



Working together to plan for the future

**COMPASS EXECUTIVE COMMITTEE MEETING
SEPTEMBER 10, 2024 – 1:30 P.M.
COMPASS – 2ND FLOOR LARGE CONFERENCE ROOM
700 NE 2ND STREET
MERIDIAN, IDAHO**

ZOOM CONFERENCE CALL

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

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

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

****AGENDA****

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

II. OPEN DISCUSSION/ANNOUNCEMENTS

III. CONSENT AGENDA

Page 3 **A.* Approve August 13, 2024, Executive Committee Meeting Minutes**

IV. ACTION ITEMS

Page 6 **A.* Establish October 21, 2024, COMPASS Board Meeting Agenda** **Matt Stoll**
Staff proposed agenda items for the regular meeting of the COMPASS Board scheduled for October 21, 2024, are attached.

Page 19 **B.* Approve Revision 3 of the FY2024 Unified Planning Work Program and Budget** **Meg Sonnen**
Meg Sonnen will request Executive Committee approval of Revision 3 of the FY2024 Unified Planning Work Program and Budget. The COMPASS Board of Directors will be asked to ratify Revision 3 on October 21, 2024.

- C. Authorize Call for 2025 COMPASS Board of Directors' Secretary/Treasurer Nominations**
Matt Stoll will seek Executive Committee authorization to solicit nominations for the open 2025 Board officer position per COMPASS Bylaws.

Matt Stoll

V. INFORMATION/DISCUSSION ITEMS

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

**Lila
Klopfenstein/
Chris Proud, HDR**

Lila Klopfenstein or Chris Proud (HDR/Jacobs) will provide an update on the High-Capacity Transit PEL study.

- Page 43 **B.* Status Report – Regional Transportation Advisory Committee – July and August (Memo Only)**

- 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. This paragraph does not apply to filling a vacancy in an elective office or deliberations about staffing needs in general. Any action will be taken in open session following executive session.

VI. OTHER

Next Meeting: October 15, 2024

VII. ADJOURNMENT (2:30)

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

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

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

**EXECUTIVE COMMITTEE MEETING
AUGUST 13, 2024
COMPASS
SECOND FLOOR LARGE CONFERENCE ROOM AND ZOOM
700 NE 2ND STREET
MERIDIAN, IDAHO**

****DRAFT MINUTES****

ATTENDEES:

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

MEMBERS ABSENT:

Joe Stear, Mayor, City of Kuna

OTHERS PRESENT:

Ashley Cannon, COMPASS, in person
Matt Carlson, COMPASS, in person
Teri Gregory, COMPASS, in person
Forrest Nolan, Total Care IT, in person
Meg Sonnen, COMPASS, in person
Matt Stoll, Executive Director, COMPASS, in person

CALL TO ORDER

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

OPEN DISCUSSION/ANNOUNCEMENTS

Matt Stoll announced he has received a request from Boise County inquiring about COMPASS membership.

Matt Stoll proposed to move the October 8 Executive Committee meeting out one week to October 15, due to travel by the Executive Committee Chair and COMPASS staff to the National Association of Regional Councils 2024 Executive Director's Conference October 6-9, 2024, in Dayton, Ohio. The Executive Committee agreed to move the meeting to October 15, 2024.

CONSENT AGENDA

A. Approve July 16, 2024, Executive Committee Meeting Minutes

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

ACTION ITEMS

A. Approve Amended End-of-Year and Redistribution Program Priorities

Matt Carlson presented amendments to the End-of-Year and Redistribution Program priorities at the request of the City of Garden City and the Ada County Highway District.

After discussion, **Mary May moved and Miranda Gold seconded to approve the amended End-of-Year and Redistribution Program priorities.** Motion passed unanimously. The Board of Directors will receive this item for ratification in its August 19, 2024, meeting.

B. Recommend COMPASS Bylaws and Related Employment Policies and Procedures Revisions

Matt Stoll presented revisions to the COMPASS Bylaws and related employment policies and procedures.

After discussion, **Debbie Kling moved and Mary May seconded to recommend amendments to the COMPASS Bylaws and related employment policies and procedures regarding the Executive Director's evaluation process to the COMPASS Board of Directors.** Motion passed unanimously. 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.

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

Rod Beck moved and Robert Simison seconded to move into Executive Session pursuant to Idaho Code [74-206 (a)] at 1:50 p.m.

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

The committee convened back into session at 2:14 p.m. No action was taken in the Executive Session.

ADJOURNMENT

Chair Trevor Chadwick adjourned the meeting at 2:15 p.m.

Approved this 10th day of September 2024.

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

Attest:

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

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EXECUTIVE COMMITTEE WORKSHEET FOR COMPASS BOARD AGENDA

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

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

| <i>Item</i> | <i>Title/Description</i> | <i>Mandatory</i> | <i>Additional Information</i> | <i>Agenda Type¹</i> | <i>Time</i> | <i>Presenter</i> | <i>Proposed Agenda</i> | <i>RTAC Agenda</i> | <i>Program No.</i> |
|-----------------------------|--|------------------|--|--------------------------------|-------------|-------------------|------------------------|--------------------|--------------------|
| 8. | Status Report – Staff Activity Reports | No | COMPASS staff will provide an overview of monthly activities. | Information | N/A | N/A | Bimonthly | N/A | |
| CURRENT AGENDA ITEMS | | | | | | | | | |
| 9. | Establish 2025 COMPASS Board and Executive Committee Dates and Location. Provide 30 Day Notice of Annual Meeting | Yes | Confirm the 2025 COMPASS Board and Executive Committee dates and location. | Consent | NA | Matt Stoll | October | N/A | |
| 10. | Approve Priorities for Rural Projects | Yes | Toni Tisdale will seek COMPASS Board of Directors' adoption of a resolution approving priorities for applications in rural areas. | Consent | NA | Toni Tisdale | October | September | 685 |
| 11. | Ratify Revision 3 of the FY2024 Unified Planning Work Program and Budget | Yes | Meg Sonnen will seek COMPASS Board of Directors' ratification of Revision 3 of the FY2024 Unified Planning Work Program and Budget. The Executive Committee will be requested to approve the revision on September 10, 2024. | Consent | NA | Meg Sonnen | October | N/A | |
| 12. | Accept 2024 Transit Asset Management Performance Targets | Yes | Lila Klopfenstein will seek COMPASS Board of Directors' acceptance of the regional transit asset management targets. | Consent | NA | Lila Klopfenstein | October | September | 661 |

| <i>Item</i> | <i>Title/Description</i> | <i>Mandatory</i> | <i>Additional Information</i> | <i>Agenda Type¹</i> | <i>Time</i> | <i>Presenter</i> | <i>Proposed Agenda</i> | <i>RTAC Agenda</i> | <i>Program No.</i> |
|-------------|---|------------------|---|--------------------------------|-------------|------------------|------------------------|--------------------|--------------------|
| 13. | Approve Updates to COMPASS By-Laws and Employment Policies and Procedures | Yes | Matt Stoll will seek COMPASS Board of Directors' approval to COMPASS By-Laws and Employment Policies and Procedures. | Consent | N/A | Matt Stoll | October | N/A | |
| 14. | Member Agency Presentation – Projects of Regional Importance | No | Staff from TBD will present on potential projects in their community. | Special Item | 20 | TBD | October | N/A | N/A |
| 15. | Adopt Resolution Xa-2025 Amending <i>Communities in Motion 2050</i> | Yes | Austin Miller will seek adoption of a resolution amending amending <i>Communities in Motion 2050</i> . | Action | 10 | Austin Miller | October | September | 661 |
| 16. | Adopt Resolution Xb-2025 Amending the FY2024-2030 and FY2025-2031 Regional Transportation Improvement Programs (TIPs) | Yes | Toni Tisdale will seek adoption of a resolution amending the FY2024-2030 and FY2025-2031 TIPs, at the request of the City of Notus, the Idaho Transportation Department, and Valley Regional Transit. | Action | 10 | Toni Tisdale | October | September | 685 |
| 17. | Approve the FY2025 COMPASS Resource Development Plan | Yes | Matt Carlson will seek COMPASS Board of Directors' approval of the FY2025 Resource Development Plan. | Action | 15 | Matt Carlson | October | September | 685 |
| 18. | Accept <i>Communities in Motion 2055</i> Population Forecast Growth Allocation | Yes | Austin Miller will seek COMPASS Board of Directors' acceptance of the <i>Communities in Motion 2055</i> population forecast growth allocation. | Action | 15 | Austin Miller | October | N/A | 620 |

| Item | Title/Description | Mandatory | Additional Information | Agenda Type ¹ | Time | Presenter | Proposed Agenda | RTAC Agenda | Program No. |
|------------------------------|--|-----------|---|--------------------------|------|---------------|-----------------|-------------|-------------|
| 19. | Approve 2025 Idaho Legislative Session Position Statements | Yes | Amy Luft will seek COMPASS Board of Directors' approval of the 2025 Idaho legislative positions. | Action | 10 | Amy Luft | October | N/A | 760 |
| 20. | Approve 2025 Federal Transportation Position Statements | Yes | Amy Luft will seek COMPASS Board of Directors' approval of the 2025 federal transportation positions. | Action | 10 | Amy Luft | October | N/A | 760 |
| 21. | Executive Session – Personnel Matter, Idaho Code [74-206 (a)] | Yes | 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. No action will be taken in the executive session. Any action will be taken in open session. | Action | 15 | N/A | October | N/A | |
| 22. | Status Report – <i>Communities in Motion 2055</i> | No | Austin Miller will provide an update on <i>Communities in Motion 2055</i> and seek feedback on next steps. | Information | 15 | Austin Miller | October | September | 620 |
| UPCOMING AGENDA ITEMS | | | | | | | | | |
| 23. | Leadership in Motion Awards Presentation | No | Board Chair and Executive Director will present the 2024 COMPASS Leadership in Motion awards. | Pre-meeting | N/A | Chair | December | N/A | 653 |
| 24. | Confirm Regional Transportation Advisory Committee (RTAC) Membership | Yes | COMPASS Bylaws require the COMPASS Board of Directors' confirmation of RTAC membership. | Consent | N/A | N/A | December | N/A | N/A |

| <i>Item</i> | <i>Title/Description</i> | <i>Mandatory</i> | <i>Additional Information</i> | <i>Agenda Type¹</i> | <i>Time</i> | <i>Presenter</i> | <i>Proposed Agenda</i> | <i>RTAC Agenda</i> | <i>Program No.</i> |
|-------------|---|------------------|--|--------------------------------|-------------|-------------------------|------------------------|--------------------|--------------------|
| 25. | Status Report – Funding Study | No | Amy Luft will present an overview of COMPASS’ transportation funding study. | Special Item | 15 | Amy Luft | December | N/A | 760 |
| 26. | Virtual Tour of the Idaho Transportation Department’s (ITD) Current and Future Planning Projects | No | Vince Trimboli will present a virtual tour of ITD’s current and future planning projects in the COMPASS planning area. | Special Item | 30 | Vince Trimboli, ITD | December | October | 661 |
| 27. | Status Report – Finance Committee | No | The Finance Committee Chair will provide a status report on the November 21, and December 12, 2024, Finance Committee meetings. | Special Item | 5 | Finance Committee Chair | December | N/A | |
| 28. | Adopt Resolution XX-2025 Approving Revision 1 of the FY2025 Unified Planning Work Program and Budget (UPWP) | Yes | Meg Sonnen will seek COMPASS Board of Directors’ approval of Revision 1 of the FY2025 UPWP. | Action | 10 | Meg Sonnen | December | N/A | 601 |
| 29. | Confirm 2025 Board Officer Slate | Yes | COMPASS Bylaws require the Board of Directors confirm ascension of new Board officers and election of a new Secretary-Treasurer. | Action | 10 | Matt Stoll | December | N/A | |

| <i>Item</i> | <i>Title/Description</i> | <i>Mandatory</i> | <i>Additional Information</i> | <i>Agenda Type¹</i> | <i>Time</i> | <i>Presenter</i> | <i>Proposed Agenda</i> | <i>RTAC Agenda</i> | <i>Program No.</i> |
|-------------|---|------------------|---|--------------------------------|-------------|-------------------|------------------------|--------------------|--------------------|
| 30. | Adopt Resolution XX-2025 Amending the FY2024-2030 and FY2025-2031 Regional Transportation Improvement Programs (TIPs) | Yes | Toni Tisdale will seek adoption of a resolution amending the FY2024-2030 and FY2025-2031 TIPs, if needed. | Action | 10 | Toni Tisdale | December | October/November | 685 |
| 31. | Executive Session – Personnel Matter, Idaho Code [74-206 (a)] | Yes | 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. No action will be taken in the executive session. Any action will be taken in open session. | Action | 15 | N/A | December | N/A | |
| 32. | Status Report - High-Capacity Transit (Let's Ride Treasure Valley) PEL Study public comments received to date | No | Lila Klopfenstein will provide a summary of public comments received on the High Capacity Transit (Let's Ride Treasure Valley) PEL Study to date. | Information | 15 | Lila Klopfenstein | December | N/A | 661 |
| 33. | Confirm Finance Committee Membership | Yes | Confirm 2025 Finance Committee Membership. | Consent | N/A | TBD | February 2025 | N/A | |
| 34. | Introduction to COMPASS | No | COMPASS staff will provide a brief introduction to COMPASS' work products and Board calendar. | Special Item | 15 | Amy Luft | February | January | 653 |

| <i>Item</i> | <i>Title/Description</i> | <i>Mandatory</i> | <i>Additional Information</i> | <i>Agenda Type¹</i> | <i>Time</i> | <i>Presenter</i> | <i>Proposed Agenda</i> | <i>RTAC Agenda</i> | <i>Program No.</i> |
|-------------|---|------------------|---|--------------------------------|-------------|------------------|------------------------|----------------------|--------------------|
| 35. | Member Agency Presentation – Projects of Regional Importance | No | Staff from TBD will present on potential projects in their community. | Special Item | 20 | TBD | February | N/A | N/A |
| 36. | Adopt the COMPASS Regional Safety Action Plan | Yes | Hunter Mulhall will seek the COMPASS Board of Directors’ adoption of the COMPASS Regional Safety Action Plan | Action | 20 | Hunter Mulhall | February | January | 661 |
| 37. | Adopt Resolution XX-2025 Amending the FY2025-2031 Regional Transportation Improvement Program (TIP) | Yes | Toni Tisdale will seek adoption of a resolution amending the FY2025-2031 TIP, if needed. | Action | 10 | Toni Tisdale | February | December/ January | 685 |
| 38. | Status Report - State and Federal Legislative Issues | No | COMPASS staff will provide an update on the latest legislative developments at the state and federal levels. | Information | 15 | TBD | February | N/A | 760 |
| 39. | Approve Extension Delivery Deadlines for Local Federal-Aid Projects | No | Toni Tisdale will seek COMPASS Board of Directors’ approval to extend the deadlines on local federal-aid projects, if needed. | Consent Agenda | N/A | Toni Tisdale | April | March | 685 |
| 40. | Member Agency Presentation – Projects of Regional Importance | No | Staff from TBD will present on potential projects in their community. | Special Item | 15 | TBD | April | N/A | N/A |

| <i>Item</i> | <i>Title/Description</i> | <i>Mandatory</i> | <i>Additional Information</i> | <i>Agenda Type¹</i> | <i>Time</i> | <i>Presenter</i> | <i>Proposed Agenda</i> | <i>RTAC Agenda</i> | <i>Program No.</i> |
|-------------|---|------------------|--|--------------------------------|-------------|---------------------------------|------------------------|--------------------|--------------------|
| 41. | Status Report – Finance Committee | No | The Finance Committee Chair will provide a status report on the March xx, 2025, Finance Committee meeting. | Special Item | 5 | COMPASS Secretary/ Treasurer | April | N/A | N/A |
| 42. | Accept 2025 Population Estimates | Yes | Austin Miller will seek COMPASS Board of Directors' acceptance of the 2025 Population Estimates. | Action | 15 | Austin Miller | April | N/A | 620 |
| 43. | Approve FY2026 General and Special Membership Dues | Yes | Meg Sonnen will seek COMPASS Board of Directors' approval of the proposed general and special membership dues for FY2026. | Action | 10 | Meg Sonnen | April | N/A | 601 |
| 44. | Adopt Resolution XX-2025 Amending the FY2025-2031 Regional Transportation Improvement Program (TIP) | Yes | Toni Tisdale will seek the adoption of a resolution amending the FY2025-2031 TIP, if needed. | Action | 10 | Toni Tisdale | April | February/ March | 685 |
| 45. | Status Report - State and Federal Legislative Issues | No | COMPASS staff will provide an update on the latest legislative developments at the state and federal levels. | Information /Discussion | 15 | TBD | April | N/A | 760 |
| 46. | Summary of public comments received during the High-Capacity Transit (Let's Ride Treasure Valley) PEL Study | No | Lila Klopfenstein will provide a summary of comments received during the February 2025 open houses in Ada and Canyon counties. | Information | 15 | Lila Klopfenstein | April | N/A | 661 |

| <i>Item</i> | <i>Title/Description</i> | <i>Mandatory</i> | <i>Additional Information</i> | <i>Agenda Type¹</i> | <i>Time</i> | <i>Presenter</i> | <i>Proposed Agenda</i> | <i>RTAC Agenda</i> | <i>Program No.</i> |
|-------------|---|------------------|---|--------------------------------|-------------|-------------------------|------------------------|--------------------|--------------------|
| 47. | Approve Priorities for the End-of-Year and Redistribution Program | Yes | Toni Tisdale will seek Board of Directors' approval of the End-of-Year and Redistribution Program. | Consent | N/A | Toni Tisdale | June | May | 685 |
| 48. | Member Agency Presentation – Projects of Regional Importance | No | Staff from TBD will present on potential projects in their community. | Special Item | 20 | TBD | June | N/A | N/A |
| 49. | Status Report – Finance Committee | No | The Finance Committee Chair will provide a status report on the June xx, 2025, Finance Committee meeting. | Special Item | 5 | Finance Committee Chair | June | N/A | N/A |
| 50. | Executive Session – Personnel Matter, Idaho Code [74-206 (a)] | Yes | 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. No action will be taken in the executive session. Any action will be taken in open session. | Action | 15 | N/A | June | Exec disc May | |
| 51. | Adopt Resolution XX-2025 Amending the FY2025-2031 Regional Transportation Improvement Program (TIP) | Yes | Toni Tisdale will seek the adoption of a resolution amending the FY2025-2031 TIP, if needed. | Action | 10 | Toni Tisdale | June | April/May | 685 |

| <i>Item</i> | <i>Title/Description</i> | <i>Mandatory</i> | <i>Additional Information</i> | <i>Agenda Type¹</i> | <i>Time</i> | <i>Presenter</i> | <i>Proposed Agenda</i> | <i>RTAC Agenda</i> | <i>Program No.</i> |
|-------------|---|------------------|--|--------------------------------|-------------|----------------------------------|------------------------|--------------------|--------------------|
| 52. | Status Report - Share Alternatives Analysis Methodology and findings for the High-Capacity Transit (Let's Ride Treasure Valley) PEL Study | | The project team will share the alternatives analysis methodology and findings for the High-Capacity Transit (Let's Ride Treasure Valley) PEL Study. | Information | 15 | Lila Klopfenstein and HDR/Jacobs | June 2025 | June 2025 | 661 |
| 53. | Review Draft FY2026-2032 Regional Transportation Improvement Program (TIP) | Yes | Toni Tisdale will seek Board of Directors' review of the draft FY2026-2032 TIP project list, prior to the public comment period. | Information | 15 | Toni Tisdale | June | May | 685 |
| 54. | Approve COMPASS Workgroup Charters | No | Meg Sonnen will seek COMPASS Board of Directors' approval of the COMPASS Workgroup Charters for FY2026. | Consent | N/A | Meg Sonnen | August | N/A | 601 |
| 55. | Approve the FY2027-2033 COMPASS Application Guide | Yes | Matt Carlson will seek COMPASS Board of Directors' approval of the FY2027-2033 COMPASS Application Guide. | Consent | N/A | Matt Carlson | August | July | 685 |
| 56. | Adopt Resolution XX-2025 Amending the FY2025-2031 Regional Transportation Improvement Program (TIP) | Yes | Toni Tisdale will seek adoption of a resolution amending the FY2025-2031 TIP, if needed. | Consent | N/A | Toni Tisdale | August | June/July/ August | 685 |

| <i>Item</i> | <i>Title/Description</i> | <i>Mandatory</i> | <i>Additional Information</i> | <i>Agenda Type¹</i> | <i>Time</i> | <i>Presenter</i> | <i>Proposed Agenda</i> | <i>RTAC Agenda</i> | <i>Program No.</i> |
|-------------|--|------------------|--|--------------------------------|-------------|-------------------------|------------------------|---------------------------|--------------------|
| 57. | Member Agency Presentation – Projects of Regional Importance | No | Staff from TBD will present on potential projects in their community. | Special Item | 20 | TBD | August | N/A | N/A |
| 58. | Status Report – Finance Committee | No | The Finance Committee Chair will provide a status report on the July xx, 2025, and August xx, 2025, Finance Committee meetings. | Special Item | 5 | Finance Committee Chair | August | N/A | N/A |
| 59. | Adopt Resolution XX-2025 Approving the FY2026 Unified Planning Work Program and Budget (UPWP) | Yes | Meg Sonnen will seek COMPASS Board of Directors’ approval of the FY2026 UPWP. | Action | 15 | Meg Sonnen | August | N/A | 601 |
| 60. | Executive Session – Personnel Matter, Idaho Code [74-206 (b)] | Yes | The Board of Directors will go into executive session to receive the Executive Committee’s performance evaluation and recommendation regarding the Executive Director. No action will be taken in the session. | Action | 15 | N/A | August | Exec notf. June/disc July | |
| 61. | Approve FY2026 <i>Communities in Motion</i> Implementation Grants and Project Development Program Projects | Yes | Matt Carlson will seek COMPASS Board of Directors’ approval of FY2026 <i>Communities in Motion</i> Implementation grants and Project Development Program projects. | Action | 15 | Matt Carlson | August | July | 685 |

| <i>Item</i> | <i>Title/Description</i> | <i>Mandatory</i> | <i>Additional Information</i> | <i>Agenda Type¹</i> | <i>Time</i> | <i>Presenter</i> | <i>Proposed Agenda</i> | <i>RTAC Agenda</i> | <i>Program No.</i> |
|-------------|--|------------------|---|--------------------------------|-------------|----------------------------------|------------------------|--------------------|--------------------|
| 62. | Approve the FY2026-2032 Regional Transportation Improvement Program (TIP) | Yes | Toni Tisdale will seek COMPASS Board of Directors' approval of the FY2026-2032 TIP. | Action | 15 | Toni Tisdale | August | August | 685 |
| 63. | Approve 2026 Idaho Legislative Session Position Statements | Yes | Amy Luft will seek COMPASS Board of Directors' approval of the 2026 Idaho legislative positions. | Action | 15 | Amy Luft | August | N/A | 760 |
| 64. | Approve 2026 Federal Transportation Position Statements | Yes | Amy Luft will seek COMPASS Board of Directors' approval of the 2026 federal transportation positions. | Action | 15 | Amy Luft | August | N/A | 760 |
| 65. | Approve Changes to Multiple Policies Related to the Regional Transportation Improvement Program (TIP) | No | Toni Tisdale will seek COMPASS Board of Directors' approval of changes to multiple policies related to the TIP. | Action | 15 | Toni Tisdale | August | June | 685 |
| 66. | Accept alternatives analysis methodology and findings for the High-Capacity Transit (Let's Ride Treasure Valley) PEL Study | | The project team will seek acceptance of the alternatives analysis methodology and findings for the High-Capacity Transit (Let's Ride Treasure Valley) PEL Study. | Action | 15 | Lila Klopfenstein and HDR/Jacobs | August 2025 | July 2025 | 661 |

| <i>Item</i> | <i>Title/Description</i> | <i>Mandatory</i> | <i>Additional Information</i> | <i>Agenda Type¹</i> | <i>Time</i> | <i>Presenter</i> | <i>Proposed Agenda</i> | <i>RTAC Agenda</i> | <i>Program No.</i> |
|-------------|---|------------------|---|--------------------------------|-------------|------------------|------------------------|--------------------|--------------------|
| 67. | Establish 2026 COMPASS Board and Executive Committee Dates and Location. Provide 30 Day Notice of Annual Meeting | Yes | Confirm the 2026 COMPASS Board and Executive Committee dates and location. | Consent | NA | TBD | October | N/A | |
| 68. | Approve Priorities for Rural Projects | Yes | Toni Tisdale will seek COMPASS Board of Directors' adoption of a resolution approving priorities for applications in rural areas. | Consent | NA | Toni Tisdale | October | September | 685 |
| 69. | Member Agency Presentation – Projects of Regional Importance | No | Staff from TBD will present on potential projects in their community. | Special Item | 20 | TBD | October | N/A | N/A |
| 70. | Adopt Resolution Xb-2026 Amending the FY2025-2031 and FY2026-2032 Regional Transportation Improvement Programs (TIPs) | Yes | Toni Tisdale will seek adoption of a resolution amending the FY2025-2031 and FY2026-2032 TIPs, if needed. | Action | 10 | Toni Tisdale | October | September | 685 |
| 71. | Approve the FY2026 COMPASS Resource Development Plan | Yes | Matt Carlson will seek COMPASS Board of Directors' approval of the FY2026 Resource Development Plan. | Action | 15 | Matt Carlson | October | September | 685 |

EXECUTIVE COMMITTEE AGENDA ITEM IV-B

Date: September 10, 2024

Topic: Revision 3 of the FY2024 Unified Planning Work Program and Budget

Request/Recommendation:

Approve Revision 3 of the FY2024 Unified Planning Work Program and Budget (UPWP).

Background/Summary:

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

With the short amount of time available prior to the end of the fiscal year on September 30, 2024, the Executive Committee is being asked to approve Revision 3 of the FY2024 UPWP. If approved, the Board will be asked to ratify the Executive Committee's decision at its October 21, 2024, meeting.

The Finance Committee recommended approval of Revision 3 of the FY2024 UPWP at its August 15, 2024, meeting.

The following revisions to revenues are proposed in Revision 3 of the FY2024 UPWP:

- Add member dues for West Ada School District that became a member partway through FY2024.
- Remove a portion of *Communities in Motion 2050* (CIM 2050) federal funding (\$18,532) planned to partially fund the Fiscal Impact Tool Data Update project.
- Increase *Communities in Motion 2055* (CIM 2055) by the total federal portion of the unused obligation from CIM 2050 (\$53,163). This total includes the amount for the Fiscal Impact Tool Data Update project described above.
- Adjust the draw from fund balance needed to balance the budget.

The following revisions to expenses are proposed in Revision 3 of the FY2024 UPWP:

- Increase Professional Services expenses by \$45,000 for the Transportation Funding Study. The consultant has incurred significant overages on this study, due to its depth and complexity. Pending Executive Committee approval, COMPASS has agreed to reimburse the consultant for a portion of those overages. The unused obligation from CIM 2050 (described above) and CIM 2055 will provide the funding for this expense.
- Adjust the budget to the exact amount of the final payment on the Regional Housing Study.
- Adjust the unprogrammed carryforward amount for CIM 2055 to the correct amount. The total amount that is currently unprogrammed is \$346,243. These expenses will be programmed in a future fiscal year.

Implication (policy and/or financial):

Without COMPASS Executive Committee's adoption of Revision 3 of the FY2024 UPWP and the COMPASS Board of Directors' ratification of that action, Revision 2 of the UPWP will remain in effect.

More Information:

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

COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
Recommended Changes for FY2024 - Revision 3
Summary

| Revision 2 - FY2024 UPWP Revenues | | 6,564,814 | Revision 2 - FY2024 UPWP Expenses | | 6,564,814 |
|--|--|------------------|--|--|------------------|
| 1 | Add Special Membership dues for West Ada School District | 4,084 | | | |
| 2 | Transfer federal portion of remaining CIM 2050 obligation to CIM 2055. Includes remaining Fiscal Impact Tool | (18,532) | | | |
| 3 | Increase CIM 2055 for the amount transferred from CIM 2050, including the portion for Fiscal Impact Tool and the previously unprogrammed balance | 53,163 | | Increase Professional Services expenditures for Transportation Funding Study | 45,000 |
| 4 | | | | Adjust final housing study cost to actual | (869) |
| 5 | | | | Adjust the unprogrammed carry forward amount for CIM 2055 to the correct amount. | (6,757) |
| 6 | Decrease fund balance draw needed to balance the budget. | (1,341) | | | |
| Recommended Adjustments to Revenues | | 37,374 | Recommended Adjustments to Expenses | | 37,374 |
| Adjusted Revenues - Revision 3 | | 6,602,188 | Adjusted Expenses - Revision 3 | | 6,602,188 |

**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
REVISION 3 - FY2024 UNIFIED PLANNING WORK PROGRAM AND BUDGET
REVENUE AND EXPENSE SUMMARY**

| REVENUE | FY2024 Rev 2 UPWP | FY2024 Rev 3 UPWP |
|---|----------------------|----------------------|
| GENERAL MEMBERSHIP | | |
| Ada County | 254,115 | 254,115 |
| Ada County Highway District | 254,115 | 254,115 |
| Canyon County | 125,110 | 125,110 |
| Canyon Highway District No. 4 | 48,483 | 48,483 |
| City of Boise | 108,922 | 108,922 |
| City of Caldwell | 30,824 | 30,824 |
| City of Eagle | 15,591 | 15,591 |
| City of Garden City | 5,727 | 5,727 |
| City of Greenleaf | 370 | 370 |
| City of Kuna | 13,174 | 13,174 |
| City of Meridian | 61,119 | 61,119 |
| City of Melba | 295 | 295 |
| City of Middleton | 5,282 | 5,282 |
| City of Nampa | 50,687 | 50,687 |
| City of Notus | 278 | 278 |
| City of Parma | 944 | 944 |
| City of Star | 7,799 | 7,799 |
| City of Wilder | 741 | 741 |
| Subtotal | 983,576 | 983,576 |
| SPECIAL MEMBERSHIP | | |
| Boise State University | 9,800 | 9,800 |
| Capital City Development Corporation | 9,800 | 9,800 |
| Idaho Department of Environmental Quality | 9,800 | 9,800 |
| Idaho Transportation Department | 9,800 | 9,800 |
| Valley Regional Transit | 9,800 | 9,800 |
| West Ada School District | - | 4,084 |
| Subtotal | 49,000 | 53,084 |
| GRANTS AND SPECIAL PROJECTS | | |
| FHWA/FTA - Consolidated Planning Grants | | |
| CPG - FY2023 K# 22108; Ada County | 293,204 | 293,204 |
| CPG - FY2023 K# 22108; Canyon County | 103,017 | 103,017 |
| CPG - FY2024 K# 22494 Ada County | 1,315,790 | 1,315,790 |
| CPG - FY2024 K# 22494 Canyon County | 462,304 | 462,304 |
| Sub Total CPG Grants | 2,174,315 | 2,174,315 |
| STBG-TMA & STBG-U - K# 21889; FY2024 off-the-top funds for Planning | 306,705 | 306,705 |
| STBG-U - K# 23026 Permanent Automated Counters (carryover) | 6,350 | 6,350 |
| STBG-TMA - K# 22395 Fiscal Impact Tool Update (carryover) | 55,596 | 55,596 |
| STP TMA - K# 19571, CIM 2050 (carryover) | 18,532 | |
| STBG TMA - K# 20271, CIM 2055 | 502,437 | 555,600 |
| STBG-TMA K#13046 PEL, High-Capacity Transit Corridor | 1,019,260 | 1,019,260 |
| CRP-TMA K#24233 Carbon Reduction Strategy | 166,788 | 166,788 |
| FHWA Regional Safety Action Plan | 392,000 | 392,000 |
| Subtotal | 2,467,668 | 2,502,299 |
| OTHER REVENUE SOURCES | | |
| TREDIS Contribution | 19,800 | 19,800 |
| Orthophotography - Participant Contributions | 173,634 | 173,634 |
| Air Quality Board FY2023 audit fees | 5,500 | 5,500 |
| Interest Income | 50,000 | 50,000 |
| Subtotal | 248,934 | 248,934 |
| TOTAL REVENUE; Dues, Federal Funds, and Other miscellaneous | 5,923,493 | 5,962,208 |
| Draw From Fund Balance (CIM Implementation Grants) | 75,000 | 75,000 |
| Draw From Fund Balance (match + 100K on PEL high capacity transit) | 80,740 | 80,740 |
| Draw From Fund Balance match on transportation funding study | 20,185 | 20,185 |
| Draw From Fund Balance (20% match regional safety action plan) | 98,000 | 98,000 |
| Draw From Fund Balance - match on carbon reduction strategy | 13,212 | 13,212 |
| Draw From Fund Balance to cover shortfall | 354,184 | 352,843 |
| Subtotal | 641,321 | 639,980 |
| | 6,564,814 | 6,602,188 |

| EXPENSE | FY2024 Rev 2 UPWP | FY2024 Rev 3 UPWP |
|--|----------------------|----------------------|
| SALARY, FRINGE & CONTINGENCY | | |
| Salary | 1,824,108 | 1,824,108 |
| Fringe | 837,300 | 837,300 |
| Contingency (Overtime, Bonus, and Sick Time Trade) | 22,000 | 22,000 |
| Subtotal | 2,683,408 | 2,683,408 |
| INDIRECT OPERATIONS & MAINTENANCE | | |
| Indirect Costs | 295,590 | 295,590 |
| Subtotal | 295,590 | 295,590 |
| DIRECT OPERATIONS & MAINTENANCE | | |
| 620001, Demographics and Growth Monitoring | 2,500 | 2,500 |
| 653001, Communication and Education | 52,350 | 52,350 |
| 661001, Long-Range Planning | 724,238 | 768,369 |
| 661005, Safe Streets and Roads for All | 490,000 | 490,000 |
| 661006, High Capacity Transit PEL | 1,100,000 | 1,100,000 |
| 661008, Bike Counter Management | 26,693 | 26,693 |
| 685001, Transportation Improvement Program | 6,500 | 6,500 |
| 685002, Project Development Program | 100,000 | 100,000 |
| 685003, Grant Research and Development | 20,000 | 20,000 |
| 685004, CIM Implementation Grants | 75,000 | 75,000 |
| 760001, Government Affairs | 19,750 | 19,750 |
| 801001, Staff Development | 50,000 | 50,000 |
| 820001, Committee Support | 2,000 | 2,000 |
| 836001, Regional Travel Demand Model | 67,200 | 67,200 |
| 860001, Geographic Information System Maintenance | 202,160 | 202,160 |
| 990001, Direct Operations and Maintenance | 647,425 | 640,668 |
| Subtotal | 3,585,816 | 3,623,190 |
| TOTAL EXPENSE | 6,564,814 | 6,602,188 |

| REVENUE AND EXPENSE SUMMARY | | |
|------------------------------------|------------------|------------------|
| TOTAL REVENUE | 6,564,814 | 6,602,188 |
| LESS: TOTAL EXPENSES | 6,564,814 | 6,602,188 |
| REVENUE EXCESS/(DEFICIT) | - | - |

| WORK PROGRAM NUMBER | EXPENSES | | | | | | | | | | | | | | | MATCH, LOCAL & OTHER FUNDING | | | | TOTAL FUNDING SOURCES |
|---|--------------|-----------------------|------------------|------------------|--|--|--|---|--|--|--|---|---|---|---|------------------------------|------------------|----------------|------------------|-----------------------|
| | Work Days | Labor & Indirect Cost | Direct Cost | Total Cost | FY23 CPG Ada County K# 22108 (74%) 7.34% match | FY23 CPG Canyon County K# 22108 (26%); 7.34% match | FY24 CPG Ada County K# 22494 (74%) 20% match safety; 7.34% match other | FY24 CPG Canyon County K# 22494 (26%) 20% match safety; 7.34% match other | STP-TMA Off The Top K# 21889 7.34% match | STBG-U Perm. Automated Counters K# 23026 7.34% Match | STBG-TMA Fiscal Impact Tool K# 22395 7.34% Match | STBG-TMA CIM 2055 K# 20271; 7.34% match | STBG-TMA PEL, High Capacity Transit KN13046 | 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 | |
| 601001 UPWP/Budget Development and Federal Assurances | 108 | 107,972 | - | 107,972 | | | 55,731 | 19,581 | 24,735 | | | | | | 100,047 | 7,925 | | | 7,925 | 107,972 |
| 620001 Demographics and Growth Monitoring | 143 | 118,117 | 2,500 | 120,617 | | | 62,682 | 22,023 | 27,059 | | | | | | 111,764 | 8,853 | | | 8,853 | 120,617 |
| 620005 Safe and Accessible Transportation (development reviews) | 32 | 18,145 | - | 18,145 | 2,656 | 933 | 8,086 | 2,841 | | | | | | | 14,516 | 3,629 | | | 3,629 | 18,145 |
| 653001 Communication and Education Long-Range Planning | 236 | 161,716 | 52,350 | 214,066 | | | | | | | | | | | - | | 214,066 | | | 214,066 |
| 661001 General Project Management | 640 | 431,034 | 768,369 | 1,199,403 | 188,563 | 66,252 | 222,483 | 78,170 | 98,743 | | 55,596 | 234,772 | | 166,788 | 1,111,367 | 88,036 | | | 88,036 | 1,199,403 |
| 661005 Safe and Accessible Transportation (SS4A Action Plan) | 138 | 124,722 | 490,000 | 614,722 | 18,254 | 6,414 | 55,581 | 19,529 | | | | | | 392,000 | 491,778 | 122,944 | | | 122,944 | 614,722 |
| 661006 High-Capacity Transit PEL | 188 | 143,161 | 1,100,000 | 1,243,161 | | | 73,894 | 25,963 | 32,796 | | | | 1,019,260 | | 1,151,913 | 91,248 | | | 91,248 | 1,243,161 |
| 661008 Bike Counter Management Resource Development/Funding | 212 | 110,127 | 26,693 | 136,820 | | | 56,844 | 19,972 | 25,228 | 6,350 | | | | | 108,394 | 8,586 | 19,840 | | 28,426 | 136,820 |
| 685001 Transportation Improvement Program | 394 | 292,011 | 6,500 | 298,511 | | | 155,182 | 54,523 | 66,895 | | | | | | 276,600 | 21,911 | | | 21,911 | 298,511 |
| 685002 Project Development Program | 29 | 25,756 | 100,000 | 125,756 | | | 81,863 | 28,763 | 5,900 | | | | | | 116,526 | 9,230 | | | 9,230 | 125,756 |
| 685003 Grant Research and Development | 204 | 177,990 | 20,000 | 197,990 | | | | | | | | | | | - | | 197,990 | | 197,990 | 197,990 |
| 685004 CIM Implementation Grants | 16 | 13,633 | 75,000 | 88,633 | | | 7,037 | 2,472 | 3,123 | | | | | | 12,632 | 1,001 | 75,000 | | 76,001 | 88,633 |
| 685005 Safe and Accessible Transportation (CMF) | 7 | 3,523 | - | 3,523 | 516 | 181 | 1,570 | 551 | | | | | | | 2,818 | 705 | | | 705 | 3,523 |
| TOTAL PROJECTS | 2,347 | 1,727,907 | 2,641,412 | 4,369,319 | 209,989 | 73,780 | 780,953 | 274,388 | 284,479 | 6,350 | 55,596 | 234,772 | 1,019,260 | 166,788 | 3,498,355 | 364,068 | 506,896 | - | 870,964 | 4,369,319 |
| 701001 Membership Services | 115 | 106,263 | - | 106,263 | | | 56,415 | 19,822 | 22,226 | | | | | | 98,463 | 7,800 | | | 7,800 | 106,263 |
| 703001 Public Services | 25 | 22,455 | - | 22,455 | | | | | | | | | | | - | | 22,455 | | 22,455 | 22,455 |
| 705001 Transportation Liaison Services | 48 | 44,061 | - | 44,061 | | | 30,211 | 10,615 | | | | | | | 40,826 | 3,235 | | | 3,235 | 44,061 |
| 760001 Government Affairs | 270 | 278,114 | 19,750 | 297,864 | | | | | | | | | | | - | | 297,864 | | 297,864 | 297,864 |
| TOTAL SERVICES | 458 | 450,893 | 19,750 | 470,643 | - | - | 86,626 | 30,437 | 22,226 | - | - | - | - | - | 139,289 | 11,035 | 320,319 | - | 331,354 | 470,643 |
| 801001 Staff Development | 153 | 116,337 | 50,000 | 166,337 | 31,123 | 10,934 | 82,933 | 29,138 | | | | | | | 154,128 | 12,209 | | | 12,209 | 166,337 |
| 820001 Committee Support | 211 | 171,314 | 2,000 | 173,314 | 52,092 | 18,303 | 65,375 | 22,970 | | | | | | | 158,740 | 12,574 | 2,000 | | 14,574 | 173,314 |
| 836001 Regional Travel Demand Model | 191 | 178,117 | 67,200 | 245,317 | | | 168,209 | 59,101 | | | | | | | 227,310 | 18,007 | | | 18,007 | 245,317 |
| 842001 Congestion Management Process | 75 | 69,941 | - | 69,941 | | | 47,957 | 16,850 | | | | | | | 64,807 | 5,134 | | | 5,134 | 69,941 |
| 860001 Geographic Information System Maintenance | 337 | 264,489 | 202,160 | 466,649 | | | 83,737 | 29,420 | | | | | | | 113,157 | 9,396 | 170,462 | 173,634 | 353,492 | 466,649 |
| TOTAL SYSTEM MAINTENANCE | 967 | 800,198 | 321,360 | 1,121,558 | 83,215 | 29,237 | 448,211 | 157,479 | - | - | - | - | - | - | 718,142 | 57,320 | 172,462 | 173,634 | 403,416 | 1,121,558 |
| 990001 Direct Operations / Maintenance | - | - | 640,668 | 640,668 | | | | | | | | 320,828 | | | 320,828 | 25,414 | 219,126 | 75,300 | 319,840 | 640,668 |
| 991001 Support Services Labor | 1,012 | - | - | - | | | | | | | | | | | - | | | | - | - |
| 999001 Indirect Operations/Maintenance | - | - | - | - | | | | | | | | | | | - | | | | - | - |
| TOTAL INDIRECT/OVERHEAD | 1,012 | - | 640,668 | 640,668 | - | - | - | - | - | - | 320,828 | - | - | - | 320,828 | 25,414 | 219,126 | 75,300 | 319,840 | 640,668 |
| G R A N D T O T A L | 4,784 | 2,978,998 | 3,623,190 | 6,602,188 | 293,204 | 103,017 | 1,315,790 | 462,304 | 306,705 | 6,350 | 55,596 | 555,600 | 1,019,260 | 166,788 | 4,676,614 | 457,837 | 1,218,803 | 248,934 | 1,925,574 | 6,602,188 |

**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
REVISION 3 - FY2024 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 |
|--|------------------|--------------------------------|-------------------------------|--------------------------------------|-------------------|----------------|-----------------------------|--------------------------|---------------------------|----------------|
| 620001 Demographics and Growth Monitoring | 2,500 | | | | | 2,500 | | | | |
| 653001 Communication and Education | 52,350 | 24,000 | | | 3,200 | | 24,350 | 800 | | |
| 661001 Long Range Planning: CIM 2055 | 188,369 | 180,369 | | | | | 8,000 | | | |
| 661001 LRP: Fiscal Impact Tool Update | 80,000 | 80,000 | | | | | | | | |
| 661001 LRP: Funding Study | 320,000 | 320,000 | | | | | | | | |
| 661001 LRP: Carbon Reduction Strategy | 180,000 | 180,000 | | | | | | | | |
| 661005 LRP: Regional Safety Action Plan | 490,000 | 490,000 | | | | | | | | |
| 661006 LRP: PEL High Capacity Transit | 1,100,000 | 1,100,000 | | | | | | | | |
| 661008 Bike Counter Management | 26,693 | 6,853 | 19,840 | | | | | | | |
| 685001 Transportation Improvement Program | 6,500 | | | | | | 6,500 | | | |
| 685002 Project Development Program | 100,000 | 100,000 | | | | | | | | |
| 685003 Grant Research and Development | 20,000 | 20,000 | | | | | | | | |
| 685004 CIM Implementation Grants | 75,000 | 75,000 | | | | | | | | |
| 760001 Government Affairs | 19,750 | | | 18,000 | 500 | | | | 1,250 | |
| 801001 Staff Development | 50,000 | | | 50,000 | | | | | | |
| 820001 Committee Support | 2,000 | | | | | | | 2,000 | | |
| 836001 Regional Travel Demand Model | 67,200 | 67,200 | | | | | | | | |
| 860001 Geographic Information System Maintenance | 202,160 | 125,000 | 77,160 | | | | | | | |
| 990001 Direct Operations / Maintenance | | | | | | | | | | |
| Carryover of CIM 2055 expenses | 346,243 | | | | | | | | | 346,243 |
| Costs for buildout of remaining workspaces | 20,000 | | 20,000 | | | | | | | |
| Air Quality Board FY2023 audit fees | 5,500 | 5,500 | | | | | | | | |
| Annual salary survey update | - | - | | | | | | | | |
| New/replacement hardware | 10,000 | | 10,000 | | | | | | | |
| Replacement of servers/op system at end of life | 40,000 | | 40,000 | | | | | | | |
| Transit network planning software | 19,250 | | 19,250 | | | | | | | |
| TIP Software | 58,000 | | 58,000 | | | | | | | |
| TREDIS Renewal | 99,950 | | 99,950 | | | | | | | |
| Cube renewal; Cube Land | 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 | | |
| GRAND TOTAL | 3,623,190 | 2,773,922 | 360,325 | 69,600 | 3,700 | 2,500 | 38,850 | 9,800 | 18,250 | 346,243 |

**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
 REVISION 3 - FY2024 UNIFIED PLANNING WORK PROGRAM AND BUDGET
 INDIRECT OPERATIONS AND MAINTENANCE EXPENSE SUMMARY**

| CATEGORY | ACCOUNT CODE | FY2024 Rev 2 | FY2024 Rev 3 |
|--|--------------|--------------|--------------|
| Professional Services | 930 | 63,000 | 63,000 |
| Equipment Repair / Maintenance | 936 | 500 | 500 |
| Publications | 943 | 2,500 | 2,500 |
| Employee Professional Membership | 945 | 3,500 | 3,500 |
| Postage | 950 | 900 | 900 |
| Telephone | 951 | 19,800 | 19,800 |
| Building Maintenance and Reserve for Major Repairs | 955 | 65,565 | 65,565 |
| Printing | 960 | 1,500 | 1,500 |
| Advertising | 962 | 3,000 | 3,000 |
| Audit | 970 | 20,000 | 20,000 |
| Insurance | 971 | 25,825 | 25,825 |
| Legal Services | 972 | 5,000 | 5,000 |
| General Supplies | 980 | 7,500 | 7,500 |
| Computer Supplies | 982 | 14,000 | 14,000 |
| Computer Software / Maintenance | 983 | 35,000 | 35,000 |
| Vehicle Maintenance | 991 | 8,500 | 8,500 |
| Utilities | 992 | 13,500 | 13,500 |
| Local Travel | 993 | 1,000 | 1,000 |
| Other / Miscellaneous | 995 | 5,000 | 5,000 |
| TOTAL | | 295,590 | 295,590 |

**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
REVISION 3 - FY2024 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 | 20 | 2 | 49 | 108 |
| 620001 | Demographics and Growth Monitoring | AM | - | 135 | 8 | - | 143 |
| 620005 | Safe and Accessible Transportation (development reviews) | AM | - | 32 | - | - | 32 |
| 653001 | Communication and Education Long-Range Planning | AL | 8 | 22 | 206 | - | 236 |
| 661001 | General Project Management | AM | 14 | 608 | 18 | - | 640 |
| 661005 | Safe and Accessible Transportation (SS4A Action Plan) | HM | - | 132 | 6 | - | 138 |
| 661006 | High-Capacity Transit PEL | LK | 8 | 150 | 30 | - | 188 |
| 661008 | Bike Counter Management Resource Development/Funding | AM | - | 212 | - | - | 212 |
| 685001 | Transportation Improvement Program | TT | 11 | 343 | 40 | - | 394 |
| 685002 | Project Development Program | MC | - | 29 | - | - | 29 |
| 685003 | Grant Research and Development | MC | 8 | 175 | 21 | - | 204 |
| 685004 | CIM Implementation Grants | MC | - | 16 | - | - | 16 |
| 685005 | Safe and Accessible Transportation (CMF) | TT | - | 7 | - | - | 7 |
| TOTAL PROJECTS | | | 86 | 1,881 | 331 | 49 | 2,347 |
| 701001 | Membership Services | MW | 6 | 81 | 28 | - | 115 |
| 703001 | Public Services | MW | - | 20 | 5 | - | 25 |
| 705001 | Transportation Liaison Services | MS | 10 | 26 | 12 | - | 48 |
| 760001 | Government Affairs | MS | 50 | - | 220 | - | 270 |
| TOTAL SERVICES | | | 66 | 127 | 265 | - | 458 |
| 801001 | Staff Development | ML | 10 | 111 | 22 | 10 | 153 |
| 820001 | Committee Support | AL | 12 | 67 | 132 | - | 211 |
| 836001 | Regional Travel Demand Model | MW | - | 191 | - | - | 191 |
| 842001 | Congestion Management Process | MW | - | 75 | - | - | 75 |
| 860001 | Geographic Information System Maintenance | EA | - | 337 | - | - | 337 |
| TOTAL SYSTEM MAINTENANCE | | | 22 | 781 | 154 | 10 | 967 |
| TOTAL DIRECT | | | 174 | 2,789 | 750 | 59 | 3,772 |
| 991001 | Support Services Labor | ML | 286 | 155 | 170 | 401 | 1,012 |
| TOTAL INDIRECT/OVERHEAD | | | 286 | 155 | 170 | 401 | 1,012 |
| TOTAL LABOR | | | 460 | 2,944 | 920 | 460 | 4,784 |

| | | | | | | |
|---|--|------------------|------------------|-------------------------------|--------------------------------|---------------------------------|
| PROGRAM NO. | 601 | | | | CLASSIFICATION: | Project |
| TITLE: | UPWP Budget Development and Monitoring | | | | | |
| TASK / PROJECT DESCRIPTION: | 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. | | | | | |
| PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE: | The UPWP is a comprehensive work plan that coordinates federally funded transportation planning and transportation related planning activities in the region and identifies the related planning budget. | | | | | |
| FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW | Federal Code 23 CFR § 450.308 (b) An MPO shall document metropolitan transportation planning activities performed with funds provided under title 23 U.S.C. and title 49 U.S.C. Chapter 53 in a unified planning work program (UPWP) or simplified statement of work in accordance with the provisions of this section and 23 CFR part 420. | | | | | |
| FY2024 BENCHMARKS | | | | | | |
| MILESTONES / PRODUCTS | | | | | | |
| FY2024 UPWP 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 |
| Process and obtain Board approval of FY2024 UPWP revisions 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 |
| FY2025 UPWP Development 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 |
| Present FY2025 UPWP 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 |
| Track Federal requirements as related to Self-Certification Compliance with federal requirements | | | | | | Ongoing |
| Track federal requirements as related to Regional Transportation Improvement Program and the Long-Range Transportation Plan Monitor federal changes through the Federal Register | | | | | | Ongoing |
| LEAD STAFF: Meg Larsen | | | | | | Expense Summary |
| END PRODUCTS: 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 | | | | | | DIRECT EXPENDITURES: |
| Funding Sources | | | | Participating Agencies | | |
| | 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 |
| Total: | \$ 60,146 | \$ 21,132 | \$ 26,694 | 107,972 | | Total Direct Cost: \$ - |
| | | | | | 601 | Total Cost: \$ 107,972 |

| | | | | | | |
|---|---|------------------|------------------|-------------------|---|-----------------------------|
| PROGRAM NO. | 620 | | | | CLASSIFICATION: | Project |
| TITLE: | Demographics and Growth Monitoring | | | | | |
| TASK / PROJECT DESCRIPTION: | To collect, analyze, and report on growth and transportation patterns related to goals in the regional long-range transportation plan. This includes providing demographic data, such as population and employment estimates, providing relevant information for local decision-making, and updating demographic forecasts based on new entitlements and policies. | | | | | |
| PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE: | Tracking and monitoring growth and system demands are critical to several planning efforts: 1) <i>Communities in Motion</i> as well as other corridor, subarea, and alternative analyses depend on accurate data and assumptions about current and future transportation, housing, and infrastructure demands; 2) The travel demand model also requires current and accurate housing and employment data; 3) Accessing, mapping, and disseminating census data and training enables member agencies to have data for studies, grants, land use allocation demonstration modeling, and other analyses, and is an often requested member service, and 4) Development review, including the fiscal impact analysis, enables local decision-makers to bridge regional and local planning efforts to provide growth supportive of <i>Communities in Motion</i> . | | | | | |
| FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW: | Federal Code 23 CFR § 450.322 (b) -- Long-range plans require valid forecasts of future demand for transportation services that are based on existing conditions that can be included in the travel demand model. In updating the transportation plan, the MPO shall use the latest available estimates and assumptions for population, land use, travel, employment, congestion, and economic activity. "The metropolitan transportation plan shall, at a minimum, include (1) The projected transportation demand of persons and goods in the metropolitan planning area over the period of the transportation plan...." | | | | | |
| FY2024 BENCHMARKS | | | | | | |
| MILESTONES / PRODUCTS | | | | | | |
| Population and Employment Estimates | | | | | | |
| 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 |
| Development Forecasting, Tracking, and Reconciliation | | | | | | |
| 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 |
| Demographics Support | | | | | | |
| Respond to member requests for census data | | | | | | Ongoing |
| Provide development and policy reviews and checklists | | | | | | Ongoing |
| Include fiscal impact analysis with development checklist per policy | | | | | | Ongoing |
| Development checklist report | | | | | | Mar |
| LEAD STAFF: Austin Miller | | | | | | |
| END PRODUCT: 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 | | | | | | |
| | | | | | | Expense Summary |
| | | | | | | Total Workdays: 175 |
| | | | | | | Salary \$ 84,482 |
| | | | | | | Fringe 38,290 |
| | | | | | | Overhead 13,490 |
| | | | | | | Total Labor Cost: 136,262 |
| ESTIMATED DATE OF COMPLETION: September-2024 | | | | | | |
| Funding Sources | | | | | Participating Agencies | |
| | Ada | Canyon | Special | Total | Member Agencies Housing authorities and other housing stakeholders Professional Services Legal / Lobbying Equipment Purchases Travel / Education Printing Public Involvement Meeting Support Other 2,500 | |
| 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 | | |
| Total: | \$ 81,480 | \$ 28,080 | \$ 29,202 | \$ 138,762 | | |
| | | | | | | Total Direct Cost: \$ 2,500 |
| | | | | | | 620 Total Cost: \$ 138,762 |

| | | | | | | | |
|--|--|--------|------------|-------------------------------|------------------------------|---------------------|-----------|
| PROGRAM NO. | 653 | | | | CLASSIFICATION: | Project | |
| TITLE: | Communication and Education | | | | | | |
| TASK / PROJECT DESCRIPTION: | The Communication and Education task broadly includes external communications, public relations, public involvement, public education, and ongoing COMPASS Board education. Specific elements of the task include, but are not limited to, managing the ongoing COMPASS education series, the annual COMPASS 101 workshop, periodic Board workshops, and the Leadership in Motion awards program; writing the annual report, <i>Keeping Up With COMPASS</i> newsletter, brochures, web content, news releases, and other documents; managing COMPASS' social media channels; supporting the Public Participation Workgroup; and representing COMPASS at open houses and other events. | | | | | | |
| PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE: | The Communication and Education program helps COMPASS facilitate public involvement in, and understanding of, transportation and related planning efforts by planning and implementing an integrated communications/education and public participation strategy. | | | | | | |
| FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW: | Federal Code 23 CFR § 450.316 requires public input and involvement in metropolitan planning organization planning activities. Public involvement for specific programs (e.g., regional transportation improvement program, regional long-range transportation plan [<i>Communities in Motion</i>]) is planned and budgeted under those programs. The Communication and Education task supports that outreach and involvement through developing and updating the COMPASS participation plan, coordinating outreach efforts, and providing more general (non-program specific) opportunities for the public to learn about transportation, planning, financial, and related issues to support federally required public involvement efforts. | | | | | | |
| FY2024 BENCHMARKS | | | | | | | |
| MILESTONES / PRODUCTS | | | | | | | |
| General | | | | | | | |
| Continue work with media -- set up interviews, develop story ideas, respond to inquiries, write/distribute news releases | | | | | | | Ongoing |
| Support work of Public Participation Workgroup | | | | | | | Ongoing |
| Implement the COMPASS participation plan; work toward goals established in the plan | | | | | | | |
| Provide outreach/public speaking support and training to staff | | | | | | | Ongoing |
| Develop tools, such as electronic and print materials, designed for most effective means of communication | | | | | | | |
| Maintain and enhance COMPASS social media channels | | | | | | | Ongoing |
| Continually update the COMPASS website to improve usability and keep content up to date | | | | | | | Ongoing |
| Develop the 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 |
| Education and community outreach | | | | | | | |
| 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 |
| LEAD STAFF: Amy Luft | | | | | Expense Summary | | |
| END PRODUCT: 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 | | |
| ESTIMATED DATE OF COMPLETION: September-2024 | | | | | DIRECT EXPENDITURES: | | |
| Funding Sources | | | | Participating Agencies | | | |
| | | | | Member Agencies | | | |
| CPG, K22108 CPG, K22494 | Ada | Canyon | Special | Total | | | |
| | | | | \$ - | | | |
| Local / Fund Bal | | | 214,066 | 214,066 | | | |
| | | | | - | | | |
| | \$ - | \$ - | \$ 214,066 | \$ 214,066 | | | |
| | | | | | Total Direct Cost: \$ 52,350 | | |
| | | | | | 653 | Total Cost: 214,066 | |

| | | | | | |
|--|---|----------------|------------------|-------------------------------|--|
| PROGRAM NO. | 661 | | | CLASSIFICATION: | Project |
| TITLE: | Long Range Planning | | | | |
| TASK / PROJECT DESCRIPTION: | This project encompasses the activities to identify regional transportation needs and solutions, and prepare a regional long-range transportation plan, <i>Communities in Motion</i> (CIM), for Ada and Canyon Counties. This task also incorporates implementation support for the adopted long-range transportation plan and ongoing long-range planning activities. | | | | |
| PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE: | <i>Communities in Motion</i> (CIM) is developed in cooperation with member agencies, local governments and the Idaho Transportation Department by a continuing, cooperative, and comprehensive planning process. This performance and outcome-based planning will help guide resources to infrastructure and service projects that collectively help achieve the regional (CIM) goals. | | | | |
| FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW: | Federal Code 23 CFR § 450 "Infrastructure Investment and Jobs Act" (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. | | | | |
| FY2024 BENCHMARKS | | | | | |
| MILESTONES / PRODUCTS | | | | | |
| General Project Management Monitor legislative, funding, etc. changes and provide updates Update financial analysis Transportation funding study | | | | | Ongoing Oct-Mar May-June |
| Land Use Complete Regional Housing Plan and present to COMPASS Board Review comprehensive plans | | | | | Oct Ongoing |
| Active Transportation (bicycle and pedestrian) Review micromobility Update regional pathway network Develop coordinated regional waterway-pathway plan Intergrate bicycle pedestrian count program into planning process | | | | | FY24-FY25 |
| Freight Update freight study Develop freight rail analysis | | | | | FY24-FY25 |
| Public Transportation Coordinate high capacity transit planning and environmental linkages (PEL) study Update regional public transportation network Update coordinated plan Conduct first and last mile needs analysis Develop park and ride coordination plan | | | | | FY24-FY25 |
| Roadways Update congestion management process, strategies and implementation Update regional transportation demand management policy/strategy Analyze smart cities/intelligent transportation systems corridor intergration opportunities Develop carbon reduction strategy | | | | | FY24-FY25 |
| Safety Develop regional safety action plan | | | | | FY24-FY25 |
| Equity Analysis of transportation underfunding Update disadvantaged groups needs analysis | | | | | FY24-FY25 |
| Environment, Natural Resources, and Resiliency Update environmental mitigation strategies Develop resiliency improvement plan | | | | | FY24-FY25 |
| Economic Activity Update travel and tourism | | | | | FY24-FY25 |
| Emerging technology and security Develop regional transportation security education and support Develop electric vehicles alternative fuels infrastructure deployment study Develop autonomous vehicles preparedness study | | | | | FY24-FY25 |
| Performance Management Update asset management information as needed Update federally required performance targets as needed | | | | | Mar Ongoing |
| Public Involvement Conduct public involvement according to the work plan | | | | | Ongoing |
| Bike Counter Management Manage portable counter requests Manage permanent counter program and COMPASS Data Bike Manage and report data | | | | | Ongoing Ongoing Ongoing |
| LEAD STAFF: Austin Miller | | | | | Expense Summary |
| 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 | | | | | Total Workdays: 1,178 |
| | | | | | Salary \$ 501,607 |
| | | | | | Fringe 227,341 |
| | | | | | Overhead 80,095 |
| | | | | | Total Labor Cost: 809,044 |
| ESTIMATED DATE OF COMPLETION: September-2024 | | | | | DIRECT EXPENDITURES: |
| Funding Sources | | | | Participating Agencies | |
| | 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 | |
| Total: | 675,899 | 237,479 | 2,280,728 | 3,194,106 | |
| | | | | | Total Direct Cost: \$ 2,385,062 |
| | | | | | 661 Total Cost: 3,194,106 |

| | | | | | | | | |
|---|--|------------------|-------------------|-------------------------------|-----------------------------|------------------------|-----------------|--|
| PROGRAM NO. | 685 | | | | CLASSIFICATION: | Project | | |
| TITLE: | Resource Development/Funding | | | | | | | |
| TASK / PROJECT DESCRIPTION: | 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. | | | | | | | |
| PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE: | Implement requested projects by member agencies, and leverage local dollars. Well defined and scoped projects with accurate project costs and schedules allow strong grant applications, linked closely with CIM 2050 goals and performance measures, increase the delivery of funded projects on time and on budget. These efforts provide the necessary federal documentation for member agencies to obtain federal funding for transportation projects. Staff provides assistance to member agencies to ensure projects meet deadlines and do not lose federal funding through project monitoring and committee participation. | | | | | | | |
| FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW: | The task is designed to help identify additional revenue sources for member agencies 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. | | | | | | | |
| FY2024 BENCHMARKS | | | | | | | | |
| MILESTONES / PRODUCTS | | | | | | | | |
| 685001 Transportation Improvement Program Update funding application process Conduct member outreach Solicit project applications Assist members with developing complete applications Facilitate ranking of project applications Assign projects to funding programs through prioritization process Develop the final 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 | | |
| 685002 Project Development Program Select, contract with, and manage consultants Manage project development teams Review/revise, approve, and disseminate reports | | | | | | Oct-Sept | | |
| 685003 Grant Research and Development Seek funding for project needs listed in the Resource Development Plan Monitor grant sources; share grant information Match grant sources with unfunded members needs Write/assist member agencies with grant applications - INFRA, RAISE, CDBG, etc. | | | | | | Oct-Sept | | |
| 685004 CIM Implementation Grants Administer contracting/reporting/billing processes Manage projects to ensure completion on time and on budget | | | | | | Oct-Sept | | |
| LEAD STAFF: Toni Tisdale | | | | | Expense Summary | | | |
| END PRODUCTS: Current-year TIP amendments and TIP update. Annual Resource Development Plan. Project Development Program pre-concept reports. Application assistance. CIM Implementation Grants. | | | | | | | | |
| Total Workdays: | | | | | | | 650 | |
| Salary | | | | | | | \$ 318,006 | |
| Fringe | | | | | 144,129 | | | |
| Overhead | | | | | 50,778 | | | |
| Total Labor Cost: | | | | | 512,913 | | | |
| ESTIMATED DATE OF COMPLETION: September-2024 | | | | | DIRECT EXPENDITURES: | | | |
| Funding Sources | | | | Participating Agencies | | | | |
| | Ada | Canyon | Special | Total | | | Member Agencies | |
| CPG, K22108 | \$ 516 | 181 | | \$ 697 | | | | |
| CPG, K22494 | 245,652 | 86,309 | | 331,961 | | | | |
| STP-TMA, 20560 | | | 75,918 | 75,918 | | | | |
| Other | | | | - | | | | |
| Local / Fund Bal | 19,857 | 6,976 | 279,004 | 305,837 | | | | |
| | | | | - | | | | |
| Total: | \$ 266,025 | \$ 93,466 | \$ 354,922 | \$ 714,413 | | | | |
| | | | | | 685 | Total Cost: \$ 714,413 | | |

| | | | | | | |
|--|---|------------------|------------------|-------------------------------|-----------------------------|-------------------------------|
| PROGRAM NO. | 701 | | | | CLASSIFICATION: | Service |
| TITLE: | General Membership Services | | | | | |
| TASK / PROJECT DESCRIPTION: | Provides assistance to COMPASS members, including demographic data, mapping, geographic information system assistance/education, travel demand modeling, and other project support. | | | | | |
| PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE: | This service promotes implementation of the regional long-range transportation plan. COMPASS staff are engaged in the members' studies and can become more familiar with their assumptions and recommendations. Use of consistent data and methodologies in the various studies and plans conducted by member agencies is beneficial to the region as well. | | | | | |
| FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW: | There are no federal or state requirements concerning provision of services to member agencies. There are no certification review comments, corrective actions or recommendations related to this program. Member support provides assistance to agencies fulfilling activities related to <i>Communities in Motion</i> , air quality evaluations, and more detailed transportation planning activities such as corridor studies. | | | | | |
| FY2024 BENCHMARKS | | | | | | |
| MILESTONES / PRODUCTS | | | | | | |
| Provide general assistance to member agencies as requested in the areas of: Specific assistance determined per member agency requests, may include: Geographic Information Systems (GIS) (maps, data, and analyses) Data and travel demand modeling Demographic, development, and related information Traffic counts and related information Travel time data and analysis Other requests as budget allows Specifically requested assistance: <i>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 |
| LEAD STAFF: Mary Ann Waldinger | | | | | Expense Summary | |
| END PRODUCT: Data, mapping, and modeling assistance to COMPASS members. Support for member agency studies and planning activities. | | | | | Total Workdays: 115 | |
| | | | | | Salary \$ 65,883 | |
| | | | | | Fringe 29,860 | |
| | | | | | Overhead 10,520 | |
| | | | | | Total Labor Cost: 106,263 | |
| ESTIMATED DATE OF COMPLETION: September-2024 | | | | | DIRECT EXPENDITURES: | |
| Funding Sources | | | | Participating Agencies | | |
| | 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 | | |
| | | | | - | | |
| Total: | \$ 60,884 | \$ 21,392 | \$ 23,987 | \$ 106,263 | | |
| | | | | | 701 | Total Cost: \$ 106,263 |

| | | | | | | |
|---|---|--------|-----------|-------------------------------|---|------------------------------|
| PROGRAM NO. | 703 | | | | CLASSIFICATION: | Service |
| TITLE: | Public Services | | | | | |
| TASK / PROJECT DESCRIPTION: | To provide data, mapping, demographic, and other assistance to the public and non-member entities, as appropriate. For some products, such as maps, there is a charge for the product. When data or other information are not "off-the-shelf" and staff time is needed for research, a labor charge may be applied consistent with COMPASS policy. | | | | | |
| PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE: | COMPASS responds to questions from the public and provides a number of products to the public and other entities: demographic data, development information, traffic counts and projections, maps, and geographic information system analyses. | | | | | |
| FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW: | There are no federal or state requirements concerning provision of services to the public. However, these services support COMPASS' vision, mission, roles, and values, including: "...serve as a source of information and expertise..." (COMPASS Mission), "serve as the regional technical resource..." (Role #3 Expert), and "perform and share quality analyses" (Role #3 Expert). | | | | | |
| FY2024 BENCHMARKS | | | | | | |
| MILESTONES / PRODUCTS | | | | | | |
| Provide assistance to public and non-member entities, as requested, in the areas of: Geographic Information Systems (GIS) (maps, data, and analyses) Data and travel demand modeling for proposed developments Demographic, development, and related information Traffic counts and related information Travel time data and analysis Other general requests for information | | | | | | Ongoing |
| LEAD STAFF: Mary Ann Waldinger | | | | | Expense Summary | |
| END PRODUCT: Information assistance to the general public. | | | | | Total Workdays: 25 | |
| | | | | | Salary \$ 13,922 | |
| | | | | | Fringe 6,310 | |
| | | | | | Overhead 2,223 | |
| | | | | | Total Labor Cost: 22,455 | |
| ESTIMATED DATE OF COMPLETION: September-2024 | | | | | DIRECT EXPENDITURES: \$ - | |
| Funding Sources | | | | Participating Agencies | | |
| | Ada | Canyon | Special | Total | Member Agencies Professional Services Legal / Lobbying Equipment Purchases Travel / Education Printing Public Involvement Meeting Support Other | |
| | | | | \$ - | | |
| Local / Fund Bal | | | 22,455 | \$ 22,455 | | |
| Total: | \$ - | \$ - | \$ 22,455 | \$ 22,455 | Total Direct Cost: \$ - | |
| | | | | | 703 | Total Cost: \$ 22,455 |

| | | | | | | | |
|--|--|------------------|---------|-------------------------------|---|------------------------------|---------|
| PROGRAM NO. | 705 | | | | CLASSIFICATION: | Service | |
| TITLE: | Transportation Liaison Services | | | | | | |
| TASK / PROJECT DESCRIPTION: | To provide adequate staff liaison time at member agency meetings and coordinate transportation-related planning activities with member agencies. | | | | | | |
| PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE: | Transportation liaison services ensure staff representation and coordination with membership on transportation-related planning. Requests that exceed four days may require COMPASS Board approval of a new work program. | | | | | | |
| FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW: | Achieve better inter-jurisdictional coordination of transportation and land use planning. Documentation of other significant transportation planning projects occurring within the Treasure Valley through the Unified Planning Work Program and Budget. | | | | | | |
| FY2024 BENCHMARKS | | | | | | | |
| MILESTONES / PRODUCTS | | | | | | | |
| Attend member agency meetings and coordinate transportation-related planning activities with member agencies | | | | | | | Ongoing |
| LEAD STAFF: Matt Stoll | | | | | Expense Summary | | |
| END PRODUCT: Ongoing staff liaison role to member agencies. | | | | | Total Workdays: 48 | | |
| | | | | | Salary \$ 27,318 | | |
| | | | | | Fringe 12,381 | | |
| | | | | | Overhead 4,362 | | |
| | | | | | Total Labor Cost: 44,061 | | |
| ESTIMATED DATE OF COMPLETION: September-2024 | | | | | DIRECT EXPENDITURES: | | |
| Funding Sources | | | | Participating Agencies | | | |
| | 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 | | | |
| Total: | \$ 32,604 | \$ 11,456 | | \$ 44,061 | Total Direct Cost: \$ - | | |
| | | | | | 705 | Total Cost: \$ 44,061 | |

| | | | | | | |
|---|--|--------|------------|-------------------------------|---|--|
| PROGRAM NO. | 760 | | | CLASSIFICATION: | Service | |
| TITLE: | Government Affairs | | | | | |
| TASK / PROJECT DESCRIPTION: | Identify, review, monitor, advocate and report to the COMPASS Board on pending state and federal legislation that directly or indirectly relates to COMPASS priorities and activities. | | | | | |
| PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE: | To secure funding and influence policies on relevant transportation-related legislation at the federal and state levels. | | | | | |
| FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW: | There is no federal requirement for this process. The Board works together to identify and prioritize needs and projects. | | | | | |
| FY2024 BENCHMARKS | | | | | | |
| MILESTONES / PRODUCTS | | | | | | |
| Federal Legislative Priorities Work with COMPASS Executive Committee to identify priorities and position statements for federal legislation Obtain COMPASS Board approval of federal legislative priorities Educate and advocate on federal legislative priorities Evaluate possible legislative priorities for next federal legislative session | | | | | Oct-Nov Nov-Dec Dec-Sep May-Sep | |
| State Legislative Priorities Work with Executive Committee to identify possible priorities and position statements for 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 | |
| LEAD STAFF: | Matt Stoll | | | | Expense Summary | |
| END PRODUCT: | An effective advocacy program for legislative issues and positions that have been approved by the Board. | | | | Total Workdays: 270 Salary \$ 172,431 Fringe 78,150 Overhead 27,533 Total Labor Cost: 278,114 | |
| ESTIMATED DATE OF COMPLETION: | September-2024 | | | | DIRECT EXPENDITURES: | |
| Funding Sources | | | | Participating Agencies | | |
| | 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 | |
| | | | 297,864 | \$ 297,864 | | |
| Local / Fund Bal | | | | - | | |
| Total: | \$ - | \$ - | \$ 297,864 | \$ 297,864 | | |
| | | | | | Total Direct Cost: \$ 19,750 Total Cost: 297,864 | |

| | | | | | |
|---|---|------------------|-------------|-------------------------------|-------------------------------------|
| PROGRAM NO. | 801 | | | CLASSIFICATION: | System Maintenance |
| TITLE: | Staff Development | | | | |
| TASK / PROJECT DESCRIPTION: | To provide staff with resources necessary to keep them informed of federal and state regulations, current transportation planning technologies, and best practices and activities nationally. | | | | |
| PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE: | The activities of this task are part of the overall continuous process to enhance technical and professional capacity. It is important that staff be informed and educated on new regulations and practices to develop and maintain a responsive transportation program. | | | | |
| FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW: | There are no federal or state requirements concerning provision of staff training; however, COMPASS provides staff with opportunities for training and education. Training examples include attending workshops and conferences sponsored by Federal Highway Administration, National Association of Regional Councils, American Planning Association, Western Planner, Association of Metropolitan Planning Organizations, the Transportation Research Board, etc., to keep staff well informed. | | | | |
| FY2024 BENCHMARKS | | | | | |
| | | | | MILESTONES / PRODUCTS | |
| Staff training and development | | | | Ongoing | |
| LEAD STAFF: Meg Larsen | | | | Expense Summary | |
| END PRODUCT: Maintain staff knowledge of federal grant requirement needs and changes and build a strong team through national and local seminars, workshops, conferences, and educational classes. | | | | Total Workdays: 153 | |
| | | | | Salary \$ 72,129 | |
| | | | | Fringe 32,691 | |
| | | | | Overhead 11,517 | |
| | | | | Total Labor Cost: 116,337 | |
| ESTIMATED DATE OF COMPLETION: September-2024 | | | | DIRECT EXPENDITURES: | |
| Funding Sources | | | | Participating Agencies | |
| | 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 |
| Total: | \$ 123,091 | \$ 43,246 | \$ - | \$ 166,337 | Total Direct Cost: \$ 50,000 |
| | | | | | 801 Total Cost: \$ 166,337 |

| | | | | | |
|---|---|------------------|---------|-------------------------------|-----------------------------|
| PROGRAM NO. | 820 | | | CLASSIFICATION: | System Maintenance |
| TITLE: | Committee Support | | | | |
| TASK / PROJECT DESCRIPTION: | To provide support to the COMPASS Board and standing committees as defined by the COMPASS Bylaws and Joint Powers Agreement. | | | | |
| PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE: | Provide coordination and communication among member agencies' staff and elected officials in transportation and land use planning, through meeting materials, agendas, and minutes, which are a historical record of events leading to the decision-making processes. | | | | |
| FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW: | The COMPASS Joint Powers Agreement, Section 4.1.6(K), states, "Open Meeting Law: All meetings of the Board shall be governed under the provisions of the Open Meeting Law, Chapter 2, Title 74, Idaho Code, and any amendments and/or recodification thereof." | | | | |
| FY2024 BENCHMARKS | | | | | |
| MILESTONES / PRODUCTS | | | | | |
| Provide meeting coordination, materials, and follow-up to the Board, standing committees, and workgroups. | | | | | Ongoing |
| LEAD STAFF: Amy Luft | | | | | |
| END PRODUCT: Ongoing support of committees to promote involvement and communication. | | | | | Expense Summary |
| | | | | | Total Workdays: 211 |
| | | | | | Salary \$ 106,215 |
| | | | | | Fringe 48,139 |
| | | | | | Overhead 16,960 |
| | | | | | Total Labor Cost: 171,314 |
| ESTIMATED DATE OF COMPLETION: | | | | September-2024 | |
| Funding Sources | | | | Participating Agencies | |
| | 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 | |
| | | | | - | |
| Total: | \$ 126,771 | \$ 44,542 | | \$ 173,314 | |
| | | | | | 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 |

| | | | | | |
|---|--|------------------|-------------|------------------------|-------------------------------------|
| PROGRAM NO. | 836 | | | CLASSIFICATION: | System Maintenance |
| TITLE: | Technical Support: Regional Travel Demand Model | | | | |
| TASK / PROJECT DESCRIPTION: | Upkeep of the regional travel demand model is an ongoing task needed to maintain the model as a useful tool in planning activities. It also provides vital information for the required process of air quality conformity demonstration and all benefit-cost evaluations. | | | | |
| PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE: | The model outputs are used to test and plan transportation projects, support capital improvement plans and impact fee and/or proportionate share programs for member agencies, conduct air quality conformity of the Regional Transportation Improvement Program (TIP) and regional long-range transportation plan, provide area of influence model runs to inform the traffic impact study process, and respond to various special member requests. | | | | |
| FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW: | Federal Code 23 CFR § 450.324 -- Long-range transportation plans require valid forecasts of future demand for transportation services which are provided by a travel demand model. Outputs from the model are also necessary for transportation conformity determinations of the TIP and long-range plan and evaluating the impacts of alternative transportation investments. In updating the transportation plan, (e) "the MPO shall base the update on the latest available estimates and assumptions for population, land use, travel, employment, congestion, and economic activity" (f)"The metropolitan transportation plan shall, at a minimum, include (1) The current and projected transportation demand of persons and goods in the metropolitan planning area over the period of the transportation plan;..." | | | | |
| FY2024 BENCHMARKS | | | | | |
| MILESTONES / PRODUCTS | | | | | |
| Key Elements | | | | | |
| 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 |
| Special Tasks and Model Improvements | | | | | |
| Provide technical analysis on member agency requests vetted through RTAC | | | | | Ongoing |
| Provide modeling and technical assistance to ITD's corridor and environmental studies | | | | | Ongoing |
| Provide technical analysis on unanticipated member agency requests | | | | | Ongoing |
| Maintain the data foundation system and continue to incorporate into other data sources | | | | | Ongoing |
| LEAD STAFF: Mary Ann Waldinger | | | | | |
| END PRODUCT: Reasonable and reliable regional travel demand model using the latest available information and forecasts for various types of projects, studies, and analyses. | | | | | |
| | | | | | Expense Summary |
| | | | | | Total Workdays: 191 |
| | | | | | Salary \$ 110,433 |
| | | | | | Fringe 50,051 |
| | | | | | Overhead 17,634 |
| | | | | | Total Labor Cost: 178,117 |
| ESTIMATED DATE OF COMPLETION: September-2024 | | | | | |
| Funding Sources | | | | | Participating Agencies |
| | 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 |
| Total: | \$ 181,534 | \$ 63,784 | \$ - | \$ 245,317 | |
| | | | | | DIRECT EXPENDITURES: |
| | | | | | 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 |

| | | | | | | |
|--|---|------------------|-------------|-------------------------------|--|---|
| PROGRAM NO. | 842 | | | CLASSIFICATION: | System Maintenance | |
| TITLE: | Congestion Management Process | | | | | |
| TASK / PROJECT DESCRIPTION: | Maintain a functional congestion management process (CMP) for the Treasure Valley. Conduct data collection, update the congestion management process as needed, produce the Annual Congestion Management Report, maintain regional intelligent transportation system (ITS) architecture and inventory. Research, provide, and monitor transportation demand management (TDM) strategies. Work with member agencies to identify regional congestion issues, identify congestion management needs, and recommend congestion management strategies. | | | | | |
| PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE: | The Congestion Management Process (CMP) is a systematic, cyclical, and regionally accepted approach for managing congestion that generates current information regarding regional congestion, outlines methods for identifying congestion management needs, identifies strategies to mitigate congestion, defines performance measures and targets related to congestion, and defines the path for implementing strategies through COMPASS' transportation improvement program (TIP) and regional long-range transportation plan. | | | | | |
| FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW: | Federal Code 23 CFR § 450.322 -- A congestion management process is federally required for areas with populations exceeding 200,000, known as Transportation Management Areas. While only a portion of COMPASS' planning area is subject to this requirement (the Boise Urbanized Area), COMPASS' CMP covers its entire planning area. (a) "The transportation planning process in a TMA shall address congestion management through a process that provides for safe and effective integrated management and operation of the multimodal transportation system, based on a cooperatively developed and implemented metropolitan-wide strategy, of new and existing transportation facilities eligible for funding under title 23 U.S.C. and title 49 U.S.C. Chapter 53 through the use of travel demand reduction (including intercity bus operators, employer-based commuting programs such as a carpool program, vanpool program, transit benefit program, parking cash-out program, shuttle program, or telework program), job access projects, and operational management strategies..." | | | | | |
| FY2024 BENCHMARKS | | | | | | |
| MILESTONES / PRODUCTS | | | | | | |
| Congestion Management and Travel Time Data Complete the Congestion Management Annual Report using the National Performance Measure Research Data Set (NPMRDS) for 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 NPMRDS Travel Time Data and Process Develop process for evaluating effectiveness of congestion mitigation projects using the NPMRDS and INRIX travel time data sets Transportation System Management and Ops (TSMO) and ITS Plan Update Maintain the regional ITS inventory and TSMO/ITS projects list Refine the integration of management and operation strategies and TSMO projects into the long range plan | | | | | | June-Sept Ongoing June-Sept Ongoing Ongoing Ongoing Ongoing |
| LEAD STAFF: Mary Ann Waldinger | | | | | | Expense Summary |
| END PRODUCT: Maintenance of the congestion management process, congestion management annual report (congestion issues, needs, strategies), 2022 travel time data collection and analysis, Updated TSMO/ITS projects list and inventory, I-84 corridor operations plan including the managed-lane analysis. | | | | | | Total Workdays: 75 Salary \$ 43,363 Fringe 19,653 Overhead 6,924 Total Labor Cost: 69,941 |
| ESTIMATED DATE OF COMPLETION: | | | | September-2024 | | DIRECT EXPENDITURES: Professional Services Legal / Lobbying Equipment Purchases Travel / Education Printing Public Involvement Meeting Support Other Total Direct Cost: \$ - 842 Total Cost: \$ 69,941 |
| Funding Sources | | | | Participating Agencies | | |
| | Ada | Canyon | Special | Total | | |
| CPG, K22108 | | | | - | Highway Districts | |
| CPG, K22494 | 47,957 | 16,850 | | 64,807 | Member Agencies Federal Highways Administration | |
| Local / Fund Bal | 3,799 | 1,335 | | 5,134 | | |
| Total: | \$ 51,756 | \$ 18,185 | \$ - | \$ 69,941 | | |

| | | | | | | |
|--|--|------------------------|-------------------------------|-------------------|---------------------|----------------------------------|
| PROGRAM NO. | 860 | CLASSIFICATION: | System Maintenance | | | |
| TITLE: | Geographical Information System Maintenance (GIS) | | | | | |
| TASK / PROJECT DESCRIPTION: | Planning activities depend on current and accurate geographic information. For data to be available in a quality suitable for planning, continual data acquisition is necessary. This involves partnering with other GIS stakeholders, data maintenance, editing, and creating new data from GPS and orthophotography. | | | | | |
| PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE: | GIS data and technology are used for internal budget support. COMPASS also provides this geographic information to its members and the general public in the form of maps, data, and analysis. COMPASS works in conjunction with its member agencies via the Regional Geographic Advisory Workgroup (RGAWG) to create regional data that can be used for many purposes. | | | | | |
| FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW, REFERENCE TO STRATEGIC PLAN: | Federal Code 23 CFR § 450.324 (f)-- In updating the transportation plan, the MPO shall use the latest available estimates and assumptions for population, land use, travel, employment, congestion, and economic activity. "The metropolitan transportation plan shall, at a minimum, include (1) The projected transportation demand of persons and goods in the metropolitan planning area over the period of the transportation plan...." | | | | | |
| FY2024 BENCHMARKS | | | | | | |
| MILESTONES / PRODUCTS | | | | | | |
| Provide GIS Data Maintenance and Support for COMPASS Projects Data analysis, and maintenance for performance reporting and other planning needs Enterprise database maintenance Data integration GIS Technology Census BAS | | | Ongoing | | | |
| GIS Cooperation Continue participation in the Treasure Valley GIS User Group and Canyon Spatial Data Cooperative (SDC) meetings | | | Quarterly/as needed | | | |
| Regional Geographic Advisory Committee Host the Regional Geographic Advisory Workgroup to enable regional cooperation of GIS data | | | Quarterly/as needed | | | |
| Regional Data Center Expand and maintain authoritative regional GIS data Conduct data accuracy checks and metadata on regional data sets | | | Ongoing | | | |
| Transportation Improvement Program Provide ongoing support | | | Ongoing | | | |
| 2023 Orthophotography Project Finalize 2023 orthophotography acquisition Distribute final data products to participants | | | December | | | |
| 2024 Orthophotography Project Conduct 2024 orthophotography flight Conduct QC on preliminary data Continue to plan for future orthophotography acquisition and funding | | | March - October | | | |
| LEAD STAFF: Eric Adolfson END PRODUCT: 1) An expanded use of GIS technology and data for regional planning; and 2) Continued GIS coordination and development of the most accurate and up-to-date information possible. | | | Expense Summary | | | |
| | | | Total Workdays: 337 | | | |
| | | | Salary \$ 163,983 | | | |
| | | | Fringe 74,321 | | | |
| | | | Overhead 26,184 | | | |
| | | | Total Labor Cost: 264,489 | | | |
| ESTIMATED DATE OF COMPLETION: | | | September-2024 | | | |
| Funding Sources | | | Participating Agencies | | | |
| | Ada | Canyon | Special | Total | All Member Agencies | DIRECT EXPENDITURES: |
| CPG, K22108 | | | | \$ - | | Professional Services \$ 125,000 |
| CPG, K22494 | 83,737 | 29,420 | | 113,157 | | Legal / Lobbying |
| | | | | - | | Equipment Purchases 77,160 |
| | | | | - | | Travel / Education |
| Local / Fund Bal | 6,953 | 2,443 | 344,096 | 353,492 | Printing | Public Involvement |
| | | | | - | Meeting Support | Other |
| | | | | - | Carry-Forward | Total Direct Cost: \$ 202,160 |
| Total: | \$ 90,690 | \$ 31,863 | \$ 344,096 | \$ 466,649 | 860 | Total Cost: 466,649 |

| | | | | | | | |
|---|---|--------|------------|------------------------------|-------------------------------|----------------------------|--|
| PROGRAM NO. | 990 | | | | CLASSIFICATION: | Indirect / Overhead | |
| TITLE: | Direct Operations & Maintenance | | | | | | |
| TASK / PROJECT DESCRIPTION: | To provide local dollars for expenditures that do not qualify for reimbursement under the federal guidelines. Program dollars for professional services for COMPASS Board related events, meeting expenses, and equipment/software needs. | | | | | | |
| PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE: | Adequately cover expenses needed to support the Board, Executive Director, and agency outside of federally funded projects. | | | | | | |
| FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW: | There are no federal or state requirements concerning these provisions; however, the Finance Committee oversees and approves these accounts and expenditures. | | | | | | |
| FY2024 BENCHMARKS | | | | | | | |
| | | | | MILESTONES / PRODUCTS | | | |
| 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 | | | |
| LEAD STAFF: Meq Larsen | | | | | Expense Summary | | |
| END PRODUCT: Adequately cover the direct expenses needed to support the Board, Executive Director, equipment needs, and COMPASS operations. | | | | | Total Workdays: 0 | | |
| | | | | | Salary \$ - | | |
| | | | | | Fringe - | | |
| | | | | | Overhead - | | |
| ESTIMATED DATE OF COMPLETION: September-2024 | | | | | Total Labor Cost: \$ - | | |
| Funding Sources | | | | | Participating Agencies | | |
| | Ada | Canyon | Special | Total | Member Agencies | | |
| STBG-TMA, K20271 | | | 320,828 | \$ 320,828 | | | |
| Other Local / Fund Bal | | | 319,840 | 319,840 | | | |
| | | | - | - | | | |
| Total: | \$ - | \$ - | \$ 640,668 | \$ 640,668 | | | |
| | | | | | DIRECT EXPENDITURES: | | |
| | | | | | 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 | |

| | | | | | | |
|---|--|--------|---------|------------------------|--|----------------------------|
| PROGRAM NO. | 991 | | | CLASSIFICATION: | Indirect / Overhead | |
| TITLE: | Support Services Labor | | | | | |
| TASK / PROJECT DESCRIPTION: | To provide labor to support the ongoing administrative functions of COMPASS. Areas include: personnel management, financial management, information technology management, procurement, contracting, and general administration. Work with independent auditor on annual audit. | | | | | |
| PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE: | To maintain payroll, accounts payable/receivable, benefits, recruitment, building and vehicle maintenance, general ledger bank reconciliation, cash flow, annual audit, and development of the computer system. | | | | | |
| FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW: | <p>The Office of Management and Budget (OMB) requires that a single audit be performed to ensure federal funds are being expended properly. The most recent OMB regulation issued for this purpose is Title 2 U.S. Code of Federal Regulations (CFR) Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance). It includes uniform cost principles and audit requirements for federal awards to nonfederal entities and administrative requirements for all federal grants and cooperative agreements.</p> <p>Memorandum of Understanding 04-01, Operation and Financing of the Metropolitan Planning Organization in the Boise and Nampa Urbanized Areas -- between COMPASS and the Idaho Transportation Department states and agrees to allow indirect costs as outlined in the agreement.</p> | | | | | |
| FY2024 BENCHMARKS | | | | | | |
| MILESTONES / PRODUCTS | | | | | | |
| General Administration Review standing agreements Conduct appropriate procurement processes and prepare contracts, as needed Update COMPASS operational policies as needed Monitor general workplace and personnel needs Provide administrative assistance for agency needs Personnel Management Prepare and complete recruitment processes Conduct employee annual evaluations Renew insurance policies Pursue FY2024 benefit options Financial Management 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 Information Technology Manage Information Technology consultant and coordinate work efforts Prioritize needs, analyze costs, make recommendations and implement system improvements Coordinate with staff to configure equipment and software to meet the needs of each position Maintain security and integrity of IT systems, and perform appropriate back ups Coordinate systems with member agencies | | | | | Aug As needed As needed Ongoing Ongoing As needed Oct-Nov Oct-Dec Jan Jan Quarterly Ongoing Ongoing Oct - Dec | |
| LEAD STAFF: Meg Larsen | | | | | Expense Summary | |
| END PRODUCT: An agency where administrative support, personnel management, financial management, and general administrative needs are fully met and whose activities are effectively monitored and communicated to the Board. | | | | | Total Workdays: 1,012 Salary \$ - Fringe - Overhead - Total Labor Cost: \$ - | |
| ESTIMATED DATE OF COMPLETION: September-2024 | | | | | DIRECT EXPENDITURES: | |
| Funding Sources | | | | Participating Agencies | | Professional Services \$ - |
| | Ada | Canyon | Special | Total | Member Agencies | Legal / Lobbying |
| | | | | \$ - | Idaho Transportation Department | Equipment Purchases |
| | | | | - | | Travel / Education |
| | | | | - | | Printing |
| | | | | - | | Public Involvement |
| | | | | - | | Meeting Support |
| | | | | - | | Other |
| Total: | \$ - | \$ - | | \$ - | | Total Direct Cost: \$ - |
| | | | | | 991 | Total Cost: \$ - |



EXECUTIVE COMMITTEE AGENDA ITEM V-B

Date: September 10, 2024

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

Request/Recommendation:

Information only.

Background/Summary:

RTAC Bylaws state that the RTAC Chair will submit a monthly status report on RTAC activities to the COMPASS Executive Committee. Below is an outline of agenda items and actions from the July 24, 2024, meeting.

CONSENT AGENDA

Approve May 22, 2024, RTAC Meeting Minutes

RTAC approved the consent agenda.

SPECIAL ITEM

Regional Safety Action Plan

Mark Heisinger, Kittleson and Associates, provided an update on the progress of COMPASS' Regional Safety Action Plan.

ACTION ITEMS

Elect Vice Chair

Elected Crystal Craig, City of Nampa, as Vice Chair for the remainder of 2024, replacing Mark Steuer, City of Nampa, who requested to no longer serve in that roll.

Recommend *Communities in Motion 2050 (CIM 2050)* Implementation Grants and Project Development Program Projects

RTAC recommended COMPASS Board of Directors' approval of two FY2025 *Communities in Motion* Implementation Grants (one each for the Ada County Highway District [ACHD] and the City of Nampa) and two Project Development Program projects (also one each for ACHD and the City of Nampa). This item will be brought to the Board of Directors for action in its August 19, 2024, meeting.

Recommend Regional Transportation Improvement Program (TIP) Policies

RTAC recommended COMPASS Board of Directors' adoption of new and updated policies related to funding projects in the TIP. This item will be brought to the Board of Directors for action in its August 19, 2024, meeting.

Recommend the FY2026-2032 Application Guide

RTAC recommended COMPASS Board of Directors' approval of the FY2026-2032 COMPASS Funding Application Guide. This item will be brought to the Board of Directors for action in its August 19, 2024, meeting.

MORE INFORMATION

Contact Amy Luft, Communication Team Lead, at aluft@compassidaho.org.

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EXECUTIVE COMMITTEE AGENDA ITEM V-B

Date: September 10, 2024

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

Request/Recommendation:

Information only.

Background/Summary:

RTAC Bylaws state that the RTAC Chair will submit a monthly status report on RTAC activities to the COMPASS Executive Committee. Below is an outline of agenda items and actions from the August 7, 2024, meeting.

CONSENT AGENDA

Approve July 24, 2024, RTAC Meeting Minutes

RTAC approved the consent agenda.

ACTION ITEMS

Recommend an Amendment to *Communities in Motion 2050* (CIM 2050)

RTAC recommended COMPASS Board of Directors' approval of an amendment to *Communities in Motion 2050* to add four newly funded projects. This item will be brought to the COMPASS Board of Directors for action in its August 19, 2024, meeting.

Recommend the FY2025-2031 Regional Transportation Improvement Program (TIP) Project List

RTAC recommended COMPASS Board of Directors' approval of the FY2025-2031 TIP project list. This item will be brought to the COMPASS Board of Directors for action in its August 19, 2024, meeting.

Recommend an Amendment to the FY2024-2030 TIP

RTAC recommended COMPASS Board of Directors' approval of an amendment to the FY2024-2030 TIP to remove one project and add one project. This item will be brought to the COMPASS Board of Directors for action in its August 19, 2024, meeting.

Recommend Updated Priorities for the End-of-Year and Redistribution Program

RTAC recommended COMPASS Executive Committee approval of changes to the End-of-Year and Redistribution Program, which reallocates un-obligated federal transportation funds to other projects. The COMPASS Executive Committee will receive this item for action in its August 13, 2024, meeting and the Board of Directors will receive it for ratification in its August 19, 2024, meeting.

Approve Moving Surface Transportation Block Grant – Transportation Management Area (STBG-TMA) Funds

RTAC approved an action to move STBG-TMA funds remaining from *Communities in Motion 2050* to *Communities in Motion 2055*. The funds will be used to update data for COMPASS' Fiscal Impact Tool and to address a budget overage for COMPASS' transportation funding study.

INFORMATION/DISCUSSION ITEMS

Communities in Motion 2055

Austin Miller, COMPASS, provided an update on the progress of developing *Communities in Motion 2055*.

COMPASS Application Cycle

Matt Carlson provided guidance on completing strong project applications for COMPASS' upcoming Phase I application period.

MORE INFORMATION

Contact Amy Luft, Communication Team Lead, at aluft@compassidaho.org or Doug Hanson, City of Kuna, at dhanson@kunaid.gov.

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