASS BOARD AGENDA ITEM III-F

DATE: August 19, 2024

### **Topic: FY2025 *Communities in Motion* (CIM) Implementation Grants and Project Development Program Projects**

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

COMPASS staff seeks COMPASS Board of Directors' approval of FY2025 CIM Implementation Grants and Project Development Program projects. The Regional Transportation Advisory Committee recommended approval on July 24, 2024.

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

Between June 6 and June 20, 2024, RTAC ranked two CIM Implementation Grant applications and two applications for the Project Development Program using a paired comparison process. The resulting rankings and brief project descriptions are shown in the attachment. While projects were ranked, the proposed budget is sufficient to fund all four projects as submitted.

#### CIM Implementation Grants

The CIM Implementation Grant program was developed to support COMPASS member agencies in their efforts to implement *Communities in Motion*, the regional long-range transportation plan. These grant funds are for locally important projects in downtowns or major activity centers that also help achieve regional goals.

#### *FY2025 CIM Implementation Grants*

Two COMPASS member agencies submitted FY2025 requests. The Ada County Highway District (ACHD) submitted a \$35,000 request for bicycle and pedestrian counters and the City of Nampa submitted a \$50,000 request for a corridor study, for a grand total of \$85,000. In recent years, \$100,000 has been budgeted annually for this program; the maximum award per project is \$50,000.

#### Project Development Program

The Project Development Program transforms member agency needs into well-defined projects with cost estimates, purpose and need statements, a public involvement plan, and environmental scans to ensure readiness for future funding applications.

#### *FY2025 Project Development Program Projects*

ACHD and the City of Nampa each also submitted FY2025 Project Development Program requests (\$50,000 each, for a total of \$100,000), to develop a bridge relocation plan and evaluate eliminating a railroad crossing, respectively. In recent years, \$150,000 has been budgeted annually for this program.

#### **Next Steps:**

After approval, COMPASS staff will develop agreements with the project sponsors to prepare for a start date of October 1, 2024.

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

Funding these projects will help “move the needle” toward achieving *Communities in Motion* goals.

**More Information:**

- 1) Attachment: FY2025 Paired Comparison Selection Results for CIM Implementation Grants and the Project Development Program.
- 2) For detailed information, contact: Matt Carlson, Principal Planner, at (208) 475-2232 or [mcarlson@compassidaho.org](mailto:mcarlson@compassidaho.org)

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## Final Ranking of Local-Aid-Eligible Applications

Preliminary Rank	Total Selections	Sponsor	Project
<b>Communities In Motion Implementation Grants</b>			
1	12	Ada County Highway District	<b>Bicycle and Pedestrian Counters in Ada County:</b> Purchase and install four permanent bicycle and pedestrian counters on the Federal Way Pathway at TK Avenue in Boise; Main Street (Meridian Speedway Pathway) in Meridian; Anderson Street Pathway, 35th Street to 34th Street in Boise; and Highlander Road (east of Five Mile Road) in Boise's Southwest Planning Area.
2	6	City of Nampa	<b>North Yale Street and 7<sup>th</sup> Street Corridor Study:</b> Complete a study to establish a plan for the future of the Yale Street and 7th Street Corridor, Smith Avenue to 12th Avenue South near downtown Nampa.
<b>Project Development Program</b>			
1	8	Ada County Highway District	<b>Black Cat Road Bridge Relocation Plan:</b> Develop a preliminary plan to relocate the obsolete Black Cat Road steel truss bridge located near Indian Creek in Ada County. There are five possible bridge relocation sites throughout Ada County.
2 <sup>1</sup>	8	City of Nampa	<b>Robinson Boulevard and Greenhurst Road Railroad Crossing Elimination:</b> Evaluate eliminating the railroad crossing at the intersection of Robinson Boulevard and Greenhurst Road, located just outside the City of Nampa.

*In preliminary rank order by funding program, based on results from online paired comparison process and procedural considerations.*

*Procedural Considerations:*

- Region-wide Implementation: Every effort will be made to award at least one grant in each county during any fiscal year. If all the awarded grants in a fiscal year are in the same county, applications received from agencies in the other county will receive preference in the next grant cycle.
- Distribution of Funds: Only one project per agency per program should be awarded each year.
- Funding:
  - All four projects can be funded under the proposed budget for these programs.

<sup>1</sup> RTAC members broke the tie at the 7/24/24 RTAC meeting.

## COMPASS BOARD AGENDA ITEM III-G

August 19, 2024

### **Topic: FY2024-2030 Regional Transportation Improvement Program (TIP) Amendment**

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

COMPASS staff seeks COMPASS Board of Directors' adoption of Resolution 13-2024 (attached) modifying the FY2024-2030 TIP at the request of the Idaho Transportation Department (ITD) and the City of Boise. The Regional Transportation Advisory Committee recommended adoption of the resolution on August 7, 2024.

#### **Background/Summary**

Action is needed from the COMPASS Board of Directors when a project is proposed to be removed or added from the TIP. ITD has requested to remove one project and the City of Boise has requested to add one project:

- ITD proposes to remove a project to add a weather station on State Highway 44 just east of State Highway 16.
- The City of Boise proposes to add a project selected through a national competitive process to prioritize, design, and plan public electric vehicle charging stations in the City of Boise.

A public comment period was held July 1 through July 31, 2024, to address a proposed amendment to *Communities in Motion 2050* (previous agenda item), the FY2025-2031 TIP project list (previous agenda item), and a proposed amendment to the FY2024-2030 TIP (this agenda item). A total of 28 individuals commented. Four comments were related specifically to the amendment to the FY2024-2030 TIP (see link below). Staff does not recommend changes to the FY2024-2030 TIP based on public comments received.

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

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

#### **More Information:**

- 1) Attachment 1: Resolution 13-2024
- 2) Link to public comments received: [https://compassidaho.org/wp-content/uploads/08192024\\_BoardSupp\\_DRAFTFY25-31PublicCommentsVerbatim.pdf](https://compassidaho.org/wp-content/uploads/08192024_BoardSupp_DRAFTFY25-31PublicCommentsVerbatim.pdf)
- 3) For detailed information contact: Toni Tisdale, Resource Development Team Lead, at 208/475-2238 or [ttisdale@compassidaho.org](mailto:ttisdale@compassidaho.org).

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**RESOLUTION NO. 13-2024**

**FOR THE PURPOSE OF AMENDING THE FY2024-2030  
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**, a public comment period was held July 1, 2024, through July 31, 2024, comments were shared with the COMPASS Board of Directors for consideration;

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

**WHEREAS**, the Community Planning Association of Southwest Idaho developed this amendment to the FY2024-2030 Regional Transportation Improvement Program in compliance with all applicable state and federal regulations; and

**WHEREAS**, the attached table details the amendment to the FY2024-2030 Regional Transportation Improvement Program.

**NOW, THEREFORE, BE IT RESOLVED**, that the Community Planning Association of Southwest Idaho Board of Directors approves this amendment to the FY2024-2030 Regional Transportation Improvement Program.

**ADOPTED** this 19<sup>th</sup> day of August 2024.

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

**ATTEST:**

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

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**Amendment #4 for FY2024-2030 Regional Transportation Improvement Program (TIP)**

KN	Project	Sponsor	Scheduled Funding for Project Lifetime		Total Change	**Percent Change	Program/ Funding Source	Federal Funding Year	Funding Phase	Current Total	Total After Revision	Brief Explanation
			*Current Total	**Revised Total								
23182	SH-44, RWIS near SH-16, Ada County	ITD	\$496,000	\$0	-\$496,000	100.00%	State Supporting Infrastructure Assets	2024	Construction	\$471,000	\$0	Remove project. Install a Road Weather Information System (RWIS) on State Highway 44 just east of State Highway 16 to collect, process, and provide weather information to promote safety for the traveling public.
							Previous Obligations	N/A	N/A	\$25,000	\$0	
BOI01	Charging and Fueling Infrastructure, Boise	City of Boise	\$0	\$4,000,000	\$4,000,000	100.00%	CFI	2024	Design	\$0	\$990,000	Add project. Prioritize, design, and plan public electric vehicle (EV) charging sites. Ultimately, the project will install an estimated 100 level 2 charging ports at 20 to 25 sites and 4 to 8 fast charge ports at 2 to 4 sites throughout the City of Boise. The project will also provide community education and outreach about EV transportation applications and create a workforce development program to help the City of Boise workforce meet the growing needs of EV technology.
							CFI	2025	Design	\$0	\$350,000	
							CFI	2025	Construction	\$0	\$2,660,000	

\* Current Total - Previous TIP total.

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

COMPASS TIP Amendment Policy: [https://compassidaho.org/wp-content/uploads/2024-01\\_TIPAmendPolicy.pdf](https://compassidaho.org/wp-content/uploads/2024-01_TIPAmendPolicy.pdf)

Only information proposed to change is included in this action.

Acronyms:

CFI = Charging and Refueling Infrastructure

EV = Electric Vehicle

FY = Fiscal Year

ITD = Idaho Transportation Department

KN = Key Number

SH = State Highway

RWIS = Road Weather Information System

## COMPASS BOARD AGENDA ITEM III-H

Date: August 19, 2024

### **Topic: Priorities for the End-of-Year and Redistribution Program**

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

COMPASS staff seeks COMPASS Board of Directors' ratification of an amendment to the End-of-Year and Redistribution Program priorities list, provided in Attachment 1, as requested by the City of Garden City and the Ada County Highway District (ACHD). A Valley Regional Transit project is also eligible to advance to take advantage of current funding opportunities. Staff requested the COMPASS Executive Committee to approve this item on August 13, 2024.

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

Federal highway funding allocated to states not obligated within its program year must be returned to the Federal Highway Administration (FHWA) 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. Remaining needs, and opportunities to advance projects, are included in the End-of-Year and Redistribution Program priority list.

Although we do not expect redistribution to result in a windfall of funding this year, as we have seen in past years, we want to be prepared for any opportunities during this process. Projects receiving funding through the End-of-Year and Redistribution Program must already be in the transportation improvement program and ready to obligate immediately upon notification of funding availability.

On June 17, 2024, the COMPASS Board of Directors approved the COMPASS End-of-Year and Redistribution Program priorities. Since then, additional needs have been identified. Using the COMPASS policy for End-of-Year and Redistribution needs, COMPASS staff recommends adding additional projects, as shown in Attachment 1. The necessary agency requests are provided in Attachment 2.

COMPASS staff are working closely with ITD staff on the plan to use all available funding. We anticipate the final announcement of awards in early September 2024.

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

Adding these projects to the approved End-of-Year and Redistribution Program priorities will make these projects' needs eligible for the obligation of funds if funding becomes available.

#### **More Information:**

- 1) Attachment 1: Draft COMPASS FY2024 End-of-Year and Redistribution Program Priorities
- 2) Attachment 2: Member Agency Requests
- 3) For detailed information, contact: Toni Tisdale, Principal Planner, at 208/475-2238 or [ttisdale@compassidaho.org](mailto:ttisdale@compassidaho.org).

COMPASS FY2024 End-of-Year and Redistribution Program Priorities  
Regional Transportation Advisory Committee recommended on May 22, 2024  
COMPASS Board of Directors approved on June 17, 2024

Amended by Executive Committee approved on XX and ratified by the COMPASS Board on XX.

Priority	Key Number	Project	Sponsor	Current Program	Amount Needed	Comments
Overall						
1	Increase all program obligation authority to 100% of the allocation. (STBG-TMA \$4,412,918; STBG-LU ~\$3,400,000; CRP-TMA* \$3,382,231; CRP-LU* \$1,453,318)					
Boise Urban Area (Transportation Management Area) (STBG and CRP)						
1	N/A	Pay ITD back for “borrowed” OA		STBG-TMA	\$1,722,949	<b>Payback</b>
2	N/A	Pay ITD back for “borrowed” OA		CRP-TMA	\$1,447,572	<b>Payback</b>
3	20006	Pavement Preservation and ADA, Phase 3, Boise Area – FY2024	ACHD	STBG-TMA	\$1,664,000	<b>Construction</b> – unfunded due to OA limitation.
4	22386	Commuteride, ACHD – FY2025	ACHD	STBG-TMA	\$220,000	<b>Construction</b> – unfunded due to OA (advanced to minimize OA limitation next year.)
5	23307	Pathway, Federal Way and Broadway Avenue Multi-Use Pathway, Boise	City of Boise	STBG-TMA	\$300,539	<b>Design</b> – unfunded due to OA limitation.
6	24233	Study, Carbon Reduction Strategy, COMPASS	COMPASS	CRP-TMA	\$180,000	<b>Design</b> – unfunded due to OA limitation.
7	22387	Planning, COMPASS – FY2025/FY2026	COMPASS	STBG-TMA	\$232,000	<b>Design</b> – unfunded due to OA (advanced to minimize OA limitation next year.)
8	23307	Pathway, Federal Way and Broadway Avenue Multi-Use Pathway, Boise	City of Boise	Local (AC)	\$2,245	<b>Design</b> – convert to federal-aid, if possible.
9	20006	Pavement Preservation and ADA, Phase 3, Boise Area – FY2024	ACHD	STBG-TMA	\$598,000	<b>Construction</b> – cover final engineer’s estimate.
10	23943	SR2S, VRT, Ada County – (2025)	Valley Regional Transit	TAP-TMA	\$206,000	<b>Construction</b> – advance from FY2025.
11	23311	Study, Chinden Drainage and Design Plan, Garden City	City of Garden City	STBG-TMA	\$300,000	<b>Design</b> – cover negotiated cost of design
12	23833	Access to Opportunity, Boise and Garden City	ACHD	RAISE	\$1,000,000	<b>Design</b> – cover increased cost of design
<del>10</del> -13	24382	Fairview Avenue, North Garden to Whitewater Park and Bridge Replacement	ACHD	Local (AC)	\$1,800,000	<b>Design</b> – convert to federal-aid if possible (any amount).

Priority	Key Number	Project	Sponsor	Current Program	Amount Needed	Comments
Nampa Urban Area (Large Urban) (STBG and CRP)						
1	N/A	Pay ITD back for "borrowed" OA		CRP-LU	\$771,414	<b>Payback</b>
2	24337	Pathway, Orr Multi-Use City Pathway, Nampa	City of Nampa	CRP-LU	\$402,000	<b>Design</b> – unfunded due to OA limitation.
3	24230	Pedestrian Improvements, West Park, Nampa	City of Nampa	CRP-LU	\$63,000	<b>Design</b> – unfunded due to OA limitation.
4	13905	10th Avenue ITS and Overlay, Caldwell	City of Caldwell	STBG-LU	\$2,641,000	<b>Construction</b> – advance from FY2026.
5	22016	Midway Road, SH-55 (Karcher Road) to I-84B, Rehabilitation, Canyon County	Highway District No. 4	STBG-LU	\$4,270,513	<b>Construction</b> – advance from FY2027.
6	24229	Middleton Road, SH-55 (Karcher) to Flamingo Avenue, Nampa	City of Nampa	STBG-LU	\$4,183,000	<b>Construction</b> – advance from preliminary development.
7	22386	Commuteride, ACHD – FY2025/FY2026	ACHD	STBG-LU	\$110,000	<b>Construction</b> - advance to minimize OA limitation next year.
8	13494	Old Highway 30, Plymouth Street Bridge, Caldwell	Highway District No. 4	STBG-LU	\$250,000	<b>Design</b> – cover design supplemental.
9	22387	Planning, COMPASS – FY2025/FY2026	COMPASS	STBG-LU	\$198,000	<b>Design</b> – advance to minimize OA limitation next year.

\*Includes carry-over funds from previous years.

Heavy blue line = anticipated funding cut-off at 100% of estimate.

Blue text = amended changes July 2024.

Acronym Key:

AC = Advanced Construction

ACHD = Ada County Highway District

ADA = Americans with Disabilities Act

CRP = Carbon Reduction Program

FY = Fiscal Year

I = Interstate

ITS = Intelligent Transportation System

LU = Large Urban (Nampa Urban Area)

OA = Obligation Authority

PD = Preliminary Development (construction beyond FY2027)

RAISE = Rebuilding American Infrastructure with Sustainability and Equity Grant

SH = State Highway

SR2S = Safe Routes To School

STBG = Surface Transportation Block Grant

TMA = Transportation Management Area (Boise Urban Area)

VRT = Valley Regional Transit

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## OFFICE OF THE MAYOR

6015 Glenwood Street • Garden City, Idaho 83714  
Phone 208/472-2900 • Fax 208/472-2998

June 17, 2024

Mr. Matt Stoll  
Executive Director  
Community Planning Association of Southwest Idaho  
700 NE 2<sup>nd</sup> Street, Suite 200  
Meridian, ID 83642

Re: Balancing Action Request: Additional Funding for KN23311 Chinden Drainage and Design Plan

Dear Director Stoll,

The project Key KN23311 Chinden Drainage and Design Plan, Chinden Drainage Design has received an estimate of \$500,000. The initial estimate and current executed agreement anticipates a project cost of \$200,000. Garden City will not be able to budget for this cost increase. Subsequently, Garden City requests an increase in federal aid funding to cover the cost. The funds will be obligated in the same timeframe as the initial request.

The Garden City Council will be formally briefed on this matter.

Thank you for your consideration.

Sincerely,

A handwritten signature in blue ink that reads "John G. Evans". The signature is written in a cursive style.

John G. Evans  
Mayor



Alexis Pickering, President  
Miranda Gold, Vice-President  
Jim Hansen, Commissioner  
Kent Goldthorpe, Commissioner  
Dave McKinney, Commissioner

July 23, 2024

Matt Stoll, Executive Director  
COMPASS  
700 NE 2<sup>nd</sup> Street, Suite 200  
Meridian, ID 83642

Dear Mr. Stoll:

ACHD requests additional federal-aid funding to cover the full cost of design for the Access to Opportunity project (KN 23833). ACHD successfully applied for a \$5,000,000, Fiscal Year 2022 Rebuilding American Infrastructure with Sustainability and Equity (RAISE) Grant for ACHD's \$6,429,500 "Access to Opportunity" planning project. The Access to Opportunity project will design fourteen projects that when built will improve multi-modal links in Garden City, Boise Bench, and Central Bench neighborhoods. After significant negotiations, the finalized consultant agreement recommends additional analysis of two of the bundles (Glenwood and Fairview) to fully develop concept alternatives and arrive at a preferred alternative. Because of a lack of funding, several segments of the project will only be completed at a concept level and not 100% design. The estimated need to complete the design for all segments is \$1 million. With all segments designed for construction, ACHD will be in a good position to apply for additional competitive grant funding to construct the whole Access to Opportunity project. The need for a fully designed project to compete for funding makes this request a priority need for ACHD.

The Access to Opportunity project is primarily an alternative transportation project with a focus on filling sidewalk gaps and improving bike and pedestrian facilities along the project's 14 road segments. All segments of

*connecting you to more*

this project are within two miles of a public school or schools and will help support students who walk or ride their bikes.

If you have any questions, please feel free to contact Tom Ferch, Transportation Funding Coordinator, at [tferch@achdidaho.org](mailto:tferch@achdidaho.org) or (208) 387-6157.

Sincerely,

A handwritten signature in black ink that reads "Dyan Bevins". The signature is written in a cursive, flowing style.

Dyan Bevins  
Interim Deputy Director, Planning and Projects  
Ada County Highway District

*connecting you to more*

**BOARD OF DIRECTORS AGENDA ITEM III-I**  
August 19, 2024

**Finance Committee**

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

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

Vacancies on the committee are filled by the Board Chair. Commissioner Miranda Gold has stepped off the Finance Committee, Commissioner Dave McKinney is being presented for confirmation for the remainder of the term. In the event that a duly appointed committee member is unable to attend a meeting of the committee, that member may arrange for an alternate to participate in committee deliberations on his/her behalf.

<b>Name</b>	<b>Member Agency</b>	<b>Term</b>
	<b>Ada County</b>	
Dave McKinney	Ada County Highway District	Even (expires 1/2026)

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## COMPASS BOARD AGENDA ITEM III-J

Date: August 19, 2024

**Topic:** Approval of New Regional Transportation Advisory Committee Members

**Request/Recommendation:**

Staff seeks COMPASS Board approval of the appointment of the following individual to the Regional Transportation Advisory Committee (RTAC), per RTAC Bylaws Article 2, Committee Structure, 2.4.

Clemente Salinas, City of Nampa, per letter dated July 18, 2024

## RTAC AGENDA ITEM V-A

Date: August 19, 2024

### **Topic: Amendment to *Communities in Motion 2050***

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

COMPASS staff requests COMPASS Board of Directors' adoption of Resolution 14-2024 (Attachment 1) amending *Communities in Motion 2050* (CIM 2050).

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

Long-range transportation plans, such as CIM 2050, must be fiscally constrained, meaning they can only include projects that have funding identified to pay for them. When funding is identified to pay for new projects, the long-range transportation plan must be amended to reflect these changes. To that end, COMPASS is proposing to amend CIM 2050 to add four new funded projects. The details of the proposed changes are attached.

A public comment period was held July 1 through July 31, 2024, to address a proposed amendment. Ten comments were received, verbatim comments are provided in the link below. Staff does not recommend changes based on public comments received.

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

The amendment to CIM 2050 ensures the plan continues to meet federal fiscal constraint requirements and enables the projects to be added to the regional transportation improvement program.

#### **More Information:**

- 1) Attachment 1 – Resolution 14-2024
- 2) Link to public comments received: [https://compassidaho.org/wp-content/uploads/08192024\\_BoardSupp\\_DRAFTFY25-31PublicCommentsVerbatim.pdf](https://compassidaho.org/wp-content/uploads/08192024_BoardSupp_DRAFTFY25-31PublicCommentsVerbatim.pdf)
- 3) For detailed information contact: Austin Miller, Planning Team Lead, at 208/475-2239 or [amiller@compassidaho.org](mailto:amiller@compassidaho.org).

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**RESOLUTION NO. 14-2024**

**FOR THE PURPOSE OF AMENDING *COMMUNITIES IN MOTION 2050***

**WHEREAS**, the Community Planning Association of Southwest Idaho 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 prepare regional long-range transportation plans covering a period of no less than 20 years;

**WHEREAS**, IIJA, Title 23 United States Code Section 134 and Title 49 United States Code Section 5303 require projects contained in regional long-range transportation plans to be financially constrained;

**WHEREAS**, the amendment to *Communities in Motion 2050* adds four new short-term funded projects to the plan. Details are attached;

**WHEREAS**, IIJA, Title 23 United States Code Section 134 and Title 49 United States Code Section 5303 require the long-range transportation plan be developed and amended in consultation with all interested parties;

**WHEREAS**, a public comment period was held from July 1 through July 31, 2024. All comments were shared with the COMPASS Board of Directors for consideration;

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

**WHEREAS**, the Community Planning Association of Southwest Idaho has developed this amendment to *Communities in Motion 2050* in compliance with all applicable state and federal regulations.

**NOW, THEREFORE, BE IT RESOLVED**, that the Community Planning Association of Southwest Idaho Board of Directors approves this amendment to *Communities in Motion 2050*.

**ADOPTED** this 19<sup>th</sup> day of August 2024.

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

**ATTEST:**

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

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## ***Communities in Motion 2050*** **Proposed Amendment #4**

***The proposed amendment would add four new short-term funded projects:***

### **North Linder Road – Pine Avenue to Ustick Road, City of Meridian**

Widen Linder Road from Pine Avenue to Ustick Road in the City of Meridian from two lanes to five lanes. The project includes pedestrian and bicycle facilities on both sides of the roadway.

This portion of Linder Road is shown as long-term funded in *Communities in Motion 2050* to three lanes. Additionally, *Communities in Motion 2050* includes an unfunded pathway along Linder Road between Washington Street and Emerald Falls Drive as a top regional priority. With this amendment, the roadway segment will be funded to five lanes and the pathway will be funded.

Sponsoring Agency: Ada County Highway District (ACHD)

Year: PD\* Cost: \$5,772,000

### **Pathway – Spoils Bank Canal, City of Boise**

Construct a 12-foot multi-use concrete pathway along the Spoils Bank Canal from Horseshoe Bend Road to Castle Drive in the City of Boise.

Sponsoring Agency: City of Boise

Year: 2028 Cost: \$3,726,000

### **Pathway – South Five Mile Road, Overland Road to Franklin Road, City of Boise**

Widen the Five Mile Road overpass over Interstate 84, including widening the bridge from two lanes to four lanes, widening Five Mile Road from two lanes to five lanes from just north of Overland Road to Franklin Road in the City of Boise, and adding curb, gutter, sidewalks, and enhanced bike lanes on both sides of the roadway.

*Communities in Motion 2050* includes a new pathway along Five Mile Road between Emerald Street and Overland Road as an unfunded pathway. With this amendment, a portion of this pathway will be funded in 2030 as part of the associated overpass and roadway widening project.

The cost below reflects the full overpass and widening project, as the pathway costs were not programmed separately.

Sponsoring Agency: ACHD and Idaho Transportation Department

Year: 2030 – PD\* Cost: \$32,903,000

### **Pathway – North Glenwood Street, Glenwood Bridge to Riverside Drive, City of Garden City**

Construct a pathway on the west side of Glenwood Street, from the Glenwood bridge north to Riverside Drive in the City of Garden City.

Sponsoring Agency: City of Garden City

Year: 2029 Cost: \$1,222,000

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

## COMPASS BOARD AGENDA ITEM V-B

DATE: August 19, 2024

### **Topic: FY2025-2031 Regional Transportation Improvement Program**

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

COMPASS staff requests COMPASS Board of Directors' adoption of Resolution 15-2024 (Attachment 1) approving the FY2025-2031 Regional Transportation Improvement Program (TIP). The Regional Transportation Advisory Committee recommended approval on August 7, 2024.

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

The TIP is a short-term budget of federally funded and regionally significant transportation projects in Ada and Canyon Counties. It is updated annually, and COMPASS staff have been working with RTAC to develop the updated project list for the FY2025-2031 TIP (see link below) since fall 2023. This full project list includes all changes to existing projects approved during its development. To aid in understanding the differences between the current (FY2024-2030) TIP and the draft FY2025-2031 TIP, a "major changes list" is provided in Attachment 2.

Staff is currently developing the full TIP report, which includes all federal requirements and explains the effect of projects in the TIP project list on the overall transportation system. This document will be posted on the COMPASS website when complete.

A public comment period was held July 1 through July 31, 2024, to address a proposed amendment to *Communities in Motion 2050* (previous agenda item), the FY2025-2031 TIP project list (this agenda item), and a proposed amendment to the FY2024-2030 TIP (consent agenda item). A total of 29 individuals commented. Twenty-eight comments were related specifically to the draft FY2025-2031 TIP (see link below). Staff does not recommend changes to the FY2025-2031 TIP based on public comments received.

Included in the public comments were three letters signed by a total of four member agencies (the Cities of Caldwell, Nampa, and Star and Highway District No. 4) and one non-member agency (Nampa Highway District No. 1) raising safety concerns regarding four delayed Idaho Transportation Department (ITD) projects in their areas. COMPASS staff recommends and volunteers to schedule and host, coordination meetings among these agencies and ITD staff to reconsider the timing of these projects and determine options to advance the affected projects.

ITD solicited comments on the draft FY2025-2031 Idaho Transportation Investment Program (the statewide equivalent of the regional TIP) during the same time period. ITD is still in the process of reviewing the comments it received, so they are not yet ready for distribution. When available, these comments will be shared with the COMPASS Board of Directors and posted on the COMPASS website.

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

The FY2025-2031 TIP is not official until adopted by the COMPASS Board of Directors and Idaho Transportation Board and approved by the Federal Highway Administration and the Federal Transit Administration. The current FY2024-2030 TIP will remain in effect, allowing work on projects to continue, until final approval of the FY2025-2031 TIP, anticipated by December 31, 2024. Changes to projects in early FY2025 will occur via amendments to both TIPs.

**More Information:**

- 1) Attachment 1 – Resolution 15-2024
- 2) Attachment 2 – Major Changes List
- 3) Link to draft FY2025-2031 TIP project list: [https://compassidaho.org/wp-content/uploads/08192024\\_BoardSupp\\_DRAFTFY25-31DetailedProjectList.pdf](https://compassidaho.org/wp-content/uploads/08192024_BoardSupp_DRAFTFY25-31DetailedProjectList.pdf)
- 4) Link to public comments received: [https://compassidaho.org/wp-content/uploads/08192024\\_BoardSupp\\_DRAFTFY25-31PublicCommentsVerbatim.pdf](https://compassidaho.org/wp-content/uploads/08192024_BoardSupp_DRAFTFY25-31PublicCommentsVerbatim.pdf)
- 5) For detailed information contact: Toni Tisdale, Principal Planner, at 208/475-2238 or [ttisdale@compassidaho.org](mailto:ttisdale@compassidaho.org).

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**RESOLUTION NO. 15-2024**

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

**WHEREAS**, the Community Planning Association of Southwest Idaho 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 a transportation improvement program;

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

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

**WHEREAS**, a public comment period was held from July 1 through July 31, 2024, and comments were shared with the COMPASS Board of Directors for consideration;

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

**WHEREAS**, the Community Planning Association of Southwest Idaho has developed the FY2025-2031 Regional Transportation Improvement Program for Ada and Canyon Counties, in compliance with all applicable state and federal regulations.

**NOW, THEREFORE, BE IT RESOLVED**, that the Community Planning Association of Southwest Idaho Board of Directors approves the FY2025-2031 Regional Transportation Improvement Program.

**ADOPTED** this 19<sup>th</sup> day of August 2024.

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

**ATTEST:**

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

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## Major Changes List

### Draft FY2025-2031 Regional Transportation Improvement Program (TIP)

This report defines "major changes" as new or removed projects, projects with advanced or delayed construction, and projects with major changes in scope, compared to the FY2024-2030 TIP. Projects are listed in alphabetical order of project name by type of action.

#### Federal Highway Administration Funds

Key Number	Project	Year of Funding	Total Programmed Cost
<b>New</b>			
BOI01*	Charging and Fueling Infrastructure, Boise	FY2024-FY2025	\$4,000,000
ORN24632	Commuteride Website Redesign, ACHD	FY2025	\$70,000
23421	Deer Flat Parking and Trails, Canyon County	FY2027	\$985,000
ORN24511	I-84, Interchange Ramps, Ada and Canyon Counties	FY2027	\$1,392,000
ORN24578	I-84, Overhead Sign Replacement, Ada and Canyon	FY2027	\$500,000
ORN24711	I-84B (Garrity Boulevard) and Stamm Lane Intersection Improvements, Nampa	PD	\$8,719,000
200616	Lake Hazel Road, SH-69 (Meridian Road) to Locust Grove Road, Meridian	FY2024-FY2025	Unknown
RD209-15	Linder Road, Pine Avenue to Ustick Road, Meridian	PD	\$5,772,000
102170	Linder Road, US 20/26 (Chinden) to SH-44 (State), Middle Phase, Ada County	PD	\$10,100,000
102160	Linder Road, US 20/26 (Chinden) to SH-44 (State), North Phase, Ada County	PD	\$19,900,000
200421	Linder Road, US 20/26 (Chinden) to SH-44 (State), South Phase, Ada County	PD	\$20,001,000
ORN24682	Pathway, Garrity Boulevard Sidepath Improvements, Nampa	FY2028	\$536,000
ORN24653	Pathway, Spoils Bank Canal, Boise	FY2028	\$3,726,000
ORN24702	Pathway, West Glenwood, Glenwood Bridge to Riverside, Garden City	FY2029	\$1,222,000
ORN24640	Roadway and ADA Improvements, Boise Area – FY2031	FY2031	\$7,577,000
ORN24584	SH-21, Junction I-84 to Lucky Peak Bridge, Ada County	FY2031	\$5,286,000
ORN24568	SH-44 (State Street), US 20/26 (Chinden Boulevard) to State Street, Garden City	FY2029	\$579,000
ORN24526	SH-44, Linder Road to Glenwood Street, Ada County	FY2028	\$13,124,000
ORN24524	SH-45, Deer Flat Road to I84B, Sealcoat, Canyon County	FY2030	\$2,041,000
ORN24571	SH-55, Farmway Road to Middleton Road, Sealcoat, Canyon County	FY2029	\$459,000
200436	State Street, 36 <sup>th</sup> Street to 27 <sup>th</sup> Street, Boise	PD	\$5,724,000
200435	State Street, Collister Drive to 36 <sup>th</sup> Street, Boise	PD	\$13,460,000
200434	State Street, Pierce Park Lane to Collister Drive, Boise and Garden City	PD	\$7,682,000
ORN24652	Study, Alternative Fuels, COMPASS	FY2027	\$115,000
ORN24651	Study, Freight Plan, COMPASS	FY2029	\$450,000
NEW17	Swan Falls Road, Shortline Street to Avalon Street, Kuna	PD	Unknown
ORN24643	Transit - Rolling Stock, Infrastructure, and Technology, Boise Area, VRT – FY2031	FY2031	\$1,457,000
ORN24569	US 20/26 (Chinden Boulevard), Broadway Avenue, Sealcoat, Boise	FY2030	\$634,000
ORN24575	US 20/26 (Chinden Boulevard), I-84 to Joplin Road, Ada County	FY2030	\$4,158,000
ORN24570	US 20/26 (Chinden), Phyllis Canal to North Mountain View, Ada and Canyon	FY2029	\$2,121,000
<b>Removed</b>			
RD207-19	Linder Road, US 20/26 (Chinden) to SH-44 (State), Ada County	PD	\$20,907,000
24227	Pathway, SH-55 (Eagle Road), Jasmine to McMillan, West Side, Boise	PD	\$1,258,000
24234	Pathway, SH-55 (Eagle Road), McMillan to US 20/26 (Chinden) East Side, Boise	PD	\$1,108,000

Key Number	Project	Year of Funding	Total Programmed Cost
22931	Pathway, SH-55 (Eagle Road), McMillan to US 20/26 (Chinden) West Side, Boise	PD	\$1,423,000
24182**	Pedestrian Underpass, SH-55, Caldwell	2030	\$2,500,000
23182*	SH-44, RWIS near SH-16, Ada County	2024	\$496,000
24238	Study, SH-45 Realignment NEPA, Nampa	PD	\$600,000
23566	Study, SH-55, Junction SH-44 to Brookside Lane, Eagle	PD	\$3,000,000
23677**	Study, Transportation Demand Management Plan, COMPASS	FY2027	\$150,000
<b>Advanced Construction Year</b>			
23313	Bicycle and Pedestrian, Permanent Automated Counters, Boise, COMPASS	FY2026 to FY2025	\$8,000
22438	Cherry Lane, 11 <sup>th</sup> Avenue to Idaho Center Boulevard, Nampa	PD to FY2029	\$2,261,000
102497	Franklin Road, McDermott Road to Black Cat Road, Ada County	PD to FY2028	\$9,184,000
23544	I-84, Interchange Ramps, Ada and Canyon Counties	FY2030 to FY2026	\$5,909,000
RD207-29	Lake Hazel Road, Cloverdale Road to Five Mile Road, Ada County	PD to FY2026	\$7,329,000
RD209-18	Lake Hazel Road, Eagle Road to Cloverdale Road, Ada County	FY2026-FY2027 to FY2025	\$7,117,000
24099	Linder Road Overpass, Overland Road to Franklin Road, Meridian	PD to FY2026-FY2027	\$32,540,000
RD209-28	Linder Road, SH-44 (State Street) to Floating Feather Road, Eagle	FY2026-FY2027 to FY2026	\$8,913,000
24228	Pedestrian Crossing Safety Access, ACHD	PD to FY2026-FY2027	\$3,509,000
24223	Planning, Communities in Motion Update, COMPASS	PD to FY2028-FY2029	\$650,000
23409	SH-16, Franklin Road to Ustick Road, Canyon County	FY2024-FY2026 to FY2024-FY2025	\$80,947,000
24117	SH-44, I-84 to Star Road, Ada and Canyon Counties	FY2027 to FY2026	\$1,619,000
24118	SH-44, Star to Eagle, Ada County	FY2030 to FY2029	\$2,094,000
<b>Delayed Construction Year</b>			
RD216-04	Eagle Road, Lake Hazel Road to Amity Road, Meridian	FY2024 to FY2025	\$1,327,000
RC0133	Fairview Avenue, Locust Grove Road to SH-55 (Eagle Road), Meridian	FY2025 to FY2028	\$5,545,000
23095	Five Mile Road Overpass and Widening, Boise	FY2029 to FY2030-PD	\$32,703,000
23324	Garden Street Multi-Use Pathway, Cassia Park to Albion Street, Boise	FY2025 to FY2027	\$2,396,000
19951	Highway 30, Sand Hollow Road to SH-44, Canyon County	FY2027 to FY2028	\$2,924,000
23188	I-84 and SH-44 Interchange Replacement, Canyon County	FY2029-FY2030 to FY2030-FY2031	\$81,667,000
22712	I-84B (Garrity Boulevard) and Stamm Lane Intersection Improvements, Nampa	FY2027 to PD	\$2,060,000
13494	Old Highway 30, Plymouth Street Bridge, Caldwell	FY2026-2027 to FY2027	\$10,965,000
RD207-01	Orchard Street Realignment, Gowen Road to Victory Road, Boise	FY2026-FY2027 to PD	\$18,748,000
23915	Pathway, Canyon Street Phase 1, Nampa	FY2026 to FY2027	\$536,000
23917	Pathway, Canyon Street Phase 2, Nampa	FY2026 to FY2027	\$345,000
24222	Pathway, Greenbelt Connection near 52nd Street, Garden City	FY2028 to PD	\$2,144,000
20542	Pathway, SH-55 (Eagle Road), Franklin Road to Pine Avenue, Meridian	FY2028 to PD	\$636,000
23378	Railroad Crossing, Cherry Lane, Nampa	FY2023 to FY2030	\$880,000
20358	Railroad Crossing, Lemp Lane, Canyon County	FY2027 to FY2030	\$330,000
23971	Railroad Crossing, South Cole Road, Ada County	FY2023 to FY2025	\$795,000
23958	SH-16 and SH-44 Interchange, Star	FY2024-FY2025 to FY2025-FY2027	\$29,242,000

Key Number	Project	Year of Funding	Total Programmed Cost
23956	SH-16, I-84 System Interchange and Franklin Road Interchange, Nampa	FY2024-FY2025 to FY2025-FY2026	\$86,600,000
23410	SH-16, I-84 to Franklin Road, Nampa	FY2023 to FY2023-FY2025	\$52,500,000
23408	SH-16, Ustick Road to US 20/26 and US 20/26 Interchange, Ada County	FY2024-FY2026 to Fy2025-FY2026	\$123,751,000
20574	SH-44 (State Street), Star Road to SH-16, Ada County	FY2027 to FY2029	\$31,624,000
22717	SH-45 and Locust Lane Intersection, Nampa	FY2027 to FY2030-FY2031	\$3,393,000
22715	SH-55 (Karcher Road), Farmway Road to Middleton Road, Canyon County	FY2024 to FY2024-FY2025	\$176,210,000
24237	Study, Interchange Modification Report, I-84 and SH-16, Nampa	FY2023-FY2024 to FY2025	\$1,450,000
24310	US 20/26, Middleton Road to Star Road, Eastbound, Ada and Canyon Counties	FY2024 to FY2028-FY2029	\$43,350,000
24309	US 20/26, Middleton Road to Star Road, Westbound, Ada and Canyon Counties	FY2024 to FY2029-FY2030	\$65,000,000
200919	Ustick Road, Black Cat Road to Ten Mile Road, Meridian	FY2024 to FY2025	\$7,064,000
102502	Ustick Road, McDermott Road to Black Cat Road, Ada County	FY2026 to FY2027	\$11,487,000
RD207-24	Ustick Road, Ten Mile Road to Linder Road, Meridian	FY2024 to FY2026-FY2027	\$13,024,000
<b>Scope Change</b>			
22386***	Commuteride, Ada and Canyon Counties, ACHD – FY2025-FY2030	FY2025-2030	\$1,925,000
22816	Cole Road, Ustick Road to Kettering Avenue, Boise	FY2028	\$7,443,000
23323	Columbia Village Roadway and ADA Improvements, Boise	FY2029	\$7,271,000
22103	Franklin Boulevard, Freight Improvements near 3 <sup>rd</sup> Avenue North, Nampa	FY2030	\$10,616,000
23456	I-84, Meridian Road Interchange to Eagle Road Interchange, Meridian	FY2025	\$16,005,000
23731	Northside Boulevard and Karcher Road, Intersection Improvements, Nampa	FY2026	\$5,532,000
24219	Orchard Street, Emerald Street to Fairview Avenue, Boise	FY2030	\$7,575,000
21896	Overland Road, Orchard Street to Vista Avenue, Boise	FY2026	\$11,242,000
22800	Planning, COMPASS – FY2025-FY2030	FY2025-FY2030	\$2,085,000
23175	SH-16, SH-44 to Junction SH-52, Ada and Gem	PD to FY2028	\$36,750,000
23630	SH-44, I-84 to Star Road, PEL and NEPA, Canyon County	PD	\$56,000,000
23943***	SR2S, VRT, Ada and Canyon Counties – FY2025-2031	FY2025-2031	\$2,024,000
22922***	SR2S, VRT, Canyon County – FY2025-2028	FY2025-2028	\$432,000
23678	Study, Transportation System Management and Operations Plan, COMPASS	FY2027-FY2028	\$400,000
22390	Vista Avenue, Overland Road to Rose Hill Street, Boise	FY2027	\$9,113,000

\*Affects the FY2024-2030 Regional Transportation Improvement Program.

\*\*The project was incorporated into a different key number.

\*\*\* Combined multiple key numbers into one key number.

### Federal Transit Administration Funds

Key Number	Project	Year of Funding	Total Programmed Cost
<b>New FTA 5307</b>			
18854	Planning and Mobility Implementation, Boise Area, VRT	Add FY2029	\$1,585,000
18842	Planning and Mobility Implementation, Nampa Area, VRT	Add FY2029	\$609,000
18786	Transit – Operations – Fixed Route and Mobility Management, Nampa Area, VRT	Add FY2029	\$1,508,000
19041	Transit – Operations – Mobility Management, Boise Area, VRT	Add FY2029	\$4,188,000
18914	Transit – Preventive Maintenance and Demand Response, Nampa Area, VRT	Add FY2029	\$819,000



Key Number	Project	Year of Funding	Total Programmed Cost
19137	Transit – Preventive Maintenance and Paratransit, Boise Area, VRT	Add FY2029	\$2,029,000
18788	Transit – Rolling Stock, Infrastructure, and Technology, Boise Area, VRT	Add FY2029	\$268,000
18781	Transit – Rolling Stock, Infrastructure, and Technology, Nampa Area, VRT	Add FY2029	\$1,320,000
<b>New FTA 5310</b>			
19691	Transit – Acquisition of Service, Boise Area, VRT	Add FY2029	\$625,000
19464a	Transit – Acquisition of Service, Nampa Area, VRT	Add FY2029	\$504,000
19464f*	Transit – Operations, Kuna Senior Center	Add FY2025-FY2026	\$80,000
19464h*	Transit – Operations, Parma Senior Center	FY2025-FY2026	\$50,000
19464c*	Transit – Purchase of Service, Rural Areas, VRT	FY2025-FY2026	\$183,000
19464b*	Transit – Purchase of Service, Rural Areas, TVT	FY2025-FY2026	\$325,000
<b>New FTA 5311</b>			
19380d*	Transit – Capital Replacements, Rural Areas, TVT	Add FY2026	\$2,879,000
19983*	Transit – Fixed Line Service, Rural Areas, TVT	Add FY2025-FY2026	\$8,974,000
19380e*	Transit – Operations, Rural Areas, TVT	Add FY2025-FY2026	\$1,715,000
<b>New FTA 5339</b>			
20136b*	Transit – Capital Replacements, Rural Areas, TVT	FY2025-FY2026	\$3,708,000
19122	Transit – Rolling Stock, Infrastructure, and Technology, Boise Area, VRT	Add FY2029	\$563,000
20136e	Transit – Rolling Stock, Infrastructure, and Technology, Nampa Area, VRT	Add FY2029	\$323,000
20136f*	Transit – Vehicle Replacement, ACHD	Add FY2025-FY2026	\$983,000

\*Affects the FY2024-2030 Regional Transportation Improvement Program.

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## COMPASS BOARD AGENDA ITEM V-C

Date: August 19, 2024

### **Topic: FY2025 Unified Planning Work Program and Budget (UPWP)**

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

COMPASS staff seeks COMPASS Board of Directors' adoption of Resolution 16-2024, approving the FY2025 Unified Planning Work Program and Budget (UPWP).

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

At its July 15, 2024, meeting, the COMPASS Finance Committee recommended approval of the draft FY2025 UPWP by the COMPASS Board of Directors as presented.

Following adoption by the COMPASS Board of Directors, the FY2025 UPWP will be forwarded to the Idaho Transportation Department, the Federal Highway Administration, and the Federal Transit Administration for approval.

The documents included in the FY2025 UPWP are:

**Revenue and Expense Summary** – A one-page summary of all revenue estimates and related expenses.

**Direct Expense Summary** – A one-page spreadsheet showing direct expenses budgeted for each work program.

**Indirect Operations and Maintenance Expense Summary** – A one-page spreadsheet showing indirect expenses budgeted for each category.

**Workday Allocation** – A one-page spreadsheet showing the distribution of staff workdays to each program.

**Program Worksheets** – A one-page worksheet for each program describing the purpose of the program, the planned tasks in that program for the year, and the expenses and funding sources for that program.

The FY2025 UPWP contains the following assumptions for revenues and expenses:

## Revenues

1. Total membership dues shown reflect the amount approved by the COMPASS Board of Directors in its April 15, 2024, meeting. Although the per capita rate has remained the same since FY2015, total dues increased by \$38,090 compared to FY2024. \$10,100 of this increase was due to the addition of a new special member, West Ada School District. The remaining \$27,990 increase is attributable to year-over-year population growth in the jurisdictions.
2. Staff anticipates carry forward of unexpended FY2024 Consolidated Planning Grant (CPG) revenue to FY2025. The exact amount of the carry forward is unknown but is currently estimated at \$54,250. Revision 1 of the FY2025 UPWP will be adjusted to reflect the exact amount of carry forward after the fiscal year is closed.
3. The projected revenue of \$1,812,000 from the FY2025 CPG reflects the amount included in the draft FY2025-FY2031 Regional Transportation Improvement Program (TIP).
4. Revenue of \$306,705 from off-the-top Surface Transportation Block Grant-Transportation Management Area (STBG-TMA) and STBG-Urban (STBG-U) funds, as approved by the COMPASS Board of Directors on April 19, 2010, continues.
5. Revenues include \$7,413 in STBG-U funds for the acquisition and installation of one additional bike counter. There are corresponding direct expenses of \$8,000 for this project. The location of the bike counter will be determined by the Active Transportation Work Group.
6. Revenues include a total of \$31,968 in STBG-TMA and STP-TMA funds carried forward to complete the update of the Fiscal Impact Tool data. This project is currently underway in FY2024. There are corresponding direct expenses of \$34,500 and \$2,532 in local match associated with these funds.
7. Revenues include \$463,300 of STBG-TMA funds to continue work on the next update of the long-range plan, *Communities in Motion 2055* (CIM 2055). This funding includes dollars to complete the Resiliency Plan, which was approved as part of the overall CIM 2055 work plan. \$232,299 of these funds have not yet been programmed for specific tasks in the work plan. There is \$36,700 in local match associated with the currently programmed federal funds.
8. The Planning and Environmental Linkages High-Capacity Transit Corridor Study (PEL) is well underway in FY2024 and is expected to be completed in FY2026. The exact amount of the carry forward is unknown but is currently estimated at \$803,362. Revision 1 of the FY2025 UPWP will be adjusted to reflect the exact amount of carry forward after the fiscal year is closed. There are corresponding direct expenses of \$867,000 and \$63,638 in local match associated with these funds.

9. Revenues include \$166,788 of Carbon Reduction Program – Transportation Management Area (CRP-TMA) funds for development of a regional carbon reduction strategy. There is \$13,212 in local match associated with these federal funds, and corresponding direct expenses of \$180,000. These funds were originally programmed in FY2024 but have not yet been obligated and are not available for expenditure. Obligation is expected to occur at the end of FY2024, allowing the project to get under way in FY2025.
10. The Regional Safety Action Plan is well underway in FY2024 and is expected to be completed in early 2025. The exact amount of the carry forward is unknown but is currently estimated at \$105,000. Revision 1 of the FY2025 UPWP will be adjusted to reflect the exact amount of carry forward after the fiscal year is closed. There are corresponding direct expenses of \$131,250, and \$26,250 in local match associated with these funds.
11. Revenues include \$138,990 of STBG-TMA funds for the acquisition of data to update the Regional Travel Demand Model. There is \$11,010 in local match associated with these federal funds, and corresponding direct expenses of \$150,000.
12. Revenues include \$111,192 STBG-TMA funds for the Local Waterway-Pathway Plan, as programmed in the TIP. There is \$8,808 in local match associated with these federal funds, and corresponding direct expenses of \$120,000.
13. Revenues include \$125,000 from participant contributions for the FY2025 orthophotography flight.
14. Interest income is estimated at \$60,000 in FY2025.
15. Revenues include \$100,000 from fund balance for the CIM Implementation Grant Program. This is an increase of \$25,000 over the FY2024 amount because one of the grantees withdrew in FY2024.
16. Revenues include a draw from fund balance of \$388,495 to balance the budget, but this amount is expected to be adjusted once the exact carry forward of FY2024 CPG funds is determined for Revision 1 of the FY2025 UPWP.

## **Expenses**

1. Salary costs cover 19 full-time and 1 part-time employee. As of the memo date, COMPASS is fully staffed.
2. Salary costs include a 3% cost of living adjustment for all positions, effective October 1, 2024. The Consumer Price Index-Urban, West region (CPI-U, West) rate for the period April 2023 to April 2024, the most recent data available, is 3.7%. COMPASS had faced significant recruiting and retention challenges, as the economic environment generated significant upward pressure on wages in the region over the past several years. COMPASS is pleased to be fully staffed right now, but retention of employees is of critical importance as nearly all the senior staff is currently at or will reach Rule of 90 within the next eight years. Preventing wage growth from getting too far behind inflation is an important tool in employee retention so COMPASS has experienced staff ready to move into these senior roles.

3. Salary costs include the one-time resources required to pay out the anticipated accrued vacation balance of the retiring Executive Director, consistent with COMPASS policy.
4. Salary costs include a 3% merit pool, in addition to the cost-of-living adjustment. While performance recognition is not the only factor in employee retention, it is an important factor. Staff believes that a merit pool allowing for recognition of strong performance will help incentivize the retention and professional growth needed to have staff prepared to take on senior roles. Salary adjustments from this pool made during the year are performance-based, following annual review. The Executive Director determines the distribution of those individual salary adjustments.
5. Payroll taxes and employee benefits incorporate the increased PERSI contribution rate for general employees that will go into effect July 1, 2024. An allowance for a 3% increase in the cost of disability benefits for calendar year 2025 is also included. There will be no increase in the cost of employee health benefits for calendar year 2025.
6. Indirect expenses are budgeted to increase by about \$15,700 (about 5%) to a total of \$311,243. Most line items have proposed increases of 3% or less. Professional services, which include COMPASS' contracted IT services, have a higher percentage increase, reflecting a full year with our new provider. Staff continue to closely manage indirect expenses to control the organization's overall costs.
7. Total direct expenses decreased significantly compared to FY2024. This decrease is partly attributable to costs for the PEL and the regional safety action plan described above. Direct expenses can vary substantially from year to year, depending on projects planned.
8. The Government Affairs line item includes \$100,000 to contract for government affairs support at the state level. COMPASS' on-staff Government Affairs person recently departed the agency, and COMPASS has elected not to fill this position, given the pending retirement of the Executive Director. It will be up to the new Executive Director to determine how best to accomplish this work. In the interim, COMPASS will contract for work as necessary.
9. The Project Development Program is funded in FY2024, its 11<sup>th</sup> year, at \$150,000.
10. Direct expenses include \$125,000 for an orthophotography flight. With the support of participating member agencies, COMPASS entered into a contract for multi-year flights at a fixed annual cost. A full, two-county flight is planned for FY2025.
11. Direct expenses for other programs are stable and consistent with prior year activities.

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

Federal approval of the UPWP by October 1, 2024, is required to begin work in FY2025.

**More Information:**

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



**RESOLUTION NO. 16-2024**

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

**WHEREAS**, federal transportation planning guidelines under Title 23CFR require development of a Unified Planning Work Program that shows the programming of federal funds and includes references to all transportation planning efforts regardless of funding sources as a condition of receiving federal planning funds;

**WHEREAS**, the Community Planning Association of Southwest Idaho staff prepared the draft FY2025 Unified Planning Work Program and Budget and submitted it to the Finance Committee for their review; and

**WHEREAS**, the Community Planning Association of Southwest Idaho desires to incorporate final funding and program allocations in the Unified Planning Work Program and Budget prior to the beginning of FY2025.

**NOW, THEREFORE, BE IT RESOLVED**, that the Community Planning Association of Southwest Idaho Board of Directors adopts the FY2025 Unified Planning Work Program and Budget, including reference to all transportation planning studies;

**BE IT FURTHER RESOLVED**, that the Community Planning Association of Southwest Idaho assures the appropriate necessary local matching funds are budgeted for the Unified Planning Work Program and Budget, Federal Transit Administration grants, Federal Highway Administration grants and all other grants and contracts as noted in the FY2025 Unified Planning Work Program and Budget of the Community Planning Association of Southwest Idaho, a copy of which is attached hereto and incorporated as an integral part of the Resolution; and

**BE IT FURTHER RESOLVED**, that the Executive Director is authorized to submit all related grant and contract applications, and sign all necessary documents for grant and contract purposes.

**ADOPTED** this 19th day of August 2024.

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

**ATTEST:**

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

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

<b>REVENUE</b>	<b>FY2024 Rev 2 UPWP</b>	<b>FY2025 UPWP</b>
<b>GENERAL MEMBERSHIP</b>		
Ada County	254,115	259,594
Ada County Highway District	254,115	259,594
Canyon County	125,110	128,633
Canyon Highway District No. 4	48,483	50,240
City of Boise	108,922	110,254
City of Caldwell	30,824	32,371
City of Eagle	15,591	16,556
City of Garden City	5,727	5,899
City of Greenleaf	370	362
City of Kuna	13,174	13,884
City of Meridian	61,119	62,975
City of Melba	295	309
City of Middleton	5,282	5,816
City of Nampa	50,687	52,565
City of Notus	278	278
City of Parma	944	979
City of Star	7,799	8,981
City of Wilder	741	776
Subtotal	983,576	1,010,066
<b>SPECIAL MEMBERSHIP</b>		
Boise State University	9,800	10,100
Capital City Development Corporation	9,800	10,100
Idaho Department of Environmental Quality	9,800	10,100
Idaho Transportation Department	9,800	10,100
Valley Regional Transit	9,800	10,100
West Ada School District	-	10,100
Subtotal	49,000	60,600
<b>GRANTS AND SPECIAL PROJECTS</b>		
<b>FHWA/FTA - Consolidated Planning Grants</b>		
CPG - FY2023 K# 22108; Ada County	293,204	
CPG - FY2023 K# 22108; Canyon County	103,017	
CPG - FY2024 K# 22494 Ada County	1,315,790	40,145
CPG - FY2024 K# 22494 Canyon County	462,304	14,105
CPG - FY2025 K# 22998 Ada County	-	1,340,880
CPG - FY2025 K# 22998 Canyon County	-	471,120
Sub Total CPG Grants	2,174,315	1,866,250
STBG-TMA & STBG-U - K# 21889; FY2024 off-the-top funds for Planning	306,705	306,705
STBG-U - K# 23026/23313 Permanent Automated Counters	6,350	7,413
STBG-TMA - K# 22395 Fiscal Impact Tool Update (carryover)	55,596	13,436
STP TMA - K# 19571, CIM 2050 (carryover)	18,532	18,532
STBG TMA - K# 20271, CIM 2055	502,437	463,300
STBG-TMA K#13046 PEL, High-Capacity Transit Corridor	1,019,260	803,362
CRP-TMA K#24233 Carbon Reduction Strategy	166,788	166,788
FHWA Regional Safety Action Plan	392,000	105,000
STBG-TMA K#22394 Big Data Purchase	-	138,990
STBG-TMA K#23312 Coordinate Local Waterway-Pathway Plans	-	111,192
Subtotal	2,467,668	2,134,718
<b>OTHER REVENUE SOURCES</b>		
TREDIS Contribution	19,800	-
Orthophotography - Participant Contributions	173,634	125,000
Air Quality Board FY2023 audit fees	5,500	-
Interest Income	50,000	60,000
Subtotal	248,934	185,000
<b>TOTAL REVENUE; Dues, Federal Funds, and Other miscellaneous</b>	<b>5,923,493</b>	<b>5,256,634</b>
Draw From Fund Balance (CIM Implementation Grants)	75,000	100,000
Draw From Fund Balance - CIM 2055 carry forward match		18,401
Draw From Fund Balance (match + 100K on PEL high capacity transit)	80,740	63,638
Draw From Fund Balance for Fiscal Impact Tool Data Update		2,532
Draw From Fund Balance match on transportation funding study	20,185	-
Draw From Fund Balance (20% match regional safety action plan)	98,000	26,250
Draw From Fund Balance - match on carbon reduction strategy	13,212	13,212
Draw from Assigned Fund Balance for orthophotography processing	-	-
Draw From Fund Balance to cover shortfall	354,184	388,495
Subtotal	641,321	612,528
	<b>6,564,814</b>	<b>5,869,162</b>

<b>EXPENSE</b>	<b>FY2024 Rev 2 UPWP</b>	<b>FY2025 UPWP</b>
<b>SALARY, FRINGE &amp; CONTINGENCY</b>		
Salary	1,824,108	1,856,644
Payroll taxes and employee benefits	837,300	814,250
Contingency (Overtime, Bonus, and Sick Time Trade)	22,000	22,000
Subtotal	2,683,408	2,692,894
<b>INDIRECT OPERATIONS &amp; MAINTENANCE</b>		
Indirect Costs	295,590	311,243
Subtotal	295,590	311,243
<b>DIRECT OPERATIONS &amp; MAINTENANCE</b>		
620001, Demographics and Growth Monitoring	2,500	-
653001, Communication and Education	52,350	51,350
661001, Long-Range Planning	724,238	834,500
661005, Safe Streets and Roads for All	490,000	131,250
661006, High Capacity Transit PEL	1,100,000	867,000
661008, Bike Counter Management	26,693	27,840
685001, Transportation Improvement Program	6,500	6,500
685002, Project Development Program	100,000	150,000
685003, Grant Research and Development	20,000	30,000
685004, CIM Implementation Grants	75,000	100,000
760001, Government Affairs	19,750	119,250
801001, Staff Development	50,000	50,000
820001, Committee Support	2,000	2,000
836001, Regional Travel Demand Model	67,200	177,200
860001, Geographic Information System Maintenance	202,160	189,160
990001, Direct Operations and Maintenance	647,425	128,975
Subtotal	3,585,816	2,865,025
<b>TOTAL EXPENSE</b>	<b>6,564,814</b>	<b>5,869,162</b>

<b>REVENUE AND EXPENSE SUMMARY</b>		
TOTAL REVENUE	<b>6,564,814</b>	<b>5,869,162</b>
LESS: TOTAL EXPENSES	<b>6,564,814</b>	<b>5,869,162</b>
REVENUE EXCESS/(DEFICIT)	-	-

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**TOTAL REVENUE, ALL RESOURCES**

**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO  
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	FY24 CPG Ada County K# 22494 (74%) match	FY24 CPG Canyon County K# 22494 (26%); 7.34% match	FY25 CPG Ada County K# 22998 (74%) 20% match safety; 7.34% match other	FY25 CPG Latah County K# 22998 (26%) 20% match safety; 7.34% match	STP-TMA Off The Top 7.34% match	STBG-TMA Fiscal Impact Tool K# 22395 7.34% Match	STBG-TMA CIM 2050 K# 19571 7.34% Match	STBG-TMA CIM 2055 K# 20271; 7.34% match	STBG-TMA PEL, High Capacity Transit KN13046	STBG-TMA Big Data Purchase K# 22394; 7.34% Match	STBG-TMA Local Waterway Plans K# 23312; 7.34% Match	STBG-TMA Permanent Automated Counters	CRP-TMA Carbon Reduction Strategy KN24233	FHWA Safe Streets and Roads for All 20% match	Total Federal Funds	Required Match	Local Funds/FB	Other Revenue		Total Local & Other
601001 UPWP/Budget Development and Federal Assurances	73	88,926	-	88,926	3,049	1,071	42,683	14,997	20,600										82,400	6,526			6,526	88,926
620001 Demographics and Growth Monitoring	170	138,146	-	138,146	4,736	1,664	66,307	23,297	32,002										128,006	10,140			10,140	138,146
653001 Communication and Education Long-Range Planning	195	140,834	51,350	192,184															-		192,184		192,184	192,184
661001 General Project Management	635	501,063	834,500	1,335,563	17,179	6,036	266,876	93,767	80,427	13,436	18,532	463,300			111,192		166,788	1,237,533	98,030			98,030	1,335,563	
661002 Active Transportation - Complete Streets	100	16,328	-	16,328			11,196	3,934										15,130	1,198			1,198	16,328	
661002 Active Transportation - Complete Streets; 0% Match; max. of \$37,000		37,000		37,000			27,380	9,620										37,000	-			-	37,000	
661005 Safe and Accessible Transportation (SS4A Action Plan)	94	93,981	131,250	225,231			64,441	22,642									105,000	192,083	33,148			33,148	225,231	
661006 High-Capacity Transit PEL	201	162,655	867,000	1,029,655	5,576	1,959	78,071	27,430				803,362						954,077	75,578			75,578	1,029,655	
661008 Bike Counter Management Resource Development/Funding	171	91,191	27,840	119,031	3,126	1,098	43,770	15,379	21,124						7,413			91,910	7,281	19,840		27,121	119,031	
685001 Transportation Improvement Program	398	316,819	6,500	323,319	6,479	2,277	160,906	56,534	73,391									299,587	23,732			23,732	323,319	
685002 Project Development Program	29	28,335	150,000	178,335			117,425	41,257	6,564									165,246	13,089			13,089	178,335	
685003 Grant Research and Development	186	178,814	30,000	208,814														-		208,814		208,814	208,814	
685004 CIM Implementation Grants	16	15,206	100,000	115,206			7,820	2,748	3,522									14,090	1,116	100,000		101,116	115,206	
<b>TOTAL PROJECTS</b>	<b>2,268</b>	<b>1,809,298</b>	<b>2,198,440</b>	<b>4,007,738</b>	<b>40,145</b>	<b>14,105</b>	<b>886,875</b>	<b>311,605</b>	<b>275,309</b>	<b>13,436</b>	<b>18,532</b>	<b>463,300</b>	<b>803,362</b>	<b>-</b>	<b>111,192</b>	<b>7,413</b>	<b>166,788</b>	<b>3,217,062</b>	<b>269,838</b>	<b>520,838</b>	<b>-</b>	<b>790,676</b>	<b>4,007,738</b>	
701001 Membership Services	136	135,531	-	135,531			69,699	24,489	31,396									125,584	9,947			9,947	135,531	
703001 Public Services	18	17,702	-	17,702			12,138	4,265										16,403	1,299			1,299	17,702	
705001 Transportation Liaison Services	48	52,494	-	52,494			35,994	12,647										48,641	3,853			3,853	52,494	
760001 Government Affairs	60	95,750	119,250	215,000														-		215,000		215,000	215,000	
<b>TOTAL SERVICES</b>	<b>262</b>	<b>301,477</b>	<b>119,250</b>	<b>420,727</b>	<b>-</b>	<b>-</b>	<b>117,831</b>	<b>41,401</b>	<b>31,396</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>190,628</b>	<b>15,099</b>	<b>215,000</b>	<b>-</b>	<b>230,099</b>	<b>420,727</b>	
801001 Staff Development	124	102,892	50,000	152,892			104,836	36,834										141,670	11,222			11,222	152,892	
820001 Committee Support	263	215,706	2,000	217,706			45,102	15,846										60,948	4,828	151,930		156,758	217,706	
836001 Regional Travel Demand Model	176	177,750	177,200	354,950			140,531	49,376					138,990					328,897	26,053			26,053	354,950	
842001 Congestion Management Process	66	66,656	-	66,656			45,705	16,058										61,763	4,893	-		4,893	66,656	
860001 Geographic Information System Maintenance	396	330,356	189,160	519,516														-	394,516	125,000		519,516	519,516	
<b>TOTAL SYSTEM MAINTENANCE</b>	<b>1,025</b>	<b>893,360</b>	<b>418,360</b>	<b>1,311,720</b>	<b>-</b>	<b>-</b>	<b>336,174</b>	<b>118,114</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>138,990</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>593,278</b>	<b>46,996</b>	<b>546,446</b>	<b>125,000</b>	<b>718,442</b>	<b>1,311,720</b>	
990001 Direct Operations / Maintenance	-	-	128,975	128,975														-	-	68,975	60,000		128,975	128,975
991001 Support Services Labor	999	-	-	-														-	-	-		-	-	
<b>TOTAL INDIRECT/OVERHEAD</b>	<b>999</b>	<b>-</b>	<b>128,975</b>	<b>128,975</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>68,975</b>	<b>60,000</b>	<b>-</b>	<b>128,975</b>	
<b>GRAND TOTAL</b>	<b>4,554</b>	<b>3,004,135</b>	<b>2,865,025</b>	<b>5,869,160</b>	<b>40,145</b>	<b>14,105</b>	<b>1,340,880.00</b>	<b>471,120.00</b>	<b>306,705.00</b>	<b>13,436.00</b>	<b>18,532.00</b>	<b>463,300</b>	<b>803,362</b>	<b>138,990</b>	<b>111,192</b>	<b>7,413</b>	<b>166,788</b>	<b>4,000,968</b>	<b>331,933</b>	<b>1,351,259</b>	<b>185,000</b>	<b>1,868,192</b>	<b>5,869,160</b>	



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

DESCRIPTION	TOTAL DIRECT	PROFESSIONAL SERVICES (830)	EQUIPMENT / SOFTWARE (834)	TRAVEL / EVENTS / EDUCATION (840)	PRINTING (860)	OTHER (863)	PUBLIC INVOLVEMENT (864)	MEETING SUPPORT (865)	LEGAL / LOBBYING (872)	CARRY-FORWARD
653001 Communication and Education	51,350	26,500			700		24,150			
661001 Long Range Planning: CIM 2055	620,000	302,200			2,100		65,000			250,700
661001 LRP: Fiscal Impact Tool Update	34,500	34,500								
661001 LRP: Carbon Reduction Strategy	180,000	180,000								
661005 LRP: Regional Safety Action Plan	131,250	131,250								
661006 LRP: PEL High Capacity Transit	867,000	867,000								
661008 Bike Counter Management	27,840		27,840							
685001 Transportation Improvement Program	6,500	6,500								
685002 Project Development Program	150,000	150,000								
685003 Grant Research and Development	30,000	30,000								
685004 CIM Implementation Grants	100,000	100,000								
760001 Government Affairs	119,250	100,000		18,000					1,250	
801001 Staff Development	50,000			50,000						
820001 Committee Support	2,000							2,000		
836001 Regional Travel Demand Model	177,200	177,200								
860001 Geographic Information System Maintenance	189,160	125,000	64,160							
990001 Direct Operations / Maintenance										
New/replacement hardware and software	10,000		10,000							
Transit network planning software	19,250		19,250							
TIP Software (carried over from FY2024)	58,000		58,000							
CUBE	16,125		16,125							
AICP and APBP Webinar series	1,600			1,600						
Membership dues for COMPASS	17,000								17,000	
Other: board lunch, staff gifts, meeting refreshments, misc.	7,000							7,000		
<b>GRAND TOTAL</b>	<b>2,865,025</b>	<b>2,230,150</b>	<b>195,375</b>	<b>69,600</b>	<b>2,800</b>	<b>-</b>	<b>89,150</b>	<b>9,000</b>	<b>18,250</b>	<b>250,700</b>

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

CATEGORY	ACCOUNT CODE	FY2024 Rev 2	FY2025
Professional Services	930	63,000	71,700
Equipment Repair / Maintenance	936	500	510
Publications	943	2,500	2,570
Employee Professional Membership	945	3,500	3,600
Postage	950	900	920
Telephone	951	19,800	20,390
Building Maintenance and Reserve for Major Repairs	955	65,565	67,863
Printing	960	1,500	1,540
Advertising	962	3,000	3,090
Audit	970	20,000	20,600
Insurance	971	25,825	26,590
Legal Services	972	5,000	5,000
General Supplies	980	7,500	7,720
Computer Supplies	982	14,000	14,420
Computer Software / Maintenance	983	35,000	36,050
Vehicle Maintenance	991	8,500	8,750
Utilities	992	13,500	13,900
Local Travel	993	1,000	1,030
Other / Miscellaneous	995	5,000	5,000
<b>TOTAL</b>		<b>295,590</b>	<b>311,243</b>

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

WORK PROGRAM DESCRIPTION		LEAD STAFF	DIRECTORS	PLANNING	COMMUNICATIONS	OPERATIONS	TOTAL
601001	UPWP/Budget Development and Federal Assurances	ML	37	8	2	26	73
620001	Demographics and Growth Monitoring	AM	-	165	5	-	170
653001	Communication and Education	AL	14	15	166	-	195
	Long-Range Planning						
661001	General Project Management	AM	11	550	74	-	635
661002	Active Transportation - Complete Streets	AM	-	100	-	-	100
661005	Safe and Accessible Transportation (SS4A Action Plan)	HM	-	90	4	-	94
661006	High-Capacity Transit PEL	LK	6	168	27	-	201
661008	Bike Counter Management	AM	-	170	1	-	171
	Resource Development/Funding						
685001	Transportation Improvement Program	TT	11	365	22	-	398
685002	Project Development Program	MC	-	27	2	-	29
685003	Grant Research and Development	MC	6	173	7	-	186
685004	CIM Implementation Grants	MC	-	14	2	-	16
<b>TOTAL PROJECTS</b>			<b>85</b>	<b>1,845</b>	<b>312</b>	<b>26</b>	<b>2,268</b>
701001	Membership Services	MW	3	120	13	-	136
703001	Public Services	MW	-	15	3	-	18
705001	Transportation Liaison Services	MS	15	22	11	-	48
760001	Government Affairs	MS	55	-	5	-	60
<b>TOTAL SERVICES</b>			<b>73</b>	<b>157</b>	<b>32</b>	<b>-</b>	<b>262</b>
801001	Staff Development	ML	10	80	22	12	124
820001	Committee Support	AL	10	85	168	-	263
836001	Regional Travel Demand Model	MW	-	176	-	-	176
842001	Congestion Management Process	MW	-	65	1	-	66
860001	Geographic Information System Maintenance	EA	-	396	-	-	396
860002	GIS - Orthophotography processing for sales	EA	-	-	-	-	-
<b>TOTAL SYSTEM MAINTENANCE</b>			<b>20</b>	<b>802</b>	<b>191</b>	<b>12</b>	<b>1,025</b>
<b>TOTAL DIRECT</b>			<b>178</b>	<b>2,804</b>	<b>535</b>	<b>38</b>	<b>3,555</b>
991001	Support Services Labor	ML	282	140	155	422	999
<b>TOTAL INDIRECT/OVERHEAD</b>			<b>282</b>	<b>140</b>	<b>155</b>	<b>422</b>	<b>999</b>
<b>TOTAL LABOR</b>			<b>460</b>	<b>2,944</b>	<b>690</b>	<b>460</b>	<b>4,554</b>

<b>PROGRAM NO.</b>	<b>601</b>				<b>CLASSIFICATION:</b>	<b>Project</b>
<b>TITLE:</b>	<b>UPWP Budget Development and Monitoring</b>					
<b>TASK / PROJECT DESCRIPTION:</b>	Monitor and amend, as necessary, the FY2024 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 FY2025 UPWP. Attain compliance on all federal requirements of transportation planning implemented under applicable federal transportation bills.					
<b>PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:</b>	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.					
<b>FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW</b>	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.					
<b>FY2024 BENCHMARKS</b>						
<b>MILESTONES / PRODUCTS</b>						
<b>FY2024 UPWP</b> Process and track revenues and expenditures for the FY2024 UPWP and related transportation grants Process required state and local agreements and other required paperwork for transportation grants						Ongoing As Needed
<b>Process and obtain Board approval of FY2024 UPWP revisions</b> Distribute revisions of the FY2024 UPWP to the Idaho Transportation Department for tracking purposes Distribute revisions of the FY2024 UPWP to the Federal Highway Administration and the Federal Transit Administration for approval						As Needed
<b>FY2025 UPWP Development</b> Develop process and schedule for the FY2025 UPWP Solicit membership input on possible transportation planning projects and associated needs for FY2025 Submit initial revenue assessment for FY2025 to the Finance Committee for input Obtain Board approval on FY2025 General and Special membership dues						Nov Jan-Feb Mar Apr
<b>Present FY2025 UPWP</b> Present draft FY2025 UPWP to Finance Committee for input and feedback Present draft FY2025 UPWP to Finance Committee for recommendation Submit FY2025 UPWP to Board for adoption Submit and obtain approval from Federal Highway Administration of FY2025 UPWP Distribute FY2025 UPWP to the Idaho Transportation Department and Federal Transit Administration						Jun Jul Aug Aug Aug
<b>Track Federal requirements as related to Self-Certification</b> Compliance with federal requirements						Ongoing
<b>Track federal requirements as related to Regional Transportation Improvement Program and the Long-Range Transportation Plan</b> Monitor federal changes through the Federal Register						Ongoing
LEAD STAFF: Meg Larsen						<b>Expense Summary</b>
END PRODUCTS: FY2024 UPWP revisions; FY2025 UPWP; and maximize funding opportunities.						
Total Workdays: 108						
Salary \$ 66,943 Fringe 30,340 Overhead 10,689 Total Labor Cost: 107,972						
ESTIMATED DATE OF COMPLETION: September-2024						<b>DIRECT EXPENDITURES:</b>
<b>Funding Sources</b>				<b>Participating Agencies</b>		
	Ada	Canyon	Special	Total	Member Agencies	Professional Services \$ -
CPG, K22108				\$ -	Federal Highway Administration	Legal / Lobbying
CPG, K22494	55,731	19,581		75,312	Federal Transit Administration	Equipment Purchases
STP-TMA, 20560			24,735	24,735		Travel / Education
						Printing
						Public Involvement
Local / Fund Bal	4,415	1,551	1,959	7,925		Meeting Support
						Other
<b>Total:</b>	<b>\$ 60,146</b>	<b>\$ 21,132</b>	<b>\$ 26,694</b>	<b>107,972</b>		<b>Total Direct Cost: \$ -</b>
					<b>601</b>	<b>Total Cost: \$ 107,972</b>

<b>PROGRAM NO.</b>	<b>620</b>				<b>CLASSIFICATION:</b>	<b>Project</b>
<b>TITLE:</b>	<b>Demographics and Growth Monitoring</b>					
<b>TASK / PROJECT DESCRIPTION:</b>	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.					
<b>PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:</b>	Tracking and monitoring growth and system demands are critical to several planning efforts: 1) <i>Communities in Motion</i> as well as other corridor, subarea, and alternative analyses depend on accurate data and assumptions about current and future transportation, housing, and infrastructure demands; 2) The travel demand model also requires current and accurate housing and employment data; 3) Accessing, mapping, and disseminating census data and training enables member agencies to have data for studies, grants, land use allocation demonstration modeling, and other analyses, and is an often requested member service, and 4) Development review, including the fiscal impact analysis, enables local decision-makers to bridge regional and local planning efforts to provide growth supportive of <i>Communities in Motion</i> .					
<b>FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:</b>	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...."					
<b>FY2024 BENCHMARKS</b>						
<b>MILESTONES / PRODUCTS</b>						
<b>Population and Employment Estimates</b>						
Data collection and geocoding of building permits						Ongoing
Complete 2023 employment data						Mar
Complete 2023 Development Monitoring Report						Mar
Complete 2024 population estimates and receive Board acceptance						Apr
<b>Development Forecasting, Tracking, and Reconciliation</b>						
Update preliminary plat files and other entitled development						Ongoing
Board approval of 2055 Growth Allocation						Aug
Develop population, housing, and employment forecasts for long-range transportation plan						Jan-Aug
Board approval of 2055 Control Forecast						Dec
Conduct build-out analysis						Jan-Aug
Board approval of buildout forecast						Aug
<b>Demographics Support</b>						
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						Mar
<b>LEAD STAFF:</b> Austin Miller						
<b>END PRODUCT:</b> Demographic products: 1) 2024 population estimates; 2) 2023 employment estimates; 3) 2023 Development Monitoring Report updated; 4) annual demographic reconciliation; 5) population, housing, and employment forecast; and 6) development checklist report						
						<b>Expense Summary</b>
						Total Workdays: 175
						Salary \$ 84,482
						Fringe 38,290
						Overhead 13,490
						Total Labor Cost: 136,262
<b>ESTIMATED DATE OF COMPLETION:</b> September-2024						
<b>Funding Sources</b>					<b>Participating Agencies</b>	
	Ada	Canyon	Special	Total	Member Agencies Housing authorities and other housing stakeholders	
CPG, K22108	\$ 2,656	\$ 933		\$ 3,589		
CPG, K22494	70,768	24,864		95,632		
STP-TMA, 20560			27,059	27,059		
Local / Fund Bal	8,056	2,283	2,143	12,482		
<b>Total:</b>	<b>\$ 81,480</b>	<b>\$ 28,080</b>	<b>\$ 29,202</b>	<b>\$ 138,762</b>		
						<b>DIRECT EXPENDITURES:</b>
						Professional Services
						Legal / Lobbying
						Equipment Purchases
						Travel / Education
						Printing
						Public Involvement
						Meeting Support
						Other 2,500
						Total Direct Cost: \$ 2,500
						620 Total Cost: \$ 138,762

<b>PROGRAM NO.</b>	<b>653</b>				<b>CLASSIFICATION:</b>	<b>Project</b>
<b>TITLE:</b>	<b>Communication and Education</b>					
<b>TASK / PROJECT DESCRIPTION:</b>	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.					
<b>PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:</b>	The Communication and Education program helps COMPASS facilitate public involvement in, and understanding of, transportation and related planning efforts by planning and implementing an integrated communications/education and public participation strategy.					
<b>FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:</b>	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.					
<b>FY2024 BENCHMARKS</b>						
<b>MILESTONES / PRODUCTS</b>						
<b>General</b>						
Continue work with media -- set up interviews, develop story ideas, respond to inquiries, write/distribute news releases						Ongoing
Support work of Public Participation Workgroup						Ongoing
Implement the COMPASS participation plan; work toward goals established in the plan						
Provide outreach/public speaking support and training to staff						Ongoing
<b>Develop tools, such as electronic and print materials, designed for most effective means of communication</b>						
Maintain and enhance COMPASS social media channels						Ongoing
Continually update the COMPASS website to improve usability and keep content up to date						Ongoing
Develop the FY2024 annual report, annual budget summary, and annual communication summary						Oct - Dec
Write and distribute the monthly Keeping Up With COMPASS newsletter						Ongoing
Develop a public-focused summary brochure describing how to become involved with COMPASS						
Update/develop other print materials as appropriate						Ongoing
<b>Education and community outreach</b>						
Develop and implement the FY2024 public education series						Jan - Sep
Support and collaborate with other agencies' outreach and education efforts and programs						Ongoing
Participate in community events to share planning-related information						Ongoing
Attend/support member agencies at public meetings						Ongoing
Manage/support the Leadership in Motion awards program						Aug - Dec
Plan and host the annual "COMPASS 101" workshop						Jan - Feb
Sponsor the "Look! Save a Life" bicycle/pedestrian safety campaign (coordinated through the City of Boise Police Department)						Mar - Jun
Present information about COMPASS and our programs to stakeholders and community groups as requested						Ongoing
Develop a new COMPASS display for use at community meetings						Oct - Dec
Purchase new COMPASS swag to distribute at public events						Oct - Dec
<b>LEAD STAFF:</b> Amy Luft					<b>Expense Summary</b>	
<b>END PRODUCT:</b> Public involvement in, and understanding of, transportation planning and related issues.						
					Total Workdays: 236	
					Salary \$ 100,264	
					Fringe 45,442	
					Overhead 16,010	
					Total Labor Cost: 161,716	
<b>ESTIMATED DATE OF COMPLETION:</b> September-2024					<b>DIRECT EXPENDITURES:</b>	
<b>Funding Sources</b>				<b>Participating Agencies</b>		
	Ada	Canyon	Special	Total	Member Agencies	
CPG, K22108				\$ -		
CPG, K22494						
Local / Fund Bal			214,066	214,066		
				-		
	\$ -	\$ -	\$ 214,066	\$ 214,066		
					Total Direct Cost: \$ 52,350	
					653	Total Cost: 214,066

<b>PROGRAM NO.</b>	661			<b>CLASSIFICATION:</b>	Project	
<b>TITLE:</b>	Long Range Planning					
<b>TASK / PROJECT DESCRIPTION:</b>	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.					
<b>PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:</b>	<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.					
<b>FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:</b>	Federal Code 23 CFR § 450 "Infrastructure Investment and Jobs Act" (IIA) 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.					
<b>FY2024 BENCHMARKS</b>						
<b>MILESTONES / PRODUCTS</b>						
<b>General Project Management</b> Monitor legislative, funding, etc. changes and provide updates Update financial analysis Transportation funding study					Ongoing Oct-Mar May-June	
<b>Land Use</b> Complete Regional Housing Plan and present to COMPASS Board Review comprehensive plans					Oct Ongoing FY24-FY25	
<b>Active Transportation (bicycle and pedestrian)</b> Review micromobility Update regional pathway network Develop coordinated regional waterway-pathway plan Intergrate bicycle pedestrian count program into planning process					FY24-FY25	
<b>Freight</b> Update freight study Develop freight rail analysis					FY24-FY25	
<b>Public Transportation</b> Coordinate high capacity transit planning and environmental linkages (PEL) study Update regional public transportation network Update coordinated plan Conduct first and last mile needs analysis Develop park and ride coordination plan					FY24-FY25	
<b>Roadways</b> Update congestion management process, strategies and implementation Update regional transportation demand management policy/strategy Analyze smart cities/intelligent transportation systems corridor intergration opportunities Develop carbon reduction strategy					FY24-FY25	
<b>Safety</b> Develop regional safety action plan					FY24-FY25	
<b>Equity</b> Analysis of transportation underfunding Update disadvantaged groups needs analysis					FY24-FY25	
<b>Environment, Natural Resources, and Resiliency</b> Update environmental mitigation strategies Develop resiliency improvement plan					FY24-FY25	
<b>Economic Activity</b> Update travel and tourism					FY24-FY25	
<b>Emerging technology and security</b> Develop regional transportation security education and support Develop electric vehicles alternative fuels infrastructure deployment study Develop autonomous vehicles preparedness study					FY24-FY25	
<b>Performance Management</b> Update asset management information as needed Update federally required performance targets as needed					Mar Ongoing	
<b>Public Involvement</b> Conduct public involvement according to the work plan					Ongoing	
<b>Bike Counter Management</b> Manage portable counter requests Manage permanent counter program and COMPASS Data Bike Manage and report data					Ongoing Ongoing Ongoing	
LEAD STAFF: Austin Miller					<b>Expense Summary</b>	
END PRODUCT: Begin development of <i>Communities in Motion 2055</i> ; projects to address new planning emphasis areas and prepare for federal grant opportunities; collect bicycle and pedestrian data.						
ESTIMATED DATE OF COMPLETION: September-2024					<b>Total Workdays: 1,178</b>	
					Salary \$ 501,607	
					Fringe 227,341	
					Overhead 80,095	
					<b>Total Labor Cost: 809,044</b>	
ESTIMATED DATE OF COMPLETION: September-2024					<b>DIRECT EXPENDITURES:</b>	
<b>Funding Sources</b>				<b>Participating Agencies</b>		
	Ada	Canyon	Special	Total		Professional Services \$ 2,357,222
CPG, K22108	206,817	72,666		279,483		Legal / Lobbying
CPG, K22494	408,802	143,634		552,436		Equipment Purchases 19,840
STP-TMA, K21889			156,767	156,767		Travel / Education
STBG-U, K23026			6,350	6,350		Printing
STBG-TMA, K22395			55,596	55,596		Public Involvement 8,000
STBG-TMA, K19571			-	-		Carry-Forward
STBG-TMA, K20271			234,772	234,772		
STBG-TMA, K13046			1,019,260	1,019,260		
CRP-TMA, K24233			166,788	166,788		
FWHA SS4A			392,000	392,000		
Local / Fund Bal	60,280	21,179	249,195	330,654		
<b>Total:</b>	<b>675,899</b>	<b>237,479</b>	<b>2,280,728</b>	<b>3,194,106</b>	<b>Total Direct Cost: \$ 2,385,062</b>	
					<b>661 Total Cost: 3,194,106</b>	

<b>PROGRAM NO.</b>	661			<b>CLASSIFICATION:</b>	Project
<b>TITLE:</b>	Long Range Planning				
<b>TASK / PROJECT DESCRIPTION:</b>	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.				
<b>PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:</b>	<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.				
<b>FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:</b>	Federal Code 23 CFR § 450 "Infrastructure Investment and Jobs Act" (IIA) 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.				
<b>FY2024 BENCHMARKS</b>					
<b>MILESTONES / PRODUCTS</b>					
<b>General Project Management</b> Monitor legislative, funding, etc. changes and provide updates Update financial analysis Transportation funding study					Ongoing Oct-Mar May-June
<b>Land Use</b> Complete Regional Housing Plan and present to COMPASS Board Review comprehensive plans					Oct Ongoing
<b>Active Transportation (bicycle and pedestrian)</b> Review micromobility Update regional pathway network Develop coordinated regional waterway-pathway plan Intergrate bicycle pedestrian count program into planning process					FY24-FY25
<b>Freight</b> Update freight study Develop freight rail analysis					FY24-FY25
<b>Public Transportation</b> Coordinate high capacity transit planning and environmental linkages (PEL) study Update regional public transportation network Update coordinated plan Conduct first and last mile needs analysis Develop park and ride coordination plan					FY24-FY25
<b>Roadways</b> Update congestion management process, strategies and implementation Update regional transportation demand management policy/strategy Analyze smart cities/intelligent transportation systems corridor intergration opportunities Develop carbon reduction strategy					FY24-FY25
<b>Safety</b> Develop regional safety action plan					FY24-FY25
<b>Equity</b> Analysis of transportation underfunding Update disadvantaged groups needs analysis					FY24-FY25
<b>Environment, Natural Resources, and Resiliency</b> Update environmental mitigation strategies Develop resiliency improvement plan					FY24-FY25
<b>Economic Activity</b> Update travel and tourism					FY24-FY25
<b>Emerging technology and security</b> Develop regional transportation security education and support Develop electric vehicles alternative fuels infrastructure deployment study Develop autonomous vehicles preparedness study					FY24-FY25
<b>Performance Management</b> Update asset management information as needed Update federally required performance targets as needed					Mar Ongoing
<b>Public Involvement</b> Conduct public involvement according to the work plan					Ongoing
<b>Bike Counter Management</b> Manage portable counter requests Manage permanent counter program and COMPASS Data Bike Manage and report data					Ongoing Ongoing Ongoing
LEAD STAFF: Austin Miller					<b>Expense Summary</b>
END PRODUCT: Begin development of <i>Communities in Motion 2055</i> ; projects to address new planning emphasis areas and prepare for federal grant opportunities; collect bicycle and pedestrian data.					
ESTIMATED DATE OF COMPLETION: September-2024					<b>Total Workdays:</b> 1,178
					Salary \$ 501,607
					Fringe 227,341
					Overhead 80,095
					<b>Total Labor Cost:</b> 809,044
ESTIMATED DATE OF COMPLETION: September-2024					<b>DIRECT EXPENDITURES:</b>
<b>Funding Sources</b>				<b>Participating Agencies</b>	
	Ada	Canyon	Special	Total	Member Agencies
CPG, K22108	206,817	72,666		279,483	ITD
CPG, K22494	408,802	143,634		552,436	FHWA
STP-TMA, K21889			156,767	156,767	FTA
STBG-U, K23026			6,350	6,350	Housing authorities and other housing stakeholders
STBG-TMA, K22395			55,596	55,596	
STBG-TMA, K19571			-	-	
STBG-TMA, K20271			234,772	234,772	
STBG-TMA, K13046			1,019,260	1,019,260	
CRP-TMA, K24233			166,788	166,788	
FHWA SS4A			392,000	392,000	
Local / Fund Bal	60,280	21,179	249,195	330,654	
<b>Total:</b>	<b>675,899</b>	<b>237,479</b>	<b>2,280,728</b>	<b>3,194,106</b>	
					<b>Total Direct Cost:</b> \$ 2,385,062
					<b>661 Total Cost:</b> 3,194,106



<b>PROGRAM NO.</b>	<b>685</b>				<b>CLASSIFICATION:</b>	<b>Project</b>
<b>TITLE:</b>	<b>Resource Development/Funding</b>					
<b>TASK / PROJECT DESCRIPTION:</b>	Develop a FY2025-2031 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 FY2024-2030 TIP. With consultant assistance, COMPASS staff 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 are expected to secure additional funding into the region. COMPASS will award <i>Communities in Motion</i> (CIM) Implementation Grants to member agencies after appropriate outreach, prioritization, and contract due diligence.					
<b>PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:</b>	Implement requested projects by member agencies, and leverage local dollars. Well defined and scoped projects with accurate project costs and schedules allow strong grant applications, linked closely with CIM 2050 goals and performance measures, increase the delivery of funded projects on time and on budget. These efforts provide the necessary federal documentation for member agencies to obtain federal funding for transportation projects. Staff provides assistance to member agencies to ensure projects meet deadlines and do not lose federal funding through project monitoring and committee participation.					
<b>FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:</b>	The task is designed to help identify additional revenue sources for member agencies to assist in funding improvements and ongoing 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.					
<b>FY2024 BENCHMARKS</b>						
<b>MILESTONES / PRODUCTS</b>						
<b>685001 Transportation Improvement Program</b> 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 FY2025-2031 Regional Transportation Improvement Program Incorporate reporting methods for federal performance targets, prior to deadlines Monitor and track FY2024-2030 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
<b>685002 Project Development Program</b> Select, contract with, and manage consultants Manage project development teams Review/revise, approve, and disseminate reports						Oct-Sept
<b>685003 Grant Research and Development</b> 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
<b>685004 CIM Implementation Grants</b> Administer contracting/reporting/billing processes Manage projects to ensure completion on time and on budget						Oct-Sept
<b>LEAD STAFF:</b> Toni Tisdale					<b>Expense Summary</b>	
<b>END PRODUCTS:</b> Current-year TIP amendments and TIP update. Annual Resource Development Plan. Project Development Program pre-concept reports. Application assistance. CIM Implementation Grants.					Total Workdays: 650	
					Salary \$ 318,006	
					Fringe 144,129	
					Overhead 50,778	
					Total Labor Cost: 512,913	
<b>ESTIMATED DATE OF COMPLETION:</b> September-2024					<b>DIRECT EXPENDITURES:</b>	
<b>Funding Sources</b>				<b>Participating Agencies</b>		
	Ada	Canyon	Special	Total	Member Agencies	
CPG, K22108	\$ 516	181		\$ 697	Professional Services \$ 195,000	
CPG, K22494	245,652	86,309		331,961	Legal / Lobbying	
STP-TMA, 20560			75,918	75,918	Equipment Purchases	
Other				-	Travel / Education	
Local / Fund Bal	19,857	6,976	279,004	305,837	Printing	
				-	Public Involvement 6,500	
				-	Meeting Support	
				-	Other	
<b>Total:</b>	<b>\$ 266,025</b>	<b>\$ 93,466</b>	<b>\$ 354,922</b>	<b>\$ 714,413</b>	<b>Total Direct Cost: \$ 201,500</b>	
					<b>685</b>	<b>Total Cost: \$ 714,413</b>

<b>PROGRAM NO.</b>	<b>701</b>				<b>CLASSIFICATION:</b>	<b>Service</b>
<b>TITLE:</b>	<b>General Membership Services</b>					
<b>TASK / PROJECT DESCRIPTION:</b>	Provides assistance to COMPASS members, including demographic data, mapping, geographic information system assistance/education, travel demand modeling, and other project support.					
<b>PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:</b>	This service promotes implementation of the regional long-range transportation plan. COMPASS staff are engaged in the members' studies and can become more familiar with their assumptions and recommendations. Use of consistent data and methodologies in the various studies and plans conducted by member agencies is beneficial to the region as well.					
<b>FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:</b>	There are no federal or state requirements concerning provision of services to member agencies. There are no certification review comments, corrective actions or recommendations related to this program. Member support provides assistance to agencies fulfilling activities related to <i>Communities in Motion</i> , air quality evaluations, and more detailed transportation planning activities such as corridor studies.					
<b>FY2024 BENCHMARKS</b>						
<b>MILESTONES / PRODUCTS</b>						
<b>Provide general assistance to member agencies as requested in the areas of:</b> Specific assistance determined per member agency requests, may include: Geographic Information Systems (GIS) (maps, data, and analyses) Data and travel demand modeling Demographic, development, and related information Traffic counts and related information Travel time data and analysis Other requests as budget allows  <b>Specifically requested assistance:</b> <i>FY2024 Member Requests; as ranked by RTAC</i> <i>Boise Estimating Population Density to Support Regional Transit Goals (6 days)</i> <i>Meridian Corridor Preservation Analysis (10 days)</i> <i>Notus Collector Street Rebuilds (10 days)</i>  <i>Additional Member Requests</i> <i>Facilitate discussions among Canyon County roadway jurisdictions to determine support for a placing a county-wide local option registration fee on the ballot.</i>						Ongoing
						As Needed
<b>LEAD STAFF:</b> Mary Ann Waldinger <b>END PRODUCT:</b> Data, mapping, and modeling assistance to COMPASS members. Support for member agency studies and planning activities.					<b>Expense Summary</b>	
					Total Workdays:	115
					Salary	\$ 65,883
					Fringe	29,860
					Overhead	10,520
					Total Labor Cost:	106,263
<b>ESTIMATED DATE OF COMPLETION:</b>					September-2024	
<b>Funding Sources</b>				<b>Participating Agencies</b>		
	Ada	Canyon	Special	Total	Member Agencies	
CPG, K22108						
CPG, K22494	56,415	19,822		76,237		
STP-TMA, 20560			22,226	22,226		
Local / Fund Bal	4,469	1,570	1,761	7,800		
				-		
<b>Total:</b>	<b>\$ 60,884</b>	<b>\$ 21,392</b>	<b>\$ 23,987</b>	<b>\$ 106,263</b>	<b>701</b>	<b>Total Cost: \$ 106,263</b>

<b>PROGRAM NO.</b>	<b>703</b>				<b>CLASSIFICATION:</b>	<b>Service</b>
<b>TITLE:</b>	<b>Public Services</b>					
<b>TASK / PROJECT DESCRIPTION:</b>	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.					
<b>PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:</b>	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.					
<b>FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:</b>	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).					
<b>FY2024 BENCHMARKS</b>						
<b>MILESTONES / PRODUCTS</b>						
<b>Provide assistance to public and non-member entities, as requested, in the areas of:</b> 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
<b>LEAD STAFF:</b> Mary Ann Waldinger					<b>Expense Summary</b>	
<b>END PRODUCT:</b> Information assistance to the general public.					Total Workdays: 25	
					Salary \$ 13,922	
					Fringe 6,310	
					Overhead 2,223	
					Total Labor Cost: 22,455	
<b>ESTIMATED DATE OF COMPLETION:</b> September-2024					<b>DIRECT EXPENDITURES:</b> \$ -	
<b>Funding Sources</b>				<b>Participating Agencies</b>		
	Ada	Canyon	Special	Total	Member Agencies Professional Services Legal / Lobbying Equipment Purchases Travel / Education Printing Public Involvement Meeting Support Other	
				\$ -		
Local / Fund Bal			22,455	\$ 22,455		
<b>Total:</b>	\$ -	\$ -	\$ 22,455	\$ 22,455	703	Total Cost: \$ 22,455

<b>PROGRAM NO.</b>	<b>705</b>				<b>CLASSIFICATION:</b>	<b>Service</b>	
<b>TITLE:</b>	<b>Transportation Liaison Services</b>						
<b>TASK / PROJECT DESCRIPTION:</b>	To provide adequate staff liaison time at member agency meetings and coordinate transportation-related planning activities with member agencies.						
<b>PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:</b>	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.						
<b>FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:</b>	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.						
<b>FY2024 BENCHMARKS</b>							
<b>MILESTONES / PRODUCTS</b>							
Attend member agency meetings and coordinate transportation-related planning activities with member agencies							Ongoing
<b>LEAD STAFF:</b> Matt Stoll					<b>Expense Summary</b>		
<b>END PRODUCT:</b> Ongoing staff liaison role to member agencies.					Total Workdays: 48		
					Salary \$ 27,318		
					Fringe 12,381		
					Overhead 4,362		
					Total Labor Cost: 44,061		
<b>ESTIMATED DATE OF COMPLETION:</b> September-2024					<b>DIRECT EXPENDITURES:</b>		
<b>Funding Sources</b>				<b>Participating Agencies</b>			
	Ada	Canyon	Special	Total	Professional Services \$ - Legal / Lobbying Equipment Purchases Travel / Education Printing Public Involvement Meeting Support Other		
CPG, K22108				\$ -			
CPG, K22494	30,211	10,615		40,826			
Local / Fund Bal	2,393	841	-	3,235			
<b>Total:</b>	<b>\$ 32,604</b>	<b>\$ 11,456</b>		<b>\$ 44,061</b>	Total Direct Cost: \$ -		
					<b>705</b>	<b>Total Cost: \$ 44,061</b>	

<b>PROGRAM NO.</b>	<b>760</b>			<b>CLASSIFICATION:</b>	<b>Service</b>	
<b>TITLE:</b>	<b>Government Affairs</b>					
<b>TASK / PROJECT DESCRIPTION:</b>	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.					
<b>PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:</b>	To secure funding and influence policies on relevant transportation-related legislation at the federal and state levels.					
<b>FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:</b>	There is no federal requirement for this process. The Board works together to identify and prioritize needs and projects.					
<b>FY2024 BENCHMARKS</b>						
<b>MILESTONES / PRODUCTS</b>						
<b>Federal Legislative Priorities</b> 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	
<b>State Legislative Priorities</b> Work with Executive Committee to identify possible priorities and position statements for FY2024 legislative session Obtain Board endorsement of FY2024 legislative priorities Educate and advocate on FY2024 legislative priorities Evaluate possible legislative priorities for FY2025 legislative session Develop a booklet highlighting COMPASS' 2024 state legislative priorities for distribution to Idaho legislators					Oct-Nov Nov-Dec Dec-Apr May-Sep Oct-Dec	
<b>LEAD STAFF:</b>	Matt Stoll				<b>Expense Summary</b>	
<b>END PRODUCT:</b>	An effective advocacy program for legislative issues and positions that have been approved by the Board.				<b>Total Workdays:</b> 270 Salary \$ 172,431 Fringe 78,150 Overhead 27,533 <b>Total Labor Cost:</b> 278,114	
<b>ESTIMATED DATE OF COMPLETION:</b>	September-2024				<b>DIRECT EXPENDITURES:</b>	
<b>Funding Sources</b>				<b>Participating Agencies</b>		
	Ada	Canyon	Special	Total	Member Agencies Professional Services Legal / Lobbying \$ 1,250 Equipment Purchases Travel / Education 18,000 Printing 500 Public Involvement Meeting Support Other	
				\$ -		
Local / Fund Bal			297,864	\$ 297,864		
<b>Total:</b>	\$ -	\$ -	\$ 297,864	\$ 297,864		
					<b>Total Direct Cost:</b> \$ 19,750 <b>Total Cost:</b> 297,864	

<b>PROGRAM NO.</b>	801			<b>CLASSIFICATION:</b>	System Maintenance
<b>TITLE:</b>	Staff Development				
<b>TASK / PROJECT DESCRIPTION:</b>	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.				
<b>PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:</b>	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.				
<b>FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:</b>	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.				
<b>FY2024 BENCHMARKS</b>					
				<b>MILESTONES / PRODUCTS</b>	
Staff training and development				Ongoing	
<b>LEAD STAFF:</b> Meg Larsen				<b>Expense Summary</b>	
<b>END PRODUCT:</b> 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: 153	
				Salary \$ 72,129	
				Fringe 32,691	
				Overhead 11,517	
				Total Labor Cost: 116,337	
<b>ESTIMATED DATE OF COMPLETION:</b> September-2024				<b>DIRECT EXPENDITURES:</b>	
<b>Funding Sources</b>				<b>Participating Agencies</b>	
	Ada	Canyon	Special	Total	Professional Services \$ -
CPG, K22108	\$ 31,123	\$ 10,934		\$ 42,057	Legal / Lobbying
CPG, K22494	82,933	29,138		112,071	Equipment Purchases
					Travel / Education 50,000
Local / Fund Bal	9,035	3,174		12,209	Printing
				-	Public Involvement
				-	Meeting Support
				-	Other
<b>Total:</b>	<b>\$ 123,091</b>	<b>\$ 43,246</b>	<b>\$ -</b>	<b>\$ 166,337</b>	Total Direct Cost: \$ 50,000
					801 Total Cost: \$ 166,337

<b>PROGRAM NO.</b>	<b>820</b>			<b>CLASSIFICATION:</b>	<b>System Maintenance</b>
<b>TITLE:</b>	<b>Committee Support</b>				
<b>TASK / PROJECT DESCRIPTION:</b>	To provide support to the COMPASS Board and standing committees as defined by the COMPASS Bylaws and Joint Powers Agreement.				
<b>PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:</b>	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.				
<b>FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:</b>	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."				
<b>FY2024 BENCHMARKS</b>					
<b>MILESTONES / PRODUCTS</b>					
Provide meeting coordination, materials, and follow-up to the Board, standing committees, and workgroups.					Ongoing
<b>LEAD STAFF:</b> Amy Luft					
<b>END PRODUCT:</b> Ongoing support of committees to promote involvement and communication.					<b>Expense Summary</b>
					Total Workdays: 211
					Salary \$ 106,215
					Fringe 48,139
					Overhead 16,960
					Total Labor Cost: 171,314
<b>ESTIMATED DATE OF COMPLETION:</b>				September-2024	
<b>Funding Sources</b>				<b>Participating Agencies</b>	
	Ada	Canyon	Special	Total	Member Agencies
CPG, K22108	\$ 52,091	\$ 18,303		\$ 70,394	
CPG, K22494	65,375	22,970		88,345	
Local / Fund Bal	9,305	3,269	2,000	14,574	
				-	
<b>Total:</b>	<b>\$ 126,771</b>	<b>\$ 44,542</b>		<b>\$ 173,314</b>	
					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: 173,314

<b>PROGRAM NO.</b>	<b>836</b>			<b>CLASSIFICATION:</b>	<b>System Maintenance</b>
<b>TITLE:</b>	<b>Technical Support: Regional Travel Demand Model</b>				
<b>TASK / PROJECT DESCRIPTION:</b>	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.				
<b>PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:</b>	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.				
<b>FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:</b>	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;..."				
<b>FY2024 BENCHMARKS</b>					
<b>MILESTONES / PRODUCTS</b>					
<b>Key Elements</b>					
Maintain and update traffic count database					Ongoing
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)					Ongoing
Provide travel demand modeling assistance to support member agency needs and special projects					Ongoing
Provide project and program evaluations using TREDIS for grant applications and ITD's Safety and Capacity Program					Oct - Aug
Reconcile demographic data and integrate in the current and forecast years of the regional model					Oct - Dec
Develop and update parameters for calibration of the regional model using data from the 2021 Household Travel Survey					Oct - Sept
Support ACHD's Capital Improvement Plan update					Jan - Apr
Provide technical and modeling support as needed for regional long range transportation plan					Ongoing
Work with and use ITD's required protocols to update of the Federal Aid and possibly the Planning Functional Classification Systems after urbanized boundaries are released					Oct-Aug
<b>Special Tasks and Model Improvements</b>					
Provide technical analysis on member agency requests vetted through RTAC					Ongoing
Provide modeling and technical assistance to ITD's corridor and environmental studies					Ongoing
Provide technical analysis on unanticipated member agency requests					Ongoing
Maintain the data foundation system and continue to incorporate into other data sources					Ongoing
<b>LEAD STAFF:</b> Mary Ann Waldinger					
<b>END PRODUCT:</b> Reasonable and reliable regional travel demand model using the latest available information and forecasts for various types of projects, studies, and analyses.					
					<b>Expense Summary</b>
					Total Workdays: 191
					Salary \$ 110,433
					Fringe 50,051
					Overhead 17,634
					Total Labor Cost: 178,117
<b>ESTIMATED DATE OF COMPLETION:</b> September-2024					
<b>Funding Sources</b>					<b>Participating Agencies</b>
	Ada	Canyon	Special	Total	Highway Districts
CPG, K22108				-	Member Agencies
CPG, K22494	168,209	59,101		227,310	Federal Highways Administration
				-	Idaho Transportation Department
				-	Valley Regional Transit
Local / Fund Bal	13,325	4,683		18,007	Department of Environmental Quality
<b>Total:</b>	<b>\$ 181,534</b>	<b>\$ 63,784</b>	<b>\$ -</b>	<b>\$ 245,317</b>	
					<b>DIRECT EXPENDITURES:</b>
					Professional Services \$ 67,200
					Legal / Lobbying
					Equipment Purchases
					Travel / Education
					Printing
					Public Involvement
					Meeting Support
					Other
					Total Direct Cost: \$ 67,200
					836 Total Cost: \$ 245,317



<b>PROGRAM NO.</b>	842			<b>CLASSIFICATION:</b>	System Maintenance	
<b>TITLE:</b>	Congestion Management Process					
<b>TASK / PROJECT DESCRIPTION:</b>	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.					
<b>PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:</b>	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.					
<b>FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:</b>	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..."					
<b>FY2024 BENCHMARKS</b>						
<b>MILESTONES / PRODUCTS</b>						
<b>Congestion Management and Travel Time Data</b> Complete the Congestion Management Annual Report using the National Performance Measure Research Data Set (NPMRDS) for 2023 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  <b>NPMRDS Travel Time Data and Process</b> Develop process for evaluating effectiveness of congestion mitigation projects using the NPMRDS and INRIX travel time data sets  <b>Transportation System Management and Ops (TSMO) and ITS Plan Update</b> 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						June-Sept Ongoing June-Sept Ongoing  Ongoing  Ongoing Ongoing
<b>LEAD STAFF:</b> Mary Ann Waldinger						<b>Expense Summary</b>
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: 75 Salary \$ 43,363 Fringe 19,653 Overhead 6,924 Total Labor Cost: 69,941
<b>ESTIMATED DATE OF COMPLETION:</b>				September-2024		<b>DIRECT EXPENDITURES:</b>
<b>Funding Sources</b>				<b>Participating Agencies</b>		Professional Services
	Ada	Canyon	Special	Total	Highway Districts	Legal / Lobbying
CPG, K22108				\$ -	Member Agencies	Equipment Purchases
CPG, K22494	47,957	16,850		64,807	Federal Highways Administration	Travel / Education
				-		Printing
				-		Public Involvement
Local / Fund Bal	3,799	1,335		5,134		Meeting Support
				-		Other
<b>Total:</b>	<b>\$ 51,756</b>	<b>\$ 18,185</b>	<b>\$ -</b>	<b>\$ 69,941</b>		<b>Total Direct Cost: \$ -</b>
					842	<b>Total Cost: \$ 69,941</b>

<b>PROGRAM NO.</b>	<b>860</b>	<b>CLASSIFICATION:</b>	<b>System Maintenance</b>	
<b>TITLE:</b>	<b>Geographical Information System Maintenance (GIS)</b>			
<b>TASK / PROJECT DESCRIPTION:</b>	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.			
<b>PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:</b>	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.			
<b>FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW, REFERENCE TO STRATEGIC PLAN:</b>	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...."			
<b>FY2024 BENCHMARKS</b>				
<b>MILESTONES / PRODUCTS</b>				
<b>Provide GIS Data Maintenance and Support for COMPASS Projects</b> Data analysis, and maintenance for performance reporting and other planning needs Enterprise database maintenance Data integration GIS Technology Census BAS			Ongoing	
<b>GIS Cooperation</b> Continue participation in the Treasure Valley GIS User Group and Canyon Spatial Data Cooperative (SDC) meetings			Quarterly/as needed	
<b>Regional Geographic Advisory Committee</b> Host the Regional Geographic Advisory Workgroup to enable regional cooperation of GIS data			Quarterly/as needed	
<b>Regional Data Center</b> Expand and maintain authoritative regional GIS data Conduct data accuracy checks and metadata on regional data sets			Ongoing	
<b>Transportation Improvement Program</b> Provide ongoing support			Ongoing	
<b>2023 Orthophotography Project</b> Finalize 2023 orthophotography acquisition Distribute final data products to participants			December	
<b>2024 Orthophotography Project</b> Conduct 2024 orthophotography flight Conduct QC on preliminary data Continue to plan for future orthophotography acquisition and funding			March - October	
<b>LEAD STAFF:</b> Eric Adolfson <b>END PRODUCT:</b> 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.			<b>Expense Summary</b> Total Workdays: 337 Salary \$ 163,983 Fringe 74,321 Overhead 26,184 Total Labor Cost: 264,489	
<b>ESTIMATED DATE OF COMPLETION:</b> September-2024			<b>DIRECT EXPENDITURES:</b> Professional Services \$ 125,000 Legal / Lobbying Equipment Purchases 77,160 Travel / Education Printing Public Involvement Meeting Support Other Carry-Forward Total Direct Cost: \$ 202,160	
<b>Funding Sources</b>				
<b>Participating Agencies</b>				
	Ada	Canyon	Special	Total
CPG, K22108				\$ -
CPG, K22494	83,737	29,420		113,157
				-
				-
Local / Fund Bal	6,953	2,443	344,096	353,492
				-
<b>Total:</b>	<b>\$ 90,690</b>	<b>\$ 31,863</b>	<b>\$ 344,096</b>	<b>\$ 466,649</b>
<b>860</b>				<b>Total Cost: 466,649</b>

<b>PROGRAM NO.</b>	990			<b>CLASSIFICATION:</b>	Indirect / Overhead
<b>TITLE:</b>	Direct Operations & Maintenance				
<b>TASK / PROJECT DESCRIPTION:</b>	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.				
<b>PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:</b>	Adequately cover expenses needed to support the Board, Executive Director, and agency outside of federally funded projects.				
<b>FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:</b>	There are no federal or state requirements concerning these provisions; however, the Finance Committee oversees and approves these accounts and expenditures.				
<b>FY2024 BENCHMARKS</b>					
			<b>MILESTONES / PRODUCTS</b>		
Provide local dollars for expenditures not federally funded. Planned FY2024 equipment and software expenditures Network server replacement Staff hardware replacement Transit network planning software Transportation improvement program management software Benefit-cost analysis software Transportation modeling software Planned FY2024 buildout of remaining work spaces			Ongoing		
<b>LEAD STAFF:</b>			Meq Larsen		
<b>END PRODUCT:</b>			Adequately cover the direct expenses needed to support the Board, Executive Director, equipment needs, and COMPASS operations.		
			<b>Expense Summary</b>		
			Total Workdays: 0		
			Salary \$ -		
			Fringe -		
			Overhead -		
			Total Labor Cost: \$ -		
<b>ESTIMATED DATE OF COMPLETION:</b>			September-2024		
<b>Funding Sources</b>				<b>Participating Agencies</b>	
	Ada	Canyon	Special	Total	Member Agencies
STBG-TMA, K20271			320,828	\$ 320,828	
Other Local / Fund Bal			319,840	319,840	
<b>Total:</b>	\$ -	\$ -	\$ 640,668	\$ 640,668	
					<b>DIRECT EXPENDITURES:</b>
					Professional Services 5,500
					Legal / Lobbying \$ 17,000
					Equipment Purchases 263,325
					Travel / Education 1,600
					Printing
					Public Involvement
					Meeting Support 7,000
					Carry Forward 346,243
					Total Direct Cost: \$ 640,668
					990 Total Cost: \$ 640,668

<b>PROGRAM NO.</b>	<b>991</b>	<b>CLASSIFICATION:</b>			<b>Indirect / Overhead</b>	
<b>TITLE:</b>	<b>Support Services Labor</b>					
<b>TASK / PROJECT DESCRIPTION:</b>	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.					
<b>PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:</b>	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.					
<b>FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:</b>	<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>					
<b>FY2024 BENCHMARKS</b>						
<b>MILESTONES / PRODUCTS</b>						
<b>General Administration</b> 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  <b>Personnel Management</b> Prepare and complete recruitment processes Conduct employee annual evaluations Renew insurance policies Pursue FY2024 benefit options  <b>Financial Management</b> Close FY2023 financial records and begin FY2024 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  <b>Information Technology</b> 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					Aug As needed As needed Ongoing Ongoing  As needed    Oct-Nov Oct-Dec Jan Jan Quarterly Ongoing  Ongoing   Oct - Dec	
<b>LEAD STAFF:</b> Meg Larsen <b>END PRODUCT:</b> 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.					<b>Expense Summary</b>	
					Total Workdays: 1,012	
					Salary \$ -	
					Fringe -	
					Overhead -	
					Total Labor Cost: \$ -	
<b>ESTIMATED DATE OF COMPLETION:</b> September-2024					<b>DIRECT EXPENDITURES:</b> Professional Services \$ - Legal / Lobbying Equipment Purchases Travel / Education Printing Public Involvement Meeting Support Other	
<b>Funding Sources</b>				<b>Participating Agencies</b>		
	Ada	Canyon	Special	Total		Member Agencies Idaho Transportation Department
				\$ -		
				-		
				-		
<b>Total:</b>	\$ -	\$ -		\$ -	Total Direct Cost: \$ -	
					991 Total Cost: \$ -	

## COMPASS BOARD AGENDA ITEM V-D

Date: August 19, 2024

### **Topic: Policies Related to the Regional Transportation Improvement Program (TIP)**

#### **Request/Recommendation**

COMPASS staff seeks COMPASS Board of Directors' approval of updates to policies related to funding projects in the TIP. The Regional Transportation Advisory Committee recommended approval on July 24, 2024.

#### **Background/Summary**

COMPASS Board-adopted policies guide COMPASS staff and RTAC on programming projects in the TIP based on specific assumptions and criteria. COMPASS staff recently conducted a review of TIP policies and recommend changes to add references to the Carbon Reduction Program, clarify intent, and simplify language. The affected policies are outlined below with an overview of the primary changes in each. The proposed updated policies are provided in the attachments.

#### Federal Highway Funding Eligibility Policy

The updated policy combines the previous Transportation Management Area (TMA) Funding Eligibility and Transportation Alternatives Program-TMA Program Eligibility policies into one. This policy guides where, geographically, different federal-aid program funds may be used.

#### Main Changes:

- Allows more flexibility of all types of TMA funds by making any project within Ada County eligible for TMA funding. Previously, TMA funds were limited to only the Boise Urban Area unless adequate applications from that area were not received. Specifically, the proposed changes will:
  - Provide additional funding sources for the Cities of Kuna and Star and a larger portion of unincorporated Ada County.
  - Provide a more competitive process by potentially increasing the number of eligible project applications.
  - Allow the Ada County Highway District (ACHD) to use TMA funding for roadway maintenance projects outside the urban area.
- Provides an opportunity to fund shared corridors between Ada and Canyon County agencies using TMA funding.
- Lays out timing restrictions and directs close monitoring by COMPASS staff if right-of-way acquisition is needed for a sidewalk or pathway project.
- Removes reference to project selection, which will instead be included in the COMPASS Application Guide.

#### Annual TIP Program Update Policy

This is a new policy to guide programming decisions during the TIP update cycle. The policy outlines the steps and priorities staff will incorporate annually when updating the draft TIP and ensures the priorities follow the direction of the COMPASS Board of Directors.

Key Components:

- Describes the priority order of adding and changing projects in programs managed by COMPASS.
- Provides a high-level overview of programs managed by other agencies and the timing of adding new projects.
  - Additional information regarding scoring and ranking new projects for programs managed by other agencies will be included in the COMPASS Application Guide, as it pertains to project selection.

Balancing Surface Transportation Block Grant Program, Transportation Alternatives Program, and Carbon Reduction Program Funds Policy

The policy was updated to add the new Carbon Reduction Program. This policy provides specific direction and priorities for balancing programs managed by COMPASS throughout the year and through the End-of-Year and Redistribution program.

Major Changes:

- Added references throughout regarding the Carbon Reduction Program.
- Updated links to references.
- Simplified the format; did not make any substantive changes to the balancing priorities.

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

As COMPASS staff and RTAC members add projects or modify existing projects in the TIP, policies outline the priorities of the COMPASS Board of Directors, providing structure to budget projects and making the process more efficient.

**More Information:**

- 1) Attachment 1: Federal Highway Funding Eligibility Policy
- 2) Attachment 2: Annual TIP Program Update Policy
- 3) Attachment 3: Balancing Surface Transportation Block Grant, Transportation Alternatives Program, and Carbon Reduction Program Funds Policy
- 4) For detailed information contact: Toni Tisdale, Principal Planner, at 208/475-2238 or [ttisdale@compassidaho.org](mailto:ttisdale@compassidaho.org).

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## (DRAFT) POLICY STATEMENT

### Board Policy No. TBD

**Adopted:** TBD  
**By:** COMPASS Board of Directors  
**Last Revision:** February 25, 2019

### Policy Statement:

#### Federal Highway Funding Eligibility

##### Purpose:

This policy is intended to provide guidance and sideboards for programming federal highway funding in the COMPASS planning area for programs administered by COMPASS. The Federal Highway Administration (FHWA) provides criteria to guide where different types of funding may be used. The COMPASS Board of Directors provides direction for COMPASS' project selection process and is allowed to use more stringent criteria than provided by the FHWA.

Census 2020 changed the boundaries of several geographies in the COMPASS planning area. This policy clarifies which areas may compete for specific funding sources and how project eligibility is determined.

##### Background

Federal funds for transportation projects are administered through the application process outlined in the [COMPASS application guide](#)<sup>1</sup> each year. The following programs are administered by COMPASS:

- Surface Transportation Block Grant (STBG)
- Transportation Alternatives Program (TAP)
- Carbon Reduction Program (CRP)

Funding eligibility for these programs is based on the 2020 Census urban area designations (see map, page 3):

- Transportation Management Area (TMA): over 200,000
  - Boise Urban Area, Ada County; only TMA in Idaho
  - Includes the Cities of Boise, Eagle, Garden City, and Meridian
- Large Urban: 50,000 – 200,000
  - Nampa Urban Area, Canyon County; one of six Large Urban areas in Idaho
  - Includes the Cities of Nampa and Caldwell
- Small Urban: 5,000 – 49,999
  - Kuna, Middleton, and Star Small Urban Areas; three of 20 Small Urban areas in Idaho
- Rural: under 5,000

<sup>1</sup> COMPASS Application Guide: <https://compassidaho.org/resourcedevelopment/#AppProcess>

COMPASS administers the STBG and CRP programs in the TMA and Large Urban areas, as well as the TAP program in the TMA. Small Urban and Rural projects are selected by other agencies and are not included in this policy.

### Eligibility

Per federal code<sup>2 3</sup>, TMA funds can be used anywhere within the COMPASS planning area boundary; however, Large Urban funds may only be used within the Nampa Urban Area. This policy provides additional sideboards to the federal code regarding the TMA funds:

- TMA funds are eligible in Ada County only, except on shared corridors along the Ada/Canyon County line.

COMPASS follows project eligibility qualifications provided by the FHWA for all programs with no additional limitations, as provided in [FHWA Program Guidance](#)<sup>4</sup>.

Projects for sidewalks and pathways that need to acquire property may be difficult because land acquisition for these projects must be through a cooperative agreement with the landowner. Sidewalk and pathway projects with right-of-way needs will include significant time between the right-of-way and construction phases. COMPASS staff are directed to monitor these projects closely.

### **Previous Policy:**

This policy replaces policies 2019-04 and 2019-05, approved by the COMPASS Board of Directors on February 25, 2019.

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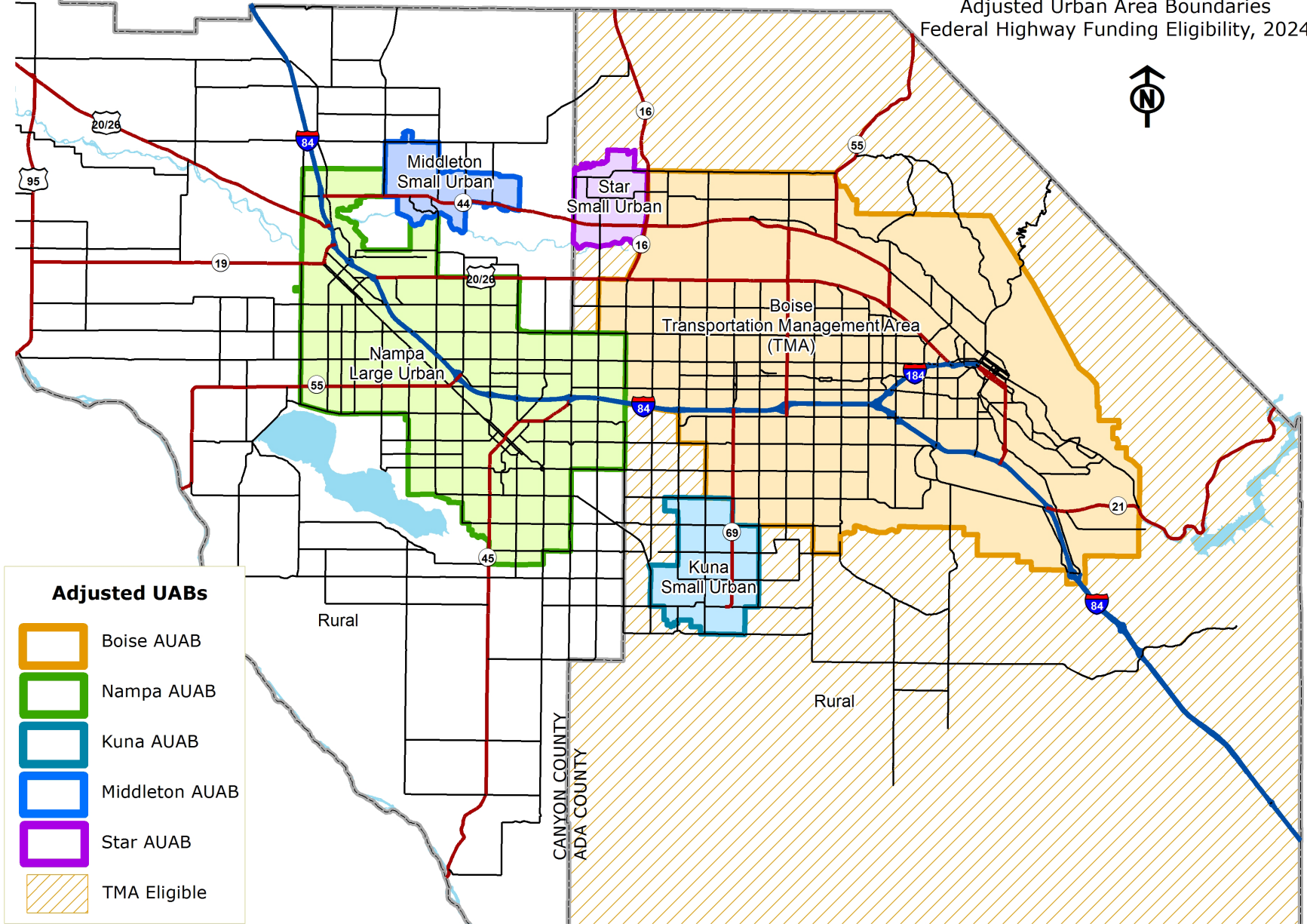
<sup>2</sup> 23 USC 133 (d)(2): <https://uscode.house.gov/view.xhtml?req=granuleid:USC-prelim-title23-section133&num=0&edition=prelim>

<sup>3</sup> 23 USC 175 (e)(2) : <https://uscode.house.gov/view.xhtml?req=granuleid:USC-prelim-title23-section175&num=0&edition=prelim>

<sup>4</sup> FHWA Program Guidance: <https://www.fhwa.dot.gov/bipartisan-infrastructure-law/guidance.cfm>



COMPASS Planning Area  
 Adjusted Urban Area Boundaries  
 Federal Highway Funding Eligibility, 2024



**Adjusted UABs**

- Boise AUAB
- Nampa AUAB
- Kuna AUAB
- Middleton AUAB
- Star AUAB
- TMA Eligible

## (Draft) POLICY STATEMENT

### Board Policy No. TBD

**Adopted:** TBD  
**By:** COMPASS Board of Directors  
**Last Revision:** None

### Policy Statement:

#### Annual Regional Transportation Improvement Program Update

##### Purpose:

This policy is intended to guide programming during the annual transportation improvement program (TIP) update cycle.

##### Background:

The TIP is a five-to-seven-year budget (program), which is updated annually to add new projects and adjust project costs and timing of existing projects, when needed. All projects included in the TIP must be consistent with the regional long-range transportation plan, *Communities in Motion 2050* (CIM 2050). Some [priority projects](#)<sup>1</sup> or corridors are listed specifically in CIM 2050. Other types of priorities, such as safety or general operational improvements, are not listed in CIM by project. When this is the case, projects in the TIP must still be consistent with the identified priorities, goals, and vision of the plan.

The TIP is developed, and projects selected, following federal regulations ([Code of Federal Regulation \(CFR\) 450 C](#)<sup>2</sup>). Federal regulations require that metropolitan planning organizations follow the “Three C’s”: a continuing, cooperative, and comprehensive planning approach.

“... the MPO designated for each urbanized area is to carry out a continuing, cooperative, and comprehensive performance-based multimodal transportation planning process, including the development of a metropolitan transportation plan and a TIP, that encourages and promotes the safe and efficient development, management, and operation of surface transportation systems to serve the mobility needs of people and freight (including accessible pedestrian walkways, bicycle transportation facilities, and intermodal facilities that support intercity transportation, including intercity buses and intercity bus facilities and commuter vanpool providers) fosters economic growth and development, and takes into consideration resiliency needs, while minimizing transportation-related fuel consumption and air pollution; and encourages continued development and improvement of metropolitan planning process...” (23 CFR.300)

<sup>1</sup> CIM 2050 Priority Projects: <https://cim2050.compassidaho.org/projects-and-priorities/project-priorities/>

<sup>2</sup> 23 CFR 450 C: <https://www.ecfr.gov/current/title-23/chapter-I/subchapter-E/part-450/subpart-C>

### Programs Managed by COMPASS:

Federal funds for transportation projects are managed through the application process outlined in the [COMPASS Application Guide](#)<sup>3</sup> each year. The following programs are managed by COMPASS:

#### Transportation Management Area (TMA) (Boise Urban Area):

- Surface Transportation Block Grant - TMA (STBG-TMA)
- Transportation Alternatives Program - TMA (TAP-TMA)
- Carbon Reduction Program - TMA (CRP-TMA)

#### Large Urban (LU) (Nampa Urban Area):

- STBG-LU
- CRP-LU

#### Adding new projects:

Adding new projects to the TIP shall follow program [guidance](#)<sup>4</sup> provided by the Federal Highway Administration (FHWA).

The project selection process is outlined in the [COMPASS Application Guide](#)<sup>5</sup> and updated each year. The Application Guide provides the scoring criteria, funding estimates for each program, and other expectations for ranking projects for inclusion in the TIP.

New projects should follow the [funding policy](#)<sup>6</sup> for STBG funding, as set in CIM 2050, as closely as possible. As new plans are adopted, some portions of the TIP will have been budgeted under previous funding policies.

#### Adjusting the overall program:

As the TIP is updated each year, numerous changes are included in the program. The steps below provide priority order and structure to the development of the new program.

1. Add "off-the-top" projects, as provided in the CIM 2050 funding policy, in the STBG programs first.
2. Increase the construction phase of each project by 2% to cover inflation, as the program is structured using current costs.
3. Remove advanced construction funds and replace them with federal funds as much as possible to reduce the financial burden on sponsoring agencies.
4. Incorporate official requests for additional funding or timing changes to existing projects based on new estimates or negotiated contracts, as funding is available.
5. Add new projects with design and right-of-way phases in the early years, as funding permits.
  - In all programs located in the TMA area (Boise Urban Area), construction of new projects will typically enter the program in the last funding year or as preliminary

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<sup>3</sup> COMPASS Application Guide: <https://compassidaho.org/resourcedevelopment/#AppProcess>

<sup>4</sup> FHWA program guidance webpage: <https://www.fhwa.dot.gov/bipartisan-infrastructure-law/guidance.cfm>

<sup>5</sup> COMPASS Funding Application Guide: <https://compassidaho.org/resourcedevelopment/#AppProcess>

<sup>6</sup> CIM 2050 Funding Policy: <https://cim2050.compassidaho.org/wp-content/uploads/2022/07/CIM2050FundingPolicyGoals.pdf>

development, with design and right-of-way phases in a funded year, as funds are available<sup>7</sup>.

- In the TMA, STBG, TAP, and CRP programs, funds may be mixed on individual projects, if eligible for the funding source.
- Projects in the Nampa Urban Area share Large Urban funds with other metropolitan planning organizations throughout the state and are managed through the Large Urban Balancing process. Construction of new projects must start in preliminary development and those projects are not eligible to move into a funded year until the project concept report is approved by the Idaho Transportation Department.

#### Programs Managed by Other Agencies:

The Idaho Transportation Department selects new state system projects to add to the TIP on an annual basis.

The Local Highway Technical Assistance Council (LHTAC) selects new projects for local agencies in Small Urban and Rural areas through various federal programs, such as the TAP program. LHTAC also selects new projects for local projects statewide, such as the bridge and safety programs. New projects are added annually or in an every-other-year cycle.

Valley Regional Transit selects new public transportation projects funded through the Federal Transit Administration. Most projects are continuations of existing operational and maintenance projects and are added as continuous projects.

The processes of working with the Idaho Transportation Department and Valley Regional Transit are outlined in the [Memoranda of Understanding \(MOU\)](#)<sup>8</sup>.

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<sup>7</sup> Typically, the program is funded for four years, plus preliminary development. Projects in preliminary development advance to a funded year if possible before adding new projects to a funded year.

<sup>8</sup> COMPASS Policies and MOUs: <https://compassidaho.org/policies-and-mous/>

## **(Draft) POLICY STATEMENT**

### **Board Policy No. 2024-XX**

**Adopted:** XX  
**By:** COMPASS Board of Directors  
**Last Revision:** February 22, 2021

### **Policy Statement:**

#### **Balancing Surface Transportation Block Grant Program (STBG), Transportation Alternatives Program (TAP), and Carbon Reduction Program (CRP) Funds**

#### **Background:**

STBG, TAP, and CRP funds are directly allocated to areas with populations over 200,000 (Transportation Management Areas [TMAs]). TMA programs are managed by COMPASS, the metropolitan planning organization (MPO) for Ada and Canyon Counties. The COMPASS Regional Transportation Advisory Committee (RTAC) is responsible for balancing the programs and recommends/approves balancing actions. If a change triggers an amendment, the balancing actions are approved by the COMPASS Board of Directors.

STBG funds for areas with populations of 50,000 to 200,000 (large urban [LU] areas) are managed by the Idaho Transportation Department (ITD). The Large Urban Balancing Committee, which is made up of the MPO directors across the State of Idaho, is responsible for balancing the program. The MPO directors provide change requests and recommend/approve balancing for the program. If a change triggers an amendment for projects in the Nampa Urban Area, the balancing actions are approved by the COMPASS Board of Directors.

CRP funds are directly allocated to each large urban area. The CRP program in the Nampa Urban Area is managed by COMPASS. RTAC is responsible for balancing the program and recommends/approves balancing actions. If a change triggers an amendment, the COMPASS Board of Directors approves the action.

TAP funds for areas with populations of up to 200,000 are managed by the Local Highway Technical Assistance Council (LHTAC) and awarded through a competitive process. COMPASS staff are involved in this process by providing local scores for projects within the COMPASS planning area boundary. These funds are outside the purview of this policy.

This policy provides guidance to prioritize funds available through cost savings, programming changes, and the End-of-Year and Redistribution Program for current-year projects.

#### **Programming Available Funding in the Current Year and Transportation Improvement Program (TIP) Update:**

As funding needs are known, sponsors submit requests to COMPASS staff to add projects to COMPASS' lists of funding needs. COMPASS maintains three lists:

- Projects funded with TMA funds, processed through RTAC
- Projects funded with CRP-LU funds, processed through RTAC

- Projects funded with STBG-LU funds, processed through the Large Urban Balancing Committee

Projects currently funded in the STBG, TAP, and CRP programs are the top priorities for funds to fully develop and build projects in the programs. Project needs in other programs may be funded with STBG, TAP, and CRP funds if projects meet program eligibility requirements and no other projects currently in these programs need funding at the time.

To be processed through balancing, all cost changes to a project must be consistent with the original project scope.

COMPASS staff recommend funding actions for both the TMA and LU programs, based on the following order of priorities for balancing:

1. Cover cost overruns/project needs in the construction phase, consistent with the original project scope, for projects in the STBG, TAP, or CRP programs to cover cost changes:
  - A. Construction that is already under contract
  - B. A higher than anticipated engineer’s estimate for construction scheduled in the current fiscal year
  - C. Higher than anticipated land acquisition costs
2. Cover cost overruns/project needs for advanced construction<sup>1</sup> or procurement<sup>2</sup> needs in the STBG, TAP, or CRP programs to:
  - A. Remove or reduce an “advanced construction” situation
  - B. Replace local funds for procurement under contract
  - C. Cover cost increases for procurement projects
3. Cover cost overruns/project needs in other phases, consistent with the original project scope, or advance a phase on projects in the STBG, TAP, or CRP programs, including:
  - A. Right-of-Way phase
  - B. Design phase
  - C. Construction phase
  - D. Planning projects or studies
4. Cover cost overruns/project needs, consistent with the original project scope, or advance a phase on projects in non-STBG, TAP, or CPR programs, including:
  - A. Advance the construction phase
  - B. Right-of-way phase
  - C. Design phase
  - D. Planning projects or studies
5. Add new projects as prioritized by the COMPASS Board of Directors

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<sup>1</sup> Advanced construction is a funding tool that allows a phase to be spread over multiple years. This tool may be used for any phase of the project and is called “construction” even if the costs are for the design phase.

<sup>2</sup> Procurement projects are generally transit-related, such as rolling stock or equipment purchases, as prioritized in the Transit Asset Management Plan, but can also be purchases such as bicycle/pedestrian counters.

- A. New projects should align with the goals, vision, and direction of the long-range transportation plan.
- B. Construction for new projects is typically added in preliminary development (PD). Other phases of the project (design and right-of-way) may be added in earlier years of the program if funds are available.
- C. The limit for PD in STBG-TMA is two times the projected funding allocation in the last year of the program.
- D. The limit for PD in STBG-LU is approximately \$6.2 million for the Nampa Urban Area. Projects are added in coordination with the Large Urban Balancing Committee.
  - o The construction phase may not advance into a funded year until the concept report is approved by ITD.

If there is a tie using the above prioritization criteria:

- RTAC will determine how the TMA or CRP-LU programs will be balanced, without a recommendation from COMPASS staff.
  - o Sponsor agencies are requested to prioritize project needs within their list of projects to assist RTAC in the event of a tie and/or provide the timing and importance of the needs before the RTAC meeting.
- The COMPASS Executive Director will determine how projects in the other LU programs will be prioritized for the balancing process, after discussions with sponsor agencies involved in the tie.

The rationale for these priorities is to focus funds on current construction, then design and right-of-way, to minimize the delay of scheduled projects.

Capital improvements for alternative transportation, such as bus or van replacements, are considered "construction" projects.

STBG, TAP, and CRP programs should balance as close to 100% of the estimated allocation as possible, without going over the estimated allocation.

As funds are released from projects based on cost savings or project closeout, the local match portion may be used on other projects sponsored by the same agency after requesting a Transfer Local Match Request Form. COMPASS staff will coordinate with member agency staff to submit requests.

### **Prioritizing End-of-Year and Redistribution Program Requests:**

End-of-Year funds are funds "swept" by ITD from local projects when they are unable to obligate before deadlines: July 1 for design or right-of-way and August 1 for construction.

Redistribution funds coming to the State of Idaho from other states are allocated using ITD's formula and distributed to the appropriate programs.

End-of-Year and Redistribution Program funds are first made available to projects within each program. If there are not enough projects in the program ready for obligation, funds may become available for projects funded through other programs.

The COMPASS Board of Directors approves the priority order of requests submitted for consideration of funding through the End-of-Year and Redistribution Program, based on the rationale of "construction first." Projects must be ready for obligation and advertisement (when

appropriate), including submittal of all agreements and a deposit for local match, before August 1 of the programmed year.

Projects currently funded in the STBG, TAP, and CRP programs are the top priorities for funds to fully develop and build projects in the programs. Project needs in other programs may be funded with STBG, TAP, or CRP funds if projects meet program eligibility requirements and no other projects currently in the programs need funding at that time.

To use End-of-Year and Redistribution Program funds, all cost changes to a project must be consistent with the original project scope.

COMPASS staff recommends funding priorities for both the TMA and LU programs, based on the following order of priorities for the End-of-Year and Redistribution Program:

1. Obtain 100% of the estimated allocations<sup>3</sup> in each program.
2. Cover cost overruns/project needs or advance a phase on projects in STBG, TAP, or CRP programs.
  - A. Construction phase in the current funding year
  - B. Any phase from a previous year, currently under contract
  - C. Advance the construction phase
  - D. Right-of-way phase
  - E. Design phase
  - F. Planning projects or studies
3. Cover cost overruns/project needs or advance project phases in non-STBG, TAP, or CRP programs.
  - A. Construction phase
  - B. Right-of-way phase
  - C. Design phase
  - D. Planning/Studies

Only public transportation projects that do not require funds to transfer to the Federal Transit Administration are eligible for this program because the deadline for a transfer is approximately June 1. The End-of-Year and Redistribution Program occurs in late August and early September.

#### **Adjustments within a project:**

Sponsoring agencies may adjust funding among funding categories within a project budget in a fiscal year if there is no net change to the funding total for the year of change.

#### **Previous Policy:**

This policy replaces policy 2021-01, approved by the COMPASS Board of Directors on February 22, 2021.

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<sup>3</sup> Congress historically limits obligation authority to as little as 66% of the estimated allocation in the STBG and CRP programs. The TAP program is not subject to the obligation limitation and is funded at 100%.



## COMPASS BOARD AGENDA ITEM VI-A

Date: August 19, 2024

### **Topic: Collaborative Safety Campaign “Good Move”**

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

This item is for information only.

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

Reducing the number of deaths and serious injuries on our transportation system is a high priority for COMPASS member agencies. COMPASS and many of its members have each produced their own safety education campaigns in the past. However, in an effort to leverage resources and create consistency in messaging across the valley, COMPASS and communication staff from its member agencies have been pursuing a collaborative campaign to unify the message on safety for a stronger message.

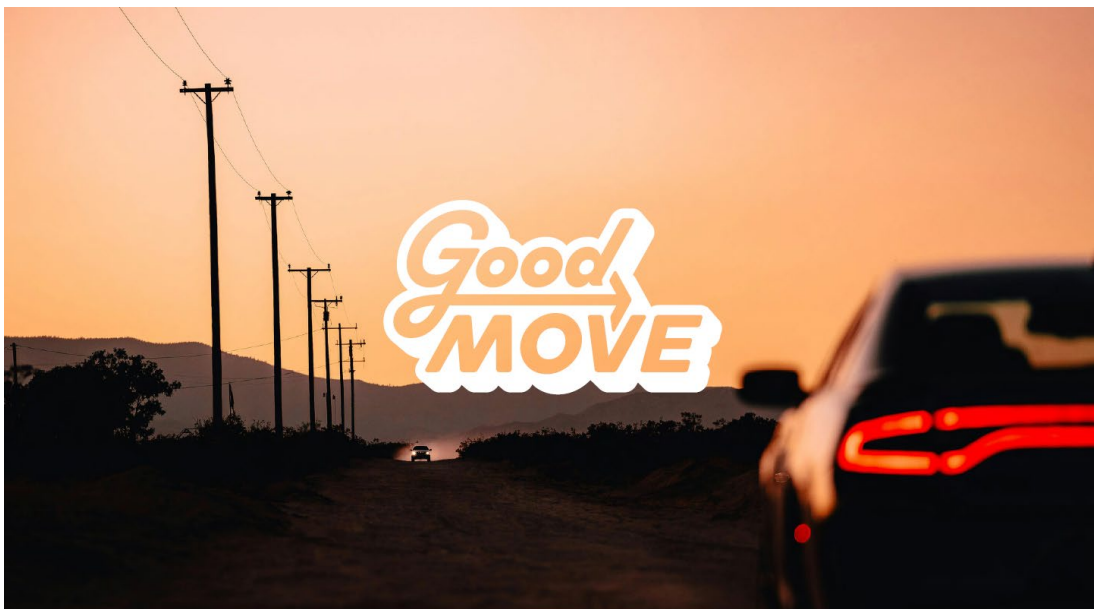
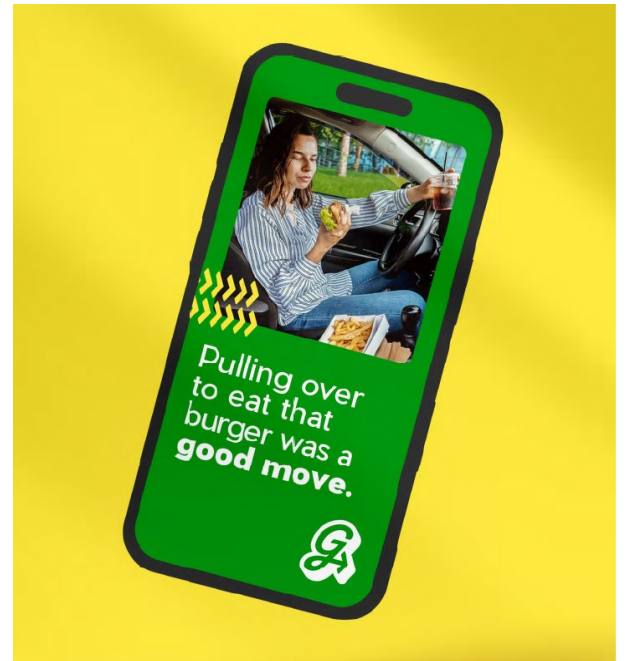
Through COMPASS’ Public Participation Workgroup, in alignment with COMPASS’ Regional Safety Action Plan, and with assistance from the Idaho Transportation Department’s Office of Highway Safety and its design consultant (SOVRN), COMPASS and its members have developed the unifying “Good Move” safety brand, designed to be used by any or all of COMPASS’ member agencies in local and regional messaging to promote safe transportation habits in the Treasure Valley.

Brand development was completed the first week of August (see attachment) and brand elements have been distributed to COMPASS member agencies. The brand is focused on positive messaging to reinforce good behaviors that agencies can incorporate into their individual safety campaigns or use jointly for larger campaigns.

COMPASS and its member agencies will begin to deploy the campaign throughout the Treasure Valley within the coming weeks. It is planned to be used for the foreseeable future. In the meeting, Josie Gallup will present on what “Good Move” is, why it was created, and how COMPASS and its member agencies will implement it.

#### **More Information:**

- 1) Attachment:
- 2) For detailed information contact: Josie Gallup, Communication Assistant, at 208/475-2226 or [jgallup@compassidaho.org](mailto:jgallup@compassidaho.org)



## COMPASS BOARD AGENDA ITEM VI-B

Date: August 19, 2024

### **Topic: COMPASS Bylaws and Employment Policies and Procedures Revisions**

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

Staff will review proposed revisions to the COMPASS Bylaws and Employment Policies and Procedures implementing a new Executive Director performance review process with the intent to seek action by the Board of Directors on October 21, 2024. The Executive Committee will review the proposed revisions and consider its' recommendation on August 13, 2024.

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

The COMPASS Bylaws and Employment Policies and Procedures include processes for the Executive Director's annual performance evaluation and possible compensation adjustments. The current versions of the two documents are in conflict regarding timing of the review process and effective date of any compensation adjustments. The COMPASS Board Chair directed these conflicts to be resolved through revisions to the documents at the June 2024 Board meeting.

The "new" Executive Director performance review process will be as follows:

- April Board meeting – Board Chair solicits member input on Executive Director.
- May Executive Committee meeting – Executive Committee reviews Executive Director and makes recommendations regarding retention and any compensation adjustments.
- June Board meeting – Board Chair presents Executive Committee's review and recommendations regarding the Executive Director. Board of Directors acts on retention and any compensation adjustments effective October 1<sup>st</sup>.
- July Finance Committee meeting – Any Executive Director compensation adjustments are included in the draft Unified Planning Work Program and Budget (UPWP) for the following fiscal year.
- August Board meeting – Board of Directors considers approval of the draft UPWP beginning October 1<sup>st</sup>.

The proposed COMPASS Bylaws and Employment Policies and Procedures revisions will be reviewed with the COMPASS Board of Directors at its August 19, 2024, meeting. At the same time, the minimum 30-day notification of intent to amend the Bylaws will be provided. COMPASS Board of Directors action on revisions to both documents will be sought at its October 21, 2024, meeting.

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

The existing Executive Director performance review processes and associated conflicts between the two documents will continue without COMPASS Board of Directors' approval of the proposed revisions.

#### **More Information:**

- 1) Attachment 1: Proposed COMPASS Bylaws Revisions
- 2) Attachment 2: Proposed Employment Policies and Procedures Revisions
- 3) For detailed information, contact: Matt Stoll, Executive Director, at 208/475-2266 or [mstoll@compassidaho.org](mailto:mstoll@compassidaho.org).

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

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

**Article 1  
BOARD OF DIRECTORS**

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

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

**Article 2  
BOARD MEETINGS**

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

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

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

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

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

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

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

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

### **Article 3 AUTHORITY**

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

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

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

#### **Article 4 VOTING**

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

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

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

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

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

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

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

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

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

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

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

In either case, before such a matter may properly be placed before the Board, the Chair shall determine in a manner generally provided by Roberts Rules of Order whether to invoke intra-county voting. In the event intra-county voting is used:

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

## **Article 5 OFFICERS**

**5.1 Officers of the Board.** The Board shall have four officers (collectively "**Officers**"): (i) the Chair, (ii) the Chair-Elect, (iii) the Vice Chair and (iv) the Secretary/Treasurer. All Officers must be Voting Board Members.

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

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

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

**5.5 Resignation of Officers.** Any Officer may resign at any time by giving written notice of his or her resignation to the Board. Any such resignation shall take effect at the time



specified therein or, if the time when it shall become effective shall not be specified therein, immediately upon its receipt. Unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective.

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

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

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

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

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

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

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

## **5.9 Duties.**

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

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

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

**5.9.4 Secretary/Treasurer.** The Secretary/Treasurer shall:

- (a) Give, or cause to be given, notice of all meetings of the Board and its standing committees in compliance with Idaho's "Open Meeting Law" including any amendments and/or re-codification of said law which is presently codified at Idaho Code §§ 74-201 through 74-207;
- (b) Keep, or cause to be kept, the minutes, books, and records of the financial statements and accounts of COMPASS;
- (c) Oversee COMPASS' compliance with Idaho's Public Records Law including any amendments and/or re-codification of said law which is presently codified at Idaho Code §§ 74-101 through 74-122;
- (d) Monitor, or cause to be monitored, the financial affairs of COMPASS and report periodically to the Board;
- (e) Create, or cause to be created, at the beginning of each meeting of the Board a roster of Voting Board Members and Alternate Board Members who are in attendance; and
- (f) Be a member of the Executive Committee.
- (g) Serve as Chair of the Finance Committee.

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

**Article 6**  
**EXECUTIVE DIRECTOR**

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

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

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

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

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

**Article 7**  
**STANDING COMMITTEES**

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

**7.2 Executive Committee:**

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

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

- (a) All four Board Officers;

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

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

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

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

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

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

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

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

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

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

adjustment or other compensation arrangements, if any, to the full Board for its approval at the regularly scheduled Board meeting in June. The effective date for salary adjustment or other compensation arrangements shall be October 1 of the upcoming fiscal year. Funding for salary adjustments shall be included in the Unified Planning Work Program and Budget for that fiscal year, typically approved by the Board at the regular August meeting, prior to the start of the fiscal year.

### **7.3 Regional Transportation Advisory Committee.**

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

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

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

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

### **7.4 Finance Committee.**

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

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

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

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

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

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

**7.7 Task Forces and Work Groups.** The Board may from time to time, either upon

recommendation by the Executive Committee or upon the Board's initiative, create task forces or work groups to perform specific tasks. All task forces and work groups shall be governed by a charter which specifically identifies the membership, assigned tasks and the timeline to

complete the tasks. Concurrently with the creation of any work group, the Board shall approve the charter governing the work group. The charter may be drafted and recommended by the Executive Committee to the Board. COMPASS maintains a policy of meaningful participation by the public in all of its activities. The Board shall, therefore, consider the inclusion of members of the public in the task forces and work groups.

## **Article 8 MEMBERSHIP DUES**

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

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

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

## **Article 9 GENERAL PROVISIONS**

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

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

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



**Article 10**  
**EFFECTIVE DATE**

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

DATE OF ADOPTION: \_\_\_\_\_

\_\_\_\_\_  
Secretary  
COMPASS Board of Directors

**COMMUNITY PLANNING ASSOCIATION  
OF SOUTHWEST IDAHO**

**EMPLOYMENT POLICIES AND  
PROCEDURES**

Effective ~~March 1, 2024~~

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## **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 ~~June-April~~ of each year. In ~~June-April~~ 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 ~~July-May~~ Executive Committee meeting. Additionally, in ~~June-April~~ 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 ~~July-May~~ 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 ~~August-June~~ 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](http://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

## **COMPASS EMPLOYMENT POLICIES AND PROCEDURES - 14**

information about USERRA can be accessed through the US Department of Labor, Veterans' Employment and Training Service at [www.dol.gov/vets/programs/userra/](http://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**

## **COMPASS EMPLOYMENT POLICIES AND PROCEDURES - 15**



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.

### **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.

## **COMPASS EMPLOYMENT POLICIES AND PROCEDURES - 17**

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.

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

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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

### **COMPASS EMPLOYMENT POLICIES AND PROCEDURES - 22**

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 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.

### **COMPASS EMPLOYMENT POLICIES AND PROCEDURES - 26**

### **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

## **COMPASS EMPLOYMENT POLICIES AND PROCEDURES - 29**

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 QUALIFIED TRANSPORTATION BENEFITS**

COMPASS supports efforts to reduce the use of single-occupant vehicles by providing qualified transportation benefits as defined and permitted by the applicable federal tax code. These benefits may include but not be limited to access to transit passes, commuter highway vehicles, reimbursement of qualified bicycle commuting expenses, and reimbursement of parking expenses.

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

## **COMPASS EMPLOYMENT POLICIES AND PROCEDURES - 32**

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

## 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.

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 27 days per year for employees other than the Executive Director.

COMPASS encourages employees to use their vacation leave for rest and relaxation. To encourage use 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 use 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	15 days per year	240 hours or 30 days
5+ to 10	18 days per year	288 hours or 36 days
10+ to 15	21 days per year	336 hours or 42 days
15+ to 20	24 days per year	384 hours or 48 days
20+	27 days per year	432 hours or 54 days

#### 17.1.2 USE OF ACCRUED VACATION

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

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

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

Employees should submit a leave request to their supervisors in advance of their planned time off. Employees must have enough accrued leave accumulated to cover their leave request in full. Leave will not be advanced to employees. Generally, leave requests will be approved unless the employee's

absence at the requested time would impede the ability of the agency to complete its work in a timely manner. Approved leave requests should be forwarded to the payroll preparer.

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

### **17.1.3 DISPOSITION OF ACCRUED VACATION UPON TERMINATION**

Employees who have been employed for at least six 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.

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

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 30<sup>th</sup> 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 - 36**

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.

## **17.7 PAID PARENTAL LEAVE**

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

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

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

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



not yet been finalized

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

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

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

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

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

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

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

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

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

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

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

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

## APPENDIX A

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

**APPENDIX B**

PERSI CONTRIBUTION RATES AS OF JULY 1, 2023	
Employee contribution rate	Employer contribution rate
6.71%	11.18%

## APPENDIX C

### COMPASS Health Benefit Program Effective January 1, 2024

The COMPASS Health Benefit Program includes medical, dental and vision coverage for employees and their eligible family members. As of January 1, 2024, COMPASS covers 100% of the medical and vision premiums for employees and their eligible family members.

As of January 1, 2024, 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, 2024, 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 1<sup>st</sup> 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 Staff Activity Report: June 2024

### Staff Updates:

- ✓ Matt Carlson was named COMPASS June Employee of the Month.
  - ✓ Matt Stoll received the National Association of Regional Councils' (NARC) Presidents Award at the NARC Annual Conference and Exhibition in Atlanta, GA.
- 

### Planning Team

Team Lead: Austin Miller

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

- ✓ Installed four portable bicycle/pedestrian counters.
  - ✓ Completed three development review checklists.
  - ✓ Presented draft purpose, need, goals and objectives for Let's Ride Treasure Valley (High-Capacity Transit PEL Study) to the COMPASS Board.
  - ✓ Hosted a *Communities in Motion 2055* RTAC subcommittee meeting.
- 

### Resource Development Team

Team Lead: Toni Tisdale

Team Members: Matt Carlson, Sherone Sader

- ✓ Hosted the Urban Balancing Committee meeting to determine current-year balancing actions and prioritize end-of-year needs.
  - ✓ Completed the draft FY2025-2031 Regional Transportation Improvement Program (TIP) project list.
  - ✓ Processed one amendment to add a new project and two administration modifications to adjust four projects.
  - ✓ Met with the RTAC subcommittee to assist in updating the COMPASS application guide for the FY2026-2032 TIP and FY2026 local programs and completed the draft guide.
  - ✓ Wrote a letter of support for a competitive grant application for City of Nampa.
  - ✓ Hosted an RTAC workshop to review the Second Call Phase I Applications for COMPASS funded grants.
  - ✓ Completed the ranking process for COMPASS funded grants.
  - ✓ City of Notus was awarded a \$1.4M RAISE grant that was written by COMPASS.
- 

### Technical Team

Team Lead: Mary Ann Waldinger

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

- ✓ Completed two special model runs for proposed developments this month, bringing the total for FY2024 to 17.
  - ✓ Released a request for proposals for an enhancement to a specific component of the regional travel demand model.
  - ✓ Completed additional model runs for ACHD's Capital Improvement Plan update.
  - ✓ Received the preliminary 2024 orthophotography flight covering 423 square miles.
-

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## Communication Team

Team Lead: Amy Luft

Team Members: Josie Gallup, Teri Gregory

- ✓ Finalized a memorandum of understanding between the Idaho Transportation Department (ITD) and COMPASS, outlining how the agencies work together on planning activities.
  - ✓ Prepared outreach materials for a public comment period on an amendment to *Communities in Motion 2050*, the draft FY2025-2031 Regional Transportation Improvement Program (TIP), and an amendment to the FY2024-2030 TIP.
  - ✓ Continued to work with a consultant on COMPASS' funding study.
  - ✓ Worked with ITD's Office of Highway Safety, a consultant, and a subcommittee of the Public Participation Workgroup to develop branding materials for a regional transportation safety education campaign.
  - ✓ Closed a public survey and completed a summary report for the City of Notus regarding how residents would like to see the city's collector streets rebuilt.
- 

## Operations Team

Director of Operations: Meg Larsen

Team Members: Ashley Cannon, Janet Russell

- ✓ Presented draft FY2024 Unified Planning Work Program and Budget to Finance Committee for review. No changes were proposed by the committee.
  - ✓ Published Requests for Proposal for graphics/editing services for *Communities in Motion 2055* and regional travel demand model mode choice refinement.
-

## COMPASS Staff Activity Report: July 2024

### Staff Updates:

- ✓ Sherone Sader and Toni Tisdale were named COMPASS July Employees of the Month.
- 

### Planning Team

Team Lead: Austin Miller

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

- ✓ Hosted the Let's Ride Treasure Valley (High-Capacity Transit PEL Study) technical working group meeting discussing screening criteria.
  - ✓ Hosted an RTAC subcommittee to discuss *Communities in Motion 2055* development.
  - ✓ Completed three development review checklists.
  - ✓ Presented COMPASS 101 to new ACHD planning staff.
  - ✓ Hosted an Active Transportation Workgroup meeting
- 

### Resource Development Team

Team Lead: Toni Tisdale

Team Members: Matt Carlson, Sherone Sader

- ✓ Hosted a public open house to share the Draft FY2025-2031 Regional Transportation Improvement Program (TIP) on July 15, 2024. City of Nampa staff also participated in the Open House. Five members of the public visited the Open House.
  - ✓ Started updating the FY2025-2031 TIP document, including analysis of performance measures and federal requirements.
  - ✓ Processed two administrative modifications to adjust six projects.
  - ✓ Received Regional Transportation Advisory Committee (RTAC) recommendation for COMPASS Board of Directors' approval of the FY2026-2032 COMPASS Application Guide.
  - ✓ Received RTAC recommendation for COMPASS Board of Directors' approval of the FY2025 Communities in Motion (CIM) Implementation Grants and Project Development Program projects.
  - ✓ Attended the kickoff meeting for US Department of Transportation Thriving Communities Program Complete Neighborhoods in partnership with Garden City and Valley Regional Transit.
- 

### Technical Team

Team Lead: Mary Ann Waldinger

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

- ✓ Completed one special model run for a proposed development this month, bringing the total for FY2024 to 18.
  - ✓ Selected a consultant to assist with an enhancement to a specific component of the regional travel demand model.
  - ✓ Completed additional model runs for ACHD's Capital Improvement Plan update.
  - ✓ Completed a draft of the 2023 Congestion Management Annual Report.
-

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## **Communication Team**

Team Lead: Amy Luft

Team Members: Josie Gallup, Teri Gregory

- ✓ Managed a month-long public comment period on an amendment to *Communities in Motion 2050*, the draft FY2025-2031 Regional Transportation Improvement Program (TIP), and an amendment to the FY2024-2030 TIP.
  - ✓ Continued to work with a consultant on COMPASS' funding study; reviewed multiple draft deliverables.
  - ✓ Continued to work with ITD's Office of Highway Safety, a consultant, and a subcommittee of the Public Participation Workgroup to develop branding materials for a regional transportation safety education campaign.
  - ✓ Selected a consultant for graphics and editing services for *Communities in Motion 2055*.
- 

## **Operations Team**

Director of Operations: Meg Larsen

Team Members: Ashley Cannon, Janet Russell

- ✓ Presented the FY2024 Unified Planning Work Program and Budget to the Finance Committee for recommendation of COMPASS Board of Directors' approval. The committee recommended approval as presented.
  - ✓ Presented FY2025 Workgroup Charters to the Executive Committee for recommendation of COMPASS Board of Directors' approval. The committee recommended approval as presented.
-



## COMPASS BOARD AGENDA ITEM VII-B

Date: August 19, 2024

### **Topic: Status Report – June Air Quality Data**

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

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

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

#### June 2024 Air Quality Data:

In June 2024, the Idaho Department of Environmental Quality reported 12 days in the “moderate” air quality category and 1 day in the “unhealthy for sensitive groups” air quality category. All 13 days were attributable to Ozone (O<sub>3</sub>) recorded in Ada County. The remaining 17 days were in the “healthy” category.

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

#### *Moderate:*

- 12 days were attributable to Ozone (O<sub>3</sub>) recorded in Ada County.

#### *Unhealthy for Sensitive Groups:*

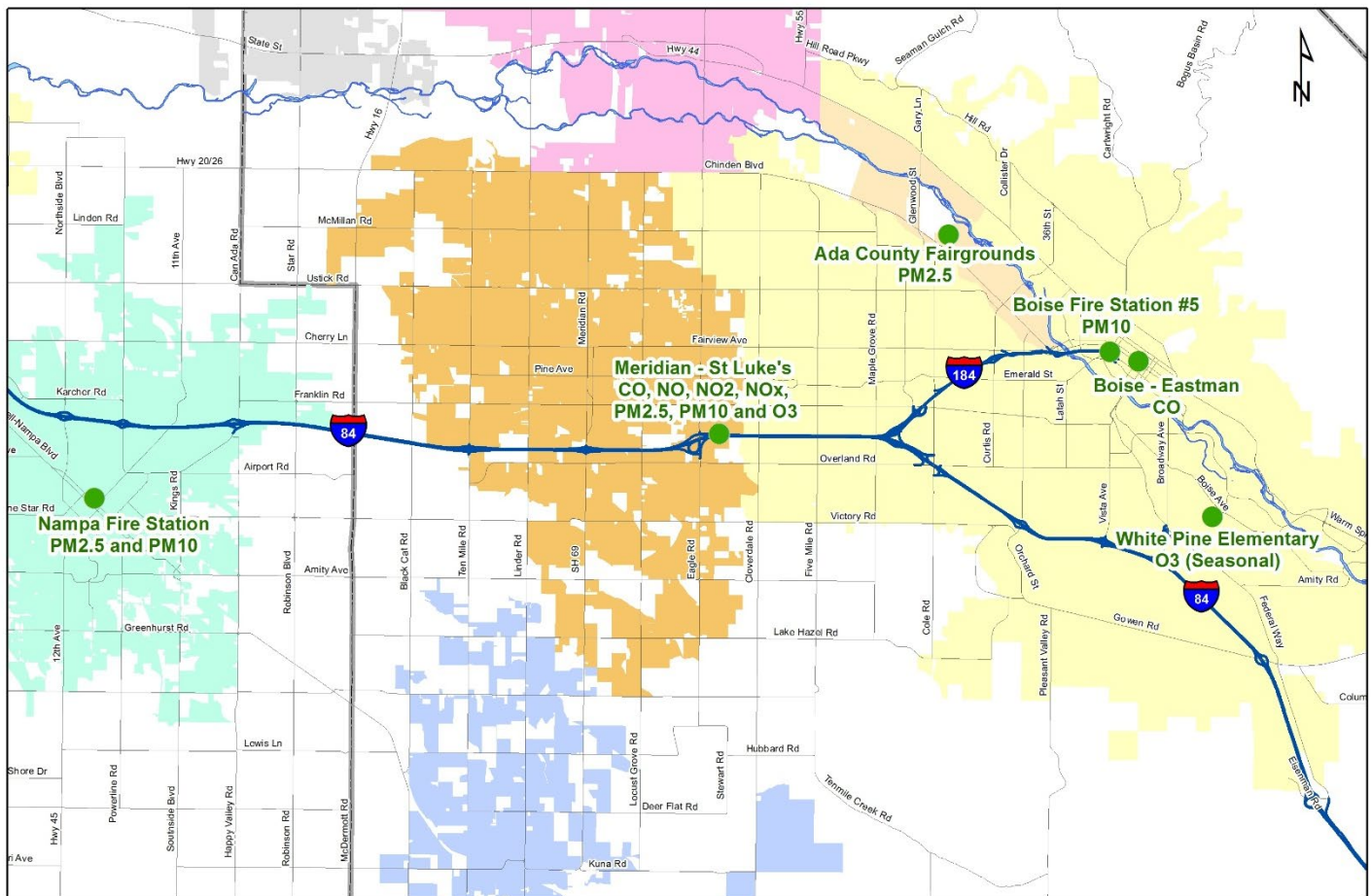
- 1 day was attributable to Ozone (O<sub>3</sub>) recorded in Ada County.

## Yearly Summary

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

Year	Good	Moderate	Unhealthy for Sensitive Groups to Hazardous	Total
2014	287	75	3	365
2015	283	64	18	365
2016	236	120	10	366
2017	209	127	29	365
2018	260	97	8	365
2019	299	65	1	365
2020	248	97	21	366
2021	234	114	17	365
2022	208	147	10	365
2023	271	91	3	365
2024	143	34	5	182

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



Air quality monitoring locations, Ada and Canyon Counties

## Pollutant Descriptions

<b>Carbon Monoxide (CO)</b>	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.
<b>Oxides of nitrogen (NO<sub>x</sub>)</b>	NO <sub>x</sub> is a generic term for mono-nitrogen oxides NO and NO <sub>2</sub> (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.
<b>Ozone (O<sub>3</sub>)</b>	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 <sub>x</sub> 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.
<b>PM<sub>2.5</sub></b>	Fine particulate matter, particles smaller than 2.5 microns in diameter, which are more likely to lodge in human lungs than larger particles.
<b>PM<sub>10</sub></b>	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](mailto: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](mailto:Michael.Toole@deq.idaho.gov)

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## COMPASS BOARD AGENDA ITEM VII-B

Date: August 19, 2024

### **Topic: Status Report – July Air Quality Data**

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

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

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

#### July 2024 Air Quality Data:

In July 2024, the Idaho Department of Environmental Quality reported the following days per air quality category- 11 days as “moderate,” 14 days as “unhealthy for sensitive groups,” 2 days as “unhealthy,” and 1 day as “very unhealthy.” The remaining 3 days were in the “healthy” category.

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

#### *Moderate:*

- 6 days were attributable to Ozone (O<sub>3</sub>) recorded in Ada County and Fine Particulate Matter (PM<sub>2.5</sub>) recorded in both counties.
- 2 days were attributable to O<sub>3</sub> recorded in Ada County.
- 1 day was attributable to PM<sub>2.5</sub> recorded in both counties.
- 1 day was attributable to Coarse Particulate Matter (PM<sub>10</sub>) and PM<sub>2.5</sub> recorded in both counties, and O<sub>3</sub> recorded in Ada County.
- 1 day was attributable PM<sub>10</sub> and O<sub>3</sub> recorded in Ada County, and PM<sub>2.5</sub> recorded in both counties.

#### *Unhealthy for Sensitive Groups:*

- 9 days were attributable to O<sub>3</sub> recorded in Ada County.
- 2 days were attributable to PM<sub>2.5</sub> recorded in both counties.
- 1 day was attributable to PM<sub>2.5</sub> recorded in Canyon County.
- 1 day was attributable to PM<sub>2.5</sub> recorded in Canyon County and O<sub>3</sub> recorded in Ada County.
- 1 day was attributable to PM<sub>2.5</sub> recorded in both counties and O<sub>3</sub> recorded in Ada County.

#### *Unhealthy:*

- 1 day was attributable to O<sub>3</sub> recorded in Ada County.
- 1 day was attributable to PM<sub>2.5</sub> recorded in both counties.

#### *Very Unhealthy:*

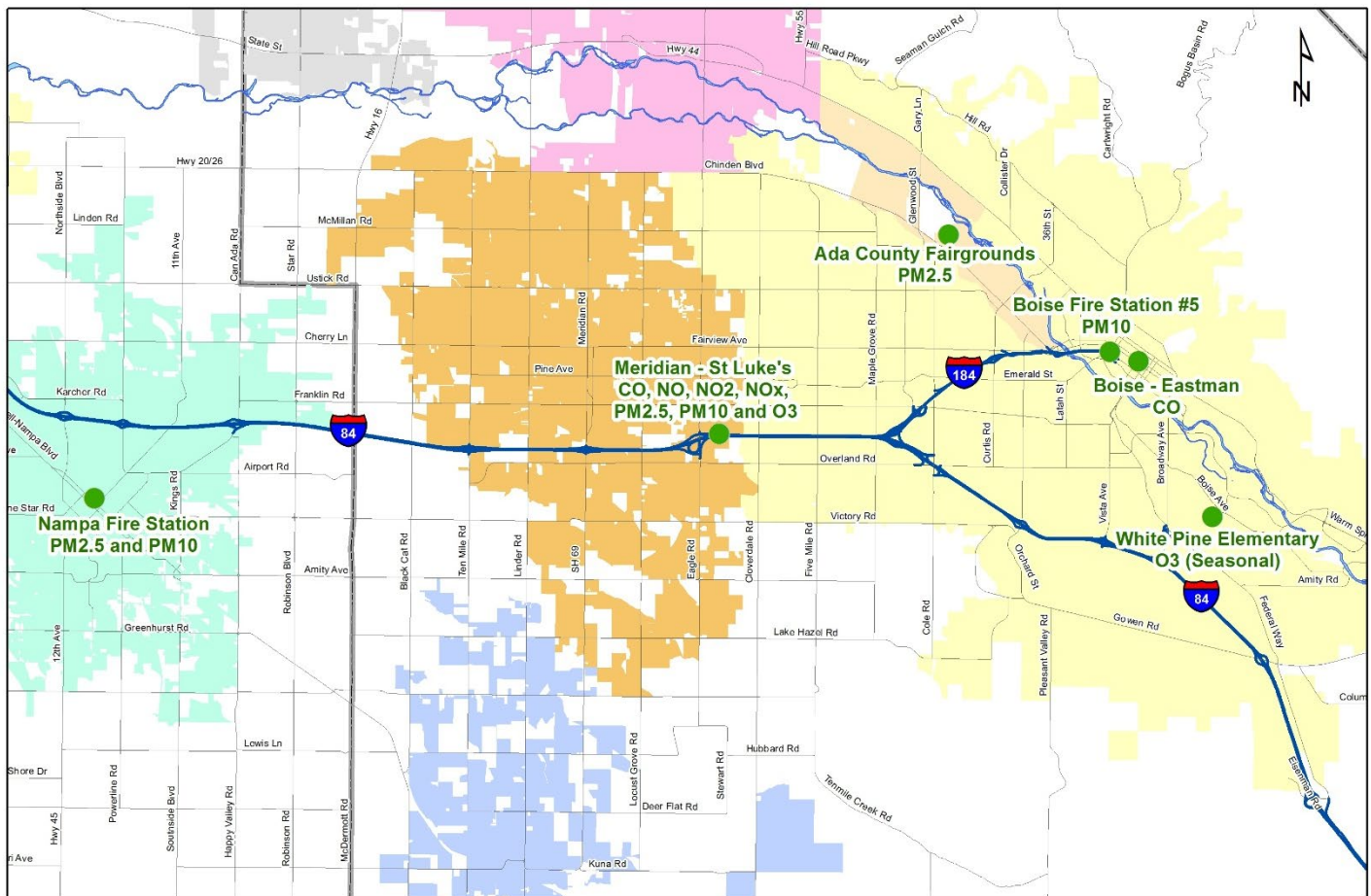
- 1 day was attributable to O<sub>3</sub> recorded in Ada County.

## Yearly Summary

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

Year	Good	Moderate	Unhealthy for Sensitive Groups to Hazardous	Total
2014	287	75	3	365
2015	283	64	18	365
2016	236	120	10	366
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2020	248	97	21	366
2021	234	114	17	365
2022	208	147	10	365
2023	271	91	3	365
2024	146	45	22	213

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



Air quality monitoring locations, Ada and Canyon Counties

## Pollutant Descriptions

<b>Carbon Monoxide (CO)</b>	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.
<b>Oxides of nitrogen (NO<sub>x</sub>)</b>	NO <sub>x</sub> is a generic term for mono-nitrogen oxides NO and NO <sub>2</sub> (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.
<b>Ozone (O<sub>3</sub>)</b>	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 <sub>x</sub> 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.
<b>PM<sub>2.5</sub></b>	Fine particulate matter, particles smaller than 2.5 microns in diameter, which are more likely to lodge in human lungs than larger particles.
<b>PM<sub>10</sub></b>	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](mailto: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](mailto:Michael.Toole@deq.idaho.gov)

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REGIONAL TRANSPORTATION ADVISORY COMMITTEE

VII-C

Attendance List

<u>Member Agency/Name</u>	Jan '24	Feb '24	Mar '24	Apr '24	May '24	June '24*	July '24	Aug '24	Sept '24	Oct '24	Nov '24	Dec '24	TOTAL
Ada County/ L. Letson/B. Moore/S.Yarrington	3	1	2	2	2		1						11
ACHD/ T. Ferch/T. Laws/D. Rader	3	3	3	3	3		3						18
Boise State/ G. Finkelstein	1	1	1	1	1		1						6
Canyon County/ M. Barron/D. Lister/D. Root	3	1	0	0	2		1						7
Capital City Development Corporation/ Z. Piepmeyer	0	0	0	0	0		0						0
City of Boise/ B. Brush/D. Dupuy/T. Greegor	2	2	3	2	3		2						14
City of Caldwell/ W. Herbel/Vacant	1	2	1	1	1		1						7
City of Eagle/ H. Durham/N. Baird Spencer	1	2	1	2	1		1						8
City of Garden City/ H.Veal	1	1	1	1	0		1						5
City of Greenleaf/ L. Belt	1	0	1	1	1		0						4
City of Kuna/ T. Behunin/D. Hanson	2	2	1	2	2		1						10
City of Melba/ Vacant (July)	1	1	1	0	1		0						4
City of Meridian/ H. Hill (Feb)/C. Hood/B. McClure	2	3	0	2	2		3						12
City of Middleton/ J. VanGilder	1	1	1	1	0		1						5
City of Nampa/ R. Ashby/C. Craig/M. Steuer	2	3	3	2	2		2						14
City of Notus/ R. Hartsock	1	1	1	0	1		1						5
City of Parma/ B. Laird	0	0	0	0	0		0						0
City of Star/ S. Nickel	1	0	1	1	1		1						5
City of Wilder/ C. Johnson	1	1	0	0	0		0						2
Highway District #4/ L. Riccio	1	1	1	1	0		1						5
IDEQ/ M. Toole	1	1	1	1	1		1						6
ITD/ V. Trimboli	1	1	1	1	1		1						6
Public Participation Committee/ J. Wilde (Feb)	0	1	1	1	1		1						5
Valley Regional Transit/ S. Hunt	1	1	1	1	1		1						6
West Ada School District/ M. Carson (May)					1		0						1
Central District Health/ D. Adams (Ex-Officio)	1	1	1	1	1		0						5
Governor's Office/ vacant (Ex-Officio)(June)	0	0	0	0	0		0						0
Greater Boise Auditorium District/ C. Lund (Ex-Officio)	1	1	0	0	1		0						3

175  
\* - Meeting canceled



**Community Planning Association of Southwest Idaho (COMPASS)**

**Staff Administrative Modification #11 for FY2024-2030 Transportation Improvement Program**

Key Number	Project	Sponsor	Scheduled Funding for Project Lifetime		Amount Change	**Percent Change	Program/ Funding Source	Federal Funding Year	Funding Phase	Current Total	Total After Revision	Brief Explanation
			*Current Total	**Revised Total								
20006	Pavement Preservation and ADA, Local, Boise Area – FY2022	ACHD	\$1,758,000	\$2,356,000	\$598,000	34.02%	AC (Local)	2024	Construction	\$0	\$598,000	Increase to meet final engineer's estimate.
20536	US 20/26 and SH-44, Mill and Inlay, Ada County	ITD	\$13,428,798	\$11,428,798	-\$2,000,000	-14.89%	NHPP	2024	Construction	\$2,000,000	\$0	Remove budget. ITD is unable to obligate funds.
24382	Fairview Avenue, North Garden to Whitewater Park and Bridge Replacement	ACHD	\$8,602,000	\$9,302,000	\$700,000	8.14%	Local Participating	2024	Design	\$200,000	\$0	Increase design costs based on new estimates for design and change to local advanced construction.
							AC (Local)	2024	Design	\$0	\$250,000	
							Local Participating	2025	Design	\$200,000	\$0	
							AC (Local)	2025	Design	\$0	\$850,000	

\* 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 = Americans with Disabilities Act

FY = Fiscal Year

ITD = Idaho Transportation Department

KN = Key Number

NHPP = National Highway Performance Program

SH = State Highway

US = United States (Highway)

Staff Recommendation:

Approval:

Date:

Toni Tisdale, Principal Planner, Transportation

COMPASS

Matthew J. Stoll, Executive Director

COMPASS

6/5/2024



Staff Administrative Modification #12 for FY2024-2030 Regional Transportation Improvement Program												
Key Number	Project	Sponsor	Scheduled Funding for Project Lifetime		Amount Change	**Percent Change	Program/ Funding Source	Federal Funding Year	Funding Phase	Current Total	Total After Revision	Brief Explanation
			*Current Total	**Revised Total								
23337	US 20/26, Middleton Road to Star Road, Ada and Canyon Counties	ITD	\$70,920,000	\$72,820,000	\$1,900,000	2.68%	TECM	2024	Design	\$0	\$1,900,000	To cover additional design for change orders during design.

\* Current Total - Previous TIP total.

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

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

**Acronyms**

FY = Fiscal Year

ITD = Idaho Transportation Department

TECM = Transportation Expansion and Congestion Mitigation

US = United States (highway)

Staff Recommendation:

Approval:

Date:



Toni Tisdale, Principal Planner, Transportation  
COMPASS



Matthew J. Stoll, Executive Director  
COMPASS

6/14/2024

Administrative Modification 13 for FY2024-2030 Transportation Improvement Program													
Key Number	Project	Sponsor	Scheduled Funding for Project Lifetime		Amount Change	**Percent Change	Program/Funding Source	State Funding Year	Federal Funding Year	Funding Phase	Current Total	Total After Revision	Brief Explanation
			*Current Total	**Revised Total									
22715	SH-55 (Karcher Road), Farmway Road to Middleton Road, Canyon County	ITD	\$194,143,000	\$196,239,594	\$2,096,594	1.08%	Leading Idaho	2024	2024	Construction	\$4,719,000	\$6,815,367	To cover the negotiated contract of partial award for construction.

\* 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.

SH = State Highway

Staff Recommendation:



Toni Tisdale, Principal Planner, Transportation  
COMPASS

Approval:



Matthew J. Stoll, Executive Director  
COMPASS

Date:





Community Planning Association of Southwest Idaho (COMPASS)

Staff Administrative Modification #14 for FY2024-2030 Transportation Improvement Program													
Key Number	Project	Sponsor	Scheduled Funding for Project Lifetime			**Percent Change	Program/ Funding Source	State Funding Year	Federal Funding Year	Funding Phase	Current Total	Total After Revision	Brief Explanation
			*Current Total	**Revised Total	Amount Change								
20006	Pavement Preservation and ADA, Local, Boise Area – FY2022	ACHD	\$2,356,000	\$2,356,000	\$0	0.00%	STBG-TMA		2024	Construction	\$1,664,000	\$2,067,568	Convert advanced constructoin and eligible construction funds to TAP-TMA to use available funding.
							AC (Local)		2024	Construction	\$598,000	\$0	
							TAP-TMA		2024	Construction	\$0	\$194,432	
23307	Pathway, Federal Way and Broadway Avenue Multi-Use Pathway, Boise	City of Boise	\$1,942,000	\$1,942,000	\$0	0.00%	STBG-TMA		2024	Design	\$301,000	\$0	Convert advanced construction and STBG-TMA funds to use available TAP-TMA funding.
							AC (Local)		2024	Design	\$2,000	\$0	
							TAP-TMA		2024	Design	\$0	\$302,784	
24337	Pathway, Orr Multi-Use City Pathways, Phase 1, Nampa	City of Nampa	\$2,494,000	\$1,448,000	-\$1,046,000	-41.94%	CRP-LU		2024	Design	\$402,000	\$294,000	Split project into two phases with sidewalk portion in KN NEW. This pathway phase qualifies under recreational trails eligibility.
							CRP-LU		2026	Right-of-Way	\$90,000	\$52,000	
							CRP-LU		2027	Construction	\$625,000	\$467,000	
							CRP-LU		2028	Construction	\$625,000	\$0	
							AC (Local)		2027	Construction	\$625,000	\$0	
							AC (Local)		2028	Construction	(\$625,000)	\$0	
24382	Fairview Avenue, North Garden to Whitewater Park and Bridge Replacement	ACHD	\$9,302,000	\$9,302,000	\$0	0.00%	AC (Local)		2024	Design	\$250,000	\$1,800,000	Advance all design funds to FY2024 using Advanced Construction (Local) funds.
							AC (Local)		2025	Design	\$850,000	\$0	
							Local Participating		2026	Design	\$490,000	\$0	
							Local Participating		2027	Design	\$210,000	\$0	
New	Pathway, Orr Multi-Use City Sidewalks, Phase 2, Nampa	City of Nampa	\$0	\$1,046,000	\$1,046,000	100.00%	CRP-LU		2024	Design	\$0	\$108,000	Split the sidewalk portions of KN 24337 into a separate project. This phase does not qualify for recreational trails eligibility.
							CRP-LU		2026	Right-of-Way	\$0	\$38,000	
							CRP-LU		2027	Construction	\$0	\$158,000	
							CRP-LU		2028	Construction	\$0	\$625,000	
							AC (Local)		2027	Construction	\$0	\$625,000	
							AC (Local)		2028	Construction	\$0	(\$625,000)	
							Local Participating		2027	Construction	\$0	\$117,000	

\* 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 = Americans with Disabilities Act  
 CRP = Carbon Reduction Program

FY = Fiscal Year  
 KN = Key Number  
 LU = Large Urban

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

Staff Recommendation:

*Toni Tisdale*

Toni Tisdale, Principal Planner, Transportation

COMPASS

Approval:

*Matthew J. Stoll*

Matthew J. Stoll, Executive Director

COMPASS

Date:

*7/18/2024*



**U. S. DEPARTMENT OF TRANSPORTATION**

**FEDERAL HIGHWAY ADMINISTRATION  
IDAHO DIVISION**  
3050 LAKEHARBOR LANE, SUITE 126  
BOISE, IDAHO 83703-6217

**FEDERAL TRANSIT ADMINISTRATION**  
915 SECOND AVENUE, SUITE 3192  
SEATTLE, WA 98174

July 31, 2024

Reply To: HPR-ID

Mayor Trevor Chadwick, Chair  
Community Planning Association of Southwest Idaho (COMPASS)  
700 NE 2nd Street, Suite 200  
Meridian, Idaho 83642

Subject: COMPASS Federal Transportation Planning Certification Review Corrective Actions

Dear Mayor Chadwick:

On August 1, 2022, the Federal Highway Administration and the Federal Transit Administration jointly certified the metropolitan transportation planning process for the Community Planning Association of Southwest Idaho (COMPASS) Transportation Management Area condition to the completion of the following corrective actions:

- Update the MPO Agreement(s) to correct outdated information and clearly outline roles and responsibilities to carry out the metropolitan transportation planning process including the procedures for selecting projects for inclusion in the MTP and TIP (CFR 23.450.314) (CRF 450.332(b)).
- Include a description of the CMP and how is implemented in the development of the MTP in Communities in Motion 2050 (23 CFR 450.322(b) (Carryover from 2014, 2018 Certification Review)).
- Include an analysis of the consequences of significant unfunded long-term needs including assessing the impacts on a variety of travel modes (e.g., bike, pedestrian, transit) and potential impacts on employers, low-income, people with disabilities, and other vulnerable populations (Per 23 CFR 450.324(f)(11)(iii), 23 CFR 450.324 (f)(4)(ii)). [Carryover From 2014 and 2018 Certification Review]

COMPASS adopted CIM 2050 on December 2022. On June 20, 2024, COMPASS entered into a new MPO Agreement with ITD. Based on the Federal Highway Administration (FHWA)'s review of these two documents, and in consultation with the Federal Transit Administration (FTA), we have determined that Corrective Actions have been sufficiently addressed.

With this action, the planning process for the TMA is fully certified until August 2026. If you have any questions, please contact Maureen Gresham, FHWA at [maureen.gresham@dot.gov](mailto:maureen.gresham@dot.gov) or 208-617-2140 or Ned Conroy at FTA at [ned.conroy@dot.gov](mailto:ned.conroy@dot.gov) or 206-220-4318.

Sincerely yours,

\_\_\_\_\_  
 Peter J. Hartman  
 Division Administrator  
 Federal Highway Administration

\_\_\_\_\_  
 Susan Fletcher, P.E  
 Regional Administrator  
 Federal Transit Administration

for

cc:

Scott Stokes, ITD Director

Scott Luekenga, ITD Highway Planning Development Services Manager

Shirley Wentland, ITD Senior Transportation Planner

Gus Loeffelholz, FHWA Community Planner