

COMPASS BOARD OF DIRECTORS' MEETING PACKET

AMENDED

October 21, 2024



Working together to plan for the future

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

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

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MAKING A MOTION:

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

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

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

TABLE OF RULES RELATING TO MOTIONS:

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



Working together to plan for the future

2024 COMPASS BOARD MEETING DATES

COMPASS BOARD MEETING DATE/TIME	LOCATION	KEY ITEMS
<p>December 16, 2024 Holiday Luncheon 12:00 pm</p> <p>Annual Meeting 1:30 pm – 3:30 pm <i>In person only, no remote option</i></p>	<p>Nampa Civic Center 311 3rd Street South Nampa, Idaho</p>	<ul style="list-style-type: none"> • Confirm Regional Transportation Advisory Committee Membership • Status Report – Funding Study • Virtual Tour of the Idaho Transportation Department’s (ITD) Current and Future Planning Projects • Status Report – Finance Committee • Adopt Resolution Approving Revision 1 of the FY2025 Unified Planning Work Program and Budget (UPWP) • Confirm 2025 Board Officers: Chair, Chair Elect, Vice Chair, Immediate Past Chair. Elect Secretary-Treasurer • Accept Communities in Motion 2055 Population Forecast Growth Allocation • Status Report - High-Capacity Transit (Let’s Ride Treasure Valley) PEL Study Public Comments Received to Date • Review Results of the 2024 Change in Motion Scorecard



Working together to plan for the future

**COMPASS BOARD OF DIRECTORS' MEETING
OCTOBER 21, 2024 – 1:30 PM
COMPASS – 1ST FLOOR BOARD ROOM
700 NE 2ND STREET
MERIDIAN, IDAHO**

ZOOM CONFERENCE CALL

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

Board members can participate in the meeting in-person or via Zoom conference call.

Please RSVP to Teri Gregory at tgregory@compassidaho.org or 208-475-2225.

****AMENDED AGENDA****

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

II. OPEN DISCUSSION/ANNOUNCEMENTS

III. CONSENT AGENDA

- Page 8 **A.* Approve August 19, 2024, COMPASS Board of Directors Meeting Minutes**
- Page 13 **B.* Receive Approved July 16, 2024, and August 13, 2024, Executive Committee Meeting Minutes**
- Page 19 **C.* Receive Approved July 11, 2024, Finance Committee Meeting Minutes**
- Page 21 **D.* Establish 2025 COMPASS Board and Executive Committee Dates and Location. Provide 30 Day Notice of Annual Meeting**
- Page 22 **E.* Ratify Resolution 17-2024, Revision 3 of the FY2024 Unified Planning Work Program and Budget**
- Page 63 **F.* Adopt Resolution 01-2025 Supporting Priorities for Rural Projects**
- Page 66 **G.* Accept 2024 Transit Asset Management Performance Targets**
- Page 68 **H.* Approve Updates to COMPASS By-Laws and Employment Policies and Procedures**
- Page 126 **I.* Confirm Regional Transportation Advisory Committee (RTAC) Membership**

IV. SPECIAL ITEM

- 1:35 **A. Member Agency Presentation – Projects of Regional Importance** **Kathy Corless**
Councilmember Kathy Corless from the City of Boise will present on Micron, its regional impact, and growth needs associated with it.

V. ACTION ITEMS

- 1:55 **A.* Adopt Resolution 02-2025 Amending Communities in Motion 2050** **Austin Miller**
Page 127 *Austin Miller will seek adoption of Resolution 02-2025 amending Communities in Motion 2050.*

- 2:05 **B.* Adopt Resolution 03-2025 Amending the FY2024-2030 and FY2025-2031 Regional Transportation Improvement Programs (TIPs)** **Toni Tisdale**
Page 133 *Toni Tisdale will seek adoption of Resolution 03-2025 amending the FY2024-2030 and FY2025-2031 TIPs, at the request of the City of Notus, the Idaho Transportation Department, and Valley Regional Transit.*

- 2:15 **C.* Approve the FY2025 COMPASS Resource Development Plan** **Matt Carlson**
Page 139 *Matt Carlson will seek COMPASS Board of Directors' approval of the FY2025 Resource Development Plan.*

- 2:30 **D.* Approve 2025 Idaho Legislative Session Position Statements** **Amy Luft**
Page 140 *Amy Luft will seek COMPASS Board of Directors' approval of the 2025 Idaho legislative positions.*

- 2:40 **E.* Approve 2025 Federal Transportation Position Statements** **Amy Luft**
Page 143 *Amy Luft will seek COMPASS Board of Directors' approval of the 2025 federal transportation positions.*

- 2:50 **F.* Approve Boise County Membership Request for FY2025** **Matt Stoll**
Page 146 *Boise County Board of Commissioners have requested to join COMPASS as a member for FY2025 effective November 1, 2024. The COMPASS Executive Committee recommended COMPASS Board of Directors approval at its October 15, 2024, meeting.*

VI. INFORMATION ITEMS

- 3:00 **A.* Status Report – Communities in Motion 2055** **Austin Miller**
Page 147 *Austin Miller will provide an update on Communities in Motion 2055 and seek feedback on next steps.*

3:15

B. Executive Session – Personnel Matter, Idaho Code [74-206 (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. No action will be taken in the executive session. Any action will be taken in open session.

VII. EXECUTIVE DIRECTOR’S REPORT (INFORMATION ONLY)

- Page 148 **A.* Staff Activity Reports**
- Page 152 **B.* Status Report – Current Air Quality Data**
- Page 158 **C.* Status Report – Regional Transportation Advisory Committee Attendance**
- Page 159 **D.* Administrative Modifications**

VIII. OTHER

Next Meeting: December 16, 2024

Holiday Luncheon and Board Meeting, Nampa Civic Center (IN PERSON ONLY, no remote option)

IX. ADJOURNMENT (3:30)

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

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

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**COMPASS BOARD OF DIRECTORS' MEETING
AUGUST 19, 2024
COMPASS, 1ST FLOOR BOARD ROOM
700 NE 2ND STREET, MERIDIAN, ID
ZOOM CONFERENCE CALL**

****DRAFT MINUTES****

ATTENDEES:

Drew Alexander, Boise State University, via ZOOM
Rod Beck, Commissioner, Ada County, **Vice Chair**, in person
Jason Brinkman, Idaho Transportation Department – District 3, in person
Zach Brooks, Commissioner, Canyon County, via ZOOM
Zach Piepmeyer for John Brunelle, Capital City Development Corporation, via ZOOM
Trevor Chadwick, Mayor, City of Star, **Chair**, in person
Elaine Clegg, Valley Regional Transit, in person
Kathy Corless, Councilmember, City of Boise, in person
Tom Dayley, Commissioner, Ada County, in person
John Evans, Mayor, City of Garden City, via ZOOM
Jay Gibbons, Commissioner, Highway District No. 4, **Chair Elect**, in person
Miranda Gold, Commissioner, Ada County Highway District, in person
Jim Hansen, Commissioner, Ada County Highway District, in person
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
Robb McDonald, City of Caldwell, in person
Dave McKinney, Commissioner, Ada County Highway District, via ZOOM
Colin Nash, Councilmember, City of Boise, via ZOOM
Steve Siddoway for John Overton, Councilmember, City of Meridian, in person
Brad Pike, Mayor, City of Eagle, in person
Tom Points, City of Nampa, via ZOOM
Dave Reinhart, West Ada School District, in person
Victor Rodriguez, Councilmember, City of Nampa, via ZOOM
Caleb Hood for Charlie Rountree, City of Meridian, in person
Aaron Scheff, Idaho Department of Environmental Quality, via ZOOM
Bruce Freckleton for Robert Simison, Mayor, City of Meridian, in person
Joe Stear, Mayor, City of Kuna, in person
Matt Stoll, Executive Director, Community Planning Association, Ex officio, in person
Jarom Wagoner, Mayor, City of Caldwell, **Secretary/Treasurer**, in person
Nikole Zogg, Southwest District Health, Ex officio, via ZOOM

MEMBERS ABSENT:

Ryan Davidson, Commissioner, Ada County
Cory Dickard, Mayor, City of Melba
Brad Holton, Commissioner, Canyon County
Jackie Hutchison, Mayor, City of Middleton
Chelsie Johnson, City of Wilder
Brett Laird, City of Parma
John Laraway, Councilmember, City of Kuna
Cody Lund, Greater Boise Auditorium District, Ex officio
Lauren McLean, Mayor, City of Boise
Jamie Neill, Governor’s Office, Ex officio
David Porterfield, Mayor, City of Notus
Leslie Van Beek, Commissioner, Canyon County

OTHERS PRESENT:

Wendy Burrows-Severy, City of Wilder, via ZOOM
Matt Carlson, Community Planning Association, via ZOOM
Nick Foster, Kittleson & Associates, in person
Josie Gallup, Community Planning Association, in person
Teri Gregory, Community Planning Association, in person
Mark Heisinger, Kittleson & Associates, in person
Monica Hobbs, City of Middleton, via ZOOM
Justin Lucas, Ada County Highway District, via ZOOM
Austin Miller, Community Planning Association, in person
Hunter Mulhall, Community Planning Association, in person
Forrest Nolan, Total Care IT, in person
Alexa Roitman, Community Planning Association, in person
Megan Sonnen, Community Planning Association, in person
Nichoel Baird Spencer, City of Eagle, in person
Toni Tisdale, Community Planning Association, in person
Mary Ann Waldinger, Community Planning Association, in person

CALL TO ORDER

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

OPEN DISCUSSION/ANNOUNCEMENTS

Matt Stoll announced COMPASS’ 2024 Leadership in Motion Award nominations are now open and will close on Friday, September 27, 2024.

CONSENT AGENDA

- A. Approve June 17, 2024, COMPASS Board of Directors Meeting Minutes**
- B. Receive Approved May 7, 2024, and June 11, 2024, Executive Committee Meeting Minutes**
- C. Receive Approved March 21, 2024, and June 13, 2024, Finance Committee Meeting Minutes**
- D. Approve COMPASS Workgroup Charters**
- E. Approve the FY2026-2032 COMPASS Application Guide**

- F. Approve FY2025 Implementation Grants and Project Development Program Projects**
- G. Approve Resolution 13-2024 Amending the FY2024-2030 Regional Transportation Improvement Program (TIP)**
- H. Ratify Amended End-of-Year and Redistribution Program Priorities**
- I. Confirm Commissioner Dave McKinney as a member of the 2024 Finance Committee**
- J. Confirm Regional Transportation Advisory Committee (RTAC) Membership**

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

SPECIAL ITEMS

A. Status Report - Progress of the Regional Safety Action Plan

Mark Heisinger, Kittleson & Associates, provided an update on the Regional Safety Action Plan.

B. Status Report – Idaho Transportation Department (ITD) Revenue and Programming

Jason Brinkman, ITD District 3 Engineer, provided an update on revenue and expense challenges impacting ITD’s programmed projects.

C. Status Report – Finance Committee

Finance Committee Chair Jarom Wagoner provided a status report on the July 11, 2024, and August 15, 2024, Finance Committee meetings.

ACTION ITEMS

A. Adopt Resolution 14-2024 Amending *Communities in Motion 2050*

Austin Miller presented Resolution 14-2024 amending *Communities in Motion 2050* and requested COMPASS Board of Directors’ adoption.

After discussion, **Jim Hansen moved and Miranda Gold seconded to defer this agenda item to the October COMPASS Board meeting.**

After further discussion, **Rod Beck proposed a substitute motion to adopt Resolution 14-2024 as presented. Dave McKinney seconded.** Motion passed. Jim Hansen and Miranda Gold requested their “nay” votes be included in the record.

B. Adopt Resolution 15-2024 Approving the FY2025-2031 Regional Transportation Improvement Program (TIP)

Toni Tisdale presented Resolution 15-2024 approving the FY2025-2031 TIP and requested COMPASS Board of Director’s adoption.

After discussion, **Joe Stear moved and Victor Rodriguez seconded to adopt Resolution 15-2024 as presented.** Motion passed. Trevor Chadwick, Kathy Corless, Miranda Gold, Jim Hansen, and Colin Nash requested their “nay” votes be included in the record.

C. Adopt Resolution 16-2024 Approving the FY2025 Unified Planning Work Program and Budget (UPWP)

Meg Sonnen presented Resolution 16-2024 approving the FY2025 UPWP and requested COMPASS Board of Directors’ adoption.

After discussion, **Mary May moved and Joe Stear seconded to adopt Resolution 16-2024 approving the FY2025 Unified Planning Work Program and Budget as presented.** Motion passed unanimously.

D. Approve Changes to Multiple Policies Related to the Regional Transportation Improvement Program (TIP)

Toni Tisdale presented changes to multiple policies related to the TIP and requested COMPASS Board of Directors’ approval.

After discussion, **Elaine Clegg moved and Miranda Gold seconded to approve three policies: Federal Highway Funding Eligibility Policy; Annual TIP Program Update Policy; and the Balancing Surface Transportation Block Grant Program, Transportation Alternatives Program, and Carbon Reduction Program Funds Policy and to provide direction to staff to pursue procedures with ITD on TIP updates and TIP amendments.** Motion passed unanimously.

INFORMATION ITEMS

A. Regional Safety Campaign

Josie Gallup provided a brief overview of COMPASS’ interagency regional safety education campaign.

B. Review Draft Updates to COMPASS Bylaws and Employment Policies and Procedures. Provide Notice of Intent to Amend COMPASS By-Laws.

Matt Stoll presented updates to COMPASS Bylaws and employment policies and procedures for consideration of approval and provided 30-day notification of intent to amend the Bylaws at the October 21, 2024, COMPASS Board meeting.

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

Board Chair Trevor Chadwick announced there was not a need to enter into Executive Session.

ADJOURNMENT

Chair Trevor Chadwick adjourned the meeting at 3:24 p.m.

Approved this 21st day of October 2024.

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

Attest:

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

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**EXECUTIVE COMMITTEE MEETING
JULY 16, 2024
COMPASS
FIRST FLOOR BOARDROOM AND ZOOM
700 NE 2ND STREET
MERIDIAN, IDAHO**

****MINUTES****

ATTENDEES:

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
Debbie Kling, Mayor, City of Nampa, **Immediate Past Chair**, in person
Mary May, Councilmember, City of Eagle, in person
Bre Brush for Lauren McLean, Mayor, City of Boise, via ZOOM
Joe Stear, Mayor, City of Kuna, via ZOOM
Jarom Wagoner, Mayor, City of Caldwell, **Secretary/Treasurer**, via ZOOM

MEMBERS ABSENT:

Rod Beck, Commissioner, Ada County, **Vice Chair**
Brad Holton, Commissioner, Canyon County
Dan Hyer, Councilmember, City of Greenleaf
Robert Simison, Mayor, City of Meridian

OTHERS PRESENT:

Kevin Arkoosh, Senator Risch's staff, in person
Ashley Cannon, COMPASS, in person
Teri Gregory, COMPASS, in person
Megan Larsen, COMPASS, in person
Amy Luft, COMPASS, in person
Matt Stoll, Executive Director, COMPASS, in person

CALL TO ORDER

Chair Trevor Chadwick called the meeting to order at 1:35 p.m.

OPEN DISCUSSION/ANNOUNCEMENTS

Debbie Kling announced it is Snake River Stampede week in Nampa.

CONSENT AGENDA

A. Approve June 11, 2024, Executive Committee Meeting Minutes

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

ACTION ITEMS

A. Establish August 19, 2024, COMPASS Board Meeting Agenda

Matt Stoll presented agenda items 1-23 for the upcoming August 19, 2024, COMPASS Board of Directors' meeting.

Debbie Kling moved and Jay Gibbons seconded approval of items 1 – 23, for the August 19, 2024, COMPASS Board of Directors' meeting. Matt Stoll has the latitude to amend the agenda as necessary. Motion passed unanimously.

B. Recommend FY2025 COMPASS Workgroup Charters for COMPASS Board Approval

Meg Larsen presented the FY2025 COMPASS workgroup charters.

Miranda Gold moved and Mary May seconded to recommend COMPASS Board of Directors' approval of the FY2025 COMPASS workgroup charters. Motion passed unanimously.

C. Recommend 2025 State Legislative Positions for COMPASS Board Approval

Amy Luft presented the draft 2025 state legislative positions.

After discussion, **Mary May moved and Debbie Kling seconded to recommend COMPASS Board of Directors' approval of the 2025 state legislative positions.** Motion passed unanimously.

D. Recommend 2025 Federal Transportation Positions for COMPASS Board Approval

Amy Luft presented the draft 2025 federal transportation positions.

After discussion, **Debbie Kling moved and Mary May seconded to recommend COMPASS Board of Directors' approval of the 2025 federal transportation positions.** Motion passed unanimously.

E. Approve Board Member Travel Request

Matt Stoll requested Executive Committee authorization for Chair Trevor Chadwick to attend the National Association of Regional Councils' Board of Directors meeting from October 8-9, 2024, in Dayton, Ohio. The estimated cost would be approximately \$1,800.

Joe Stear moved and Debbie Kling seconded to approve travel for Chair Trevor Chadwick to the National Association of Regional Councils' Board of Directors meeting from October 8-9, 2024, in Dayton, Ohio. Motion passed unanimously.

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

Debbie Kling moved and Mary May seconded to move into Executive Session pursuant to Idaho Code [74-206 (a)] at 1:56 p.m.

Matt Stoll called roll. The following Executive Committee members were present and voted in the affirmative: Trevor Chadwick, Jay Gibbons, Miranda Gold, Debbie Kling, Mary May, Bre Brush for Lauren McLean, Joe Stear and Jarom Wagoner.

The committee convened back into session at 2:38 p.m. No action was taken in the Executive Session.

OTHER

Matt Stoll announced that he will be signing a letter along with the other Intermountain West MPO directors regarding the challenges being faced by the Intermountain West MPOs regarding background levels of ozone and requesting EPA commission a study on the issue. This letter will also be provided to the congressional delegation.

ADJOURNMENT

Chair Trevor Chadwick adjourned the meeting at 2:40 p.m.

Approved this 13th day of August 2024.

By: 

**Trevor Chadwick, Chair
Community Planning Association of
Southwest Idaho**

Attest:

By: 

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

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

****MINUTES****

ATTENDEES:

Rod Beck, Commissioner, Ada County, **Vice Chair**, in person
Trevor Chadwick, Mayor, City of Star, **Chair**, in person
Jay Gibbons, Commissioner, Highway District #4, **Chair Elect**, in person
Miranda Gold, Commissioner, Ada County Highway District, in person
Brad Holton, Commissioner, Canyon County, via ZOOM
Dan Hyer, Councilmember, City of Greenleaf, 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**

**FINANCE COMMITTEE MEETING
JULY 11, 2024
COMPASS 1ST FLOOR BOARD ROOM AND ZOOM**

****MINUTES****

ATTENDEES: Rod Beck, Commissioner, Ada County, in person
Jay Gibbons, Commissioner, Highway District No. 4, in person
Dave McKinney for Miranda Gold, Commissioner, Ada County Highway District, **Vice Chair**, in person
Robert Simison, Mayor, City of Meridian, in person
Jarom Wagoner, Mayor, City of Caldwell, **Chair**, in person

MEMBERS ABSENT: Zach Brooks, Commissioner, Canyon County
Victor Rodriguez, Councilmember, City of Nampa

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

CALL TO ORDER:

Chair Jarom Wagoner called the meeting to order at 12:03 p.m.

OPEN DISCUSSION/ANNOUNCEMENTS

There were no announcements.

CONSENT AGENDA

A. Approve June 13, 2024, Finance Committee Meeting Minutes

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

INFORMATION/DISCUSSION ITEM

A. Review Report of Disbursements Made in the Reporting Period

Meg Larsen presented the disbursements made in the reporting period, June 6, 2024, through July 3, 2024, which was provided in the packet for information.

ACTION ITEMS

A. Recommend Approval of the FY2025 Unified Planning Work Program and Budget (UPWP)

Meg Larsen presented the draft FY2025 UPWP.

After discussion, **Robert Simison moved and Jay Gibbons seconded recommending COMPASS Board of Directors' approval of the FY2025 UPWP as presented.** Motion passed unanimously.

B. Elect Finance Committee Vice Chair


Matt Stoll facilitated the election of a Finance Committee Vice Chair for the remainder of 2024 as current Vice Chair Miranda Gold is stepping off the Finance Committee.

After discussion, **Rod Beck nominated Robert Simison to serve as vice chair for the remainder of 2024, Jay Gibbons seconded.** Motion passed unanimously.

ADJOURNMENT

Chair Jarom Wagoner adjourned the meeting at 12:26 p.m.

Approved this 15th day of August 2024.

By: 
Jarom Wagoner, Chair

Attest:

By: 
Robert Simison, Vice Chair



COMPASS BOARD AGENDA ITEM III-D

Date: October 21, 2024

**2025 COMPASS Board of Directors' Meeting Dates
COMPASS, 1st Floor Board Room
1:30-3:30 p.m.**

February 24, 2025
April 21, 2025
June 16, 2025
August 18, 2025
October 20, 2025
December 15, 2025 (Nampa Civic Center)

**2025 COMPASS Executive Committee Meeting Dates
COMPASS, 2nd Floor Large Conference Room
1:30-2:30 p.m.**

January 14, 2025
February 4, 2025
March 11, 2025
April 8, 2025
May 13, 2025
June 3, 2025
July 8, 2025
August 12, 2025
September 9, 2025
October 14, 2025
November 18, 2025
December 9, 2025

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COMPASS BOARD AGENDA ITEM III-E

Date: October 21, 2024

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

Request/Recommendation:

Ratify Resolution 17-2024, adopting 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.

It was necessary to put forward Revision 3 of the FY2024 UPWP very near to the end of FY2024, leaving just a short amount of time to complete the process. The Finance Committee recommended approval of Revision 3 of the FY2024 UPWP at its August 15, 2024, meeting. The Executive Committee approved Revision 3 of the FY2024 UPWP at its September 10, 2024, meeting, and it was submitted to the Idaho Transportation Department (ITD) for their approval on September 26, 2024. The Board is being asked to ratify the Executive Committee's decision.

The completed document approved by the Executive Committee and submitted to ITD is provided as an attachment.

The following revisions to revenues were made in Revision 3 of the FY2024 UPWP:

- Add member dues for the West Ada School District who 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 were made 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. 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 Board of Directors' ratification of the Executive Committee 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



Working together to plan for the future

FY2024 Unified Planning Work Program and Budget –
REVISION 3

Report No. 14-2024

Adopted by the COMPASS Board on September 10, 2024

Resolution No. 17-2024

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**FY2024
UNIFIED PLANNING WORK PROGRAM AND BUDGET
Revision 3**

INTRODUCTION

The development of the Community Planning Association of Southwest Idaho's (COMPASS) Unified Planning Work Program and Budget includes COMPASS Board involvement and acceptance of the Planning Factors and Program Objectives as identified in this document. COMPASS serves as the metropolitan planning organization for Ada and Canyon counties in southwest Idaho.

The following steps represent the review process and adoption of this document:

- The Finance Committee, a standing committee of the COMPASS Board, reviews the financial information contained in the Unified Planning Work Program and Budget, and presents a recommendation to the COMPASS Board.
- The Unified Planning Work Program and Budget is then presented to the full COMPASS Board for adoption. With formal adoption, the Unified Planning Work Program and Budget is forwarded to the Idaho Transportation Department, the Federal Highway Administration, and the Federal Transit Administration for approval.

Revision 3 of the FY2024 Unified Planning Work Program consists of four parts:

- Detailed descriptions by Program Number.
- Financial budget documents that address the components by funding sources and expenditures. These documents include: Revenue and Expense Summary, Expenses by Work Program Number and Funding Source, Direct Expense Summary, Indirect Operations and Maintenance Expense Summary, and the Workday Allocation.
- A Transportation Supplement showing funding sources for Valley Regional Transit, the public transportation authority for Ada and Canyon Counties.
- Documentation of other significant transportation planning projects occurring within the COMPASS planning area.

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



RESOLUTION NO. 17-2024

**FOR THE PURPOSE OF APPROVING REVISION 3 OF THE
FY2024 UNIFIED PLANNING WORK PROGRAM AND BUDGET**

WHEREAS, Revision 2 of the FY2024 Unified Planning Work Program and Budget was adopted by the Community Planning Association of Southwest Idaho Board of Directors under Resolution 09-2024, dated April 15, 2024;

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

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

WHEREAS, the attached memorandum and supporting documentation summarizes the adjustments included in Revision 3 of the FY2024 Unified Planning Work Program and Budget and is made a part hereof.

NOW, THEREFORE, BE IT RESOLVED, that the Community Planning Association of Southwest Idaho Board of Directors approves by resolution, Revision 3 of the FY2024 Unified Planning Work Program and Budget; and

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

DATED this 10th day of September 2024.

APPROVED:

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

ATTEST:

By: 
Amy Luft, Acting Executive Director
Community Planning Association
of Southwest Idaho

**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
FY2024 UNIFIED PLANNING WORK PROGRAM - REVISION 3
PLANNING FACTORS**

Work Program Number	Work Program Description	Support economic vitality of metropolitan area	Increase the safety and security of the transportation system for motorized and non-motorized users	Increase the accessibility and mobility options available to people and for freight	Protect and enhance the environment, promote energy conservation, and improve the quality of life	Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight	Promote efficient system management and operation	Emphasize the preservation of the existing transportation system	Improve the resiliency and reliability of the transportation system and reduce or mitigate stormwater impacts	Enhance travel and tourism
601	UPWP Budget Development and Monitoring						x			
620	Demographics and Growth Monitoring	x	x	x	x	x	x	x		
653	Communication and Education				x		x			
661	Long-Range Planning	x	x	x	x	x	x	x	x	
685	Resource Development/Funding	x	x	x	x	x	x	x	x	
701	General Membership Services	x	x	x	x	x	x	x	x	x
703	Public Services						x			x
705	Transportation Liaison Services						x			
760	Government Affairs	x	x	x	x	x	x	x	x	x
801	Staff Development						x			
820	Committee Support						x			
836	Regional Travel Demand Model	x		x	x	x	x			
842	Congestion Management Process	x	x	x	x	x	x	x	x	
860	Geographic Information System Maintenance						x			
990	Direct Operations & Maintenance						x			
991	Support Services Labor						x			

**ANNUAL METROPOLITAN TRANSPORTATION PLANNING PROCESS
SELF-CERTIFICATION**

In accordance with 23 CFR 450.334, the Idaho Transportation Department and the Community Planning Association of Southwest Idaho, designated metropolitan planning organization for the Northern Ada County Transportation Management Area and Nampa Urbanized Area, hereby certify that the Community Planning Association of Southwest Idaho transportation planning process addresses the major issues in the metropolitan planning areas and is being conducted in accordance with all applicable requirements of:

- (1) 23 U.S.C. 134, 49 U.S.C. 5303, and this subpart;
- (2) In nonattainment and maintenance areas, sections 174 and 176 (c) and (d) of the Clean Air Act, as amended (42 U.S.C. 7504, 7506 (c) and (d)) and 40 CFR part 93;
- (3) Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. 2000d-1) and 49 CFR part 21;
- (4) 49 U.S.C. 5332, prohibiting discrimination on the basis of race, color, creed, national origin, sex, or age in employment or business opportunity;
- (5) Section 1101(b) of the FAST-ACT (Fixing Americas Surface Transportation Act; Pub. L. 114-94) and 49 CFR part 26 regarding the involvement of disadvantaged business enterprises in USDOT funded projects;
- (6) 23 CFR part 230, regarding the implementation of an equal employment opportunity program on Federal and Federal-aid highway construction contracts;
- (7) The provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 *et seq.*) and 49 CFR parts 27, 37, and 38;
- (8) The Older Americans Act, as amended (42 U.S.C. 6101), prohibiting discrimination on the basis of age in programs or activities receiving Federal financial assistance;
- (9) Section 324 of title 23 U.S.C. regarding the prohibition of discrimination based on gender; and
- (10) Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and 49 CFR part 27 regarding discrimination against individuals with disabilities.

COMMUNITY PLANNING ASSOCIATION
OF SOUTHWEST IDAHO



Signature

Executive Director

Title

August 21, 2023

Date

IDAHO TRANSPORTATION DEPARTMENT

Digitally signed by Scott Luekenga
Date: 2023.08.24 09:17:41 -06'00'

Signature

Title

Date

T:\Operations\Accounting & Reporting\UPWP\FY2023\Self Cert - ITD - FY 2024.docx

PROGRAM WORKSHEETS

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.						
ESTIMATED DATE OF COMPLETION: September-2024						Total Workdays: 108
						Salary \$ 66,943
						Fringe 30,340
						Overhead 10,689
						Total Labor Cost: 107,972
Funding Sources				Participating Agencies		
	Ada	Canyon	Special	Total	Member Agencies	DIRECT EXPENDITURES:
CPG, K22108				\$ -	Federal Highway Administration	Professional Services \$ -
CPG, K22494	55,731	19,581		75,312	Federal Transit Administration	Legal / Lobbying
STP-TMA, 20560			24,735	24,735		Equipment Purchases
						Travel / Education
						Printing
						Public Involvement
						Meeting Support
						Other
Local / Fund Bal	4,415	1,551	1,959	7,925		Total Direct Cost: \$ -
Total:	\$ 60,146	\$ 21,132	\$ 26,694	107,972	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	
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		
						DIRECT EXPENDITURES:
						Professional Services
						Legal / Lobbying
						Equipment Purchases
						Travel / Education
						Printing
						Public Involvement
						Meeting Support
						Other 2,500
						Total Direct Cost: \$ 2,500
						620 Total Cost: \$ 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						
END PRODUCT: Public involvement in, and understanding of, transportation planning and related issues.						
Expense Summary						
Total Workdays:						236
Salary						\$ 100,264
Fringe						45,442
Overhead						16,010
Total Labor Cost:						161,716
ESTIMATED DATE OF COMPLETION: September-2024						
Funding Sources					Participating Agencies	
	Ada	Canyon	Special	Total	Member Agencies	
CPG, K22108				\$ -		
CPG, K22494						
Local / Fund Bal			214,066	214,066		
				-		
	\$ -	\$ -	\$ 214,066	\$ 214,066		
Total Direct Cost:						\$ 52,350
653						Total Cost: 214,066

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 FY24-FY25
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	Professional Services \$ 195,000	
CPG, K22494	245,652	86,309		331,961	Legal / Lobbying	
STP-TMA, 20560			75,918	75,918	Equipment Purchases	
Other				-	Travel / Education	
Local / Fund Bal	19,857	6,976	279,004	305,837	Printing	
				-	Public Involvement 6,500	
				-	Meeting Support	
				-	Other	
Total:	\$ 266,025	\$ 93,466	\$ 354,922	\$ 714,413	Total Direct Cost: \$ 201,500	
					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 END PRODUCT: Data, mapping, and modeling assistance to COMPASS members. Support for member agency studies and planning activities.					Expense Summary	
					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			Professional Services
	Ada	Canyon	Special	Total	Member Agencies		Legal / Lobbying
				\$ -			Equipment Purchases
Local / Fund Bal			22,455	\$ 22,455			Travel / Education
				-		Printing	
				-		Public Involvement	
				-		Meeting Support	
				-		Other	
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**

<p>Congestion Management and Travel Time Data</p> <ul style="list-style-type: none"> 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 <p>NPMRDS Travel Time Data and Process</p> <ul style="list-style-type: none"> Develop process for evaluating effectiveness of congestion mitigation projects using the NPMRDS and INRIX travel time data sets <p>Transportation System Management and Ops (TSMO) and ITS Plan Update</p> <ul style="list-style-type: none"> 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 	<p>June-Sept Ongoing</p> <p>June-Sept Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>
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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:	
Funding Sources				Participating Agencies		Professional Services	
	Ada	Canyon	Special	Total	Highway Districts	Legal / Lobbying	
CPG, K22108				\$ -	Member Agencies	Equipment Purchases	
CPG, K22494	47,957	16,850		64,807	Federal Highways Administration	Travel / Education	
				-		Printing	
				-		Public Involvement	
Local / Fund Bal	3,799	1,335		5,134		Meeting Support	
				-		Other	
Total:	\$ 51,756	\$ 18,185	\$ -	\$ 69,941		Total Direct Cost: \$ -	
					842	Total Cost: \$ 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			DIRECT EXPENDITURES:
Funding Sources		Participating Agencies	
	Ada	Canyon	Special
			Total
CPG, K22108			\$ -
CPG, K22494	83,737	29,420	113,157
			-
			-
			-
Local / Fund Bal	6,953	2,443	344,096
			353,492
			-
			-
			-
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	
	Ada	Canyon	Special	Total	Professional Services \$ -
				\$ -	Legal / Lobbying
				-	Equipment Purchases
				-	Travel / Education
				-	Printing
				-	Public Involvement
				-	Meeting Support
				-	Other
Total:					Total Direct Cost: \$ -
					991 Total Cost: \$ -

FINANCIAL WORKSHEETS

**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	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	AL	8	22	206	-	236
	Long-Range Planning						-
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	AM	-	212	-	-	212
	Resource Development/Funding						-
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

TRANSPORTATION SUPPLEMENT

FY2024 Unified Planning Work Program

Public Transportation Supplement

Program	Expenditures				Revenues			
	Workdays	Direct Labor	Direct Costs	Total Exp.	5307 LU	5307 SU	Local Match	Total Revenues
UZA								
Program Administration Support	1,645	\$ 728,310	\$ 157,000	\$ 885,310	\$ 354,124	\$ 354,124	\$ 177,062	\$ 885,310
Boise TMA System Planning	399	\$ 186,891	\$ -	\$ 186,891	\$ 149,513	\$ -	\$ 37,378	\$ 186,891
Nampa UZA System Planning	337	\$ 156,453	\$ -	\$ 156,453	\$ -	\$ 125,162	\$ 31,291	\$ 156,453
Totals	2,382	\$ 1,071,654	\$ 157,000	\$ 1,228,654	\$ 503,637	\$ 479,286	\$ 119,822	\$ 1,228,654

500 Program Administration Support

This program supports the general transportation planning and federal project administration of Valley Regional Transit including oversight of federal regulations and development and maintenance of

- Valley Connect, the long-range transit and strategic plan;
- the 5-Year Transportation Development Plan;
- the Transit Asset Management Plan;
- and transit corridor studies.

The program also supports the development and maintenance of regional performance measures and reporting, capital project management, geographic information systems, and grant administration. Direct costs in this program include miscellaneous expenses for legal services, travel, training and membership dues.

530 Boise TMA System Planning

This program supports the general short term planning and implementation in the Boise Transportation Management Area including

- Bus stop and facility planning;
- Specific service operation plans for the Boise TMA.

430 Nampa TMA System Planning

This program supports the general short term planning and implementation in the Nampa Transportation Management Area including

- Bus stop and facility planning;
- Service operation plans for the Nampa TMA;
- and On-Demand transit planning.

OTHER TRANSPORTATION PLANNING STUDIES

ONGOING STUDIES

August 1, 2023

Click Control / Map Image to see Streetside View or Map

Sponsor: Ada County Highway District (ACHD)
8th Street Improvements Study

(State Street to Union Street)

Status: Ongoing

Weblink: https://engage.achdidaho.org/8th-street-improvements-state-street-to-union-street?tool=news_feed#tool_tab



Sponsor: ACHD

Boise West Bench Neighborhood Transportation Plan

Status: Ongoing

Weblink: <https://engage.achdidaho.org/boise-west-bench-neighborhood-transportation-plan>



Sponsor: ACHD

Capital Improvements Plan 2020-2040

Status: Ongoing

Weblink:

https://www.achdidaho.org/Documents/Engineering/ImpactFees/CIP_Draft/CapitalImpPlan_Draft.pdf



Sponsor: ACHD

Integrated Five Year Work Plan 2022-2026

Status: Completed (Updated annually, except for FY2023)

Weblink: <https://www.achdidaho.org/Departments/PlansProjects?IFYWP.aspx>



Sponsor: ACHD

Rose Hill St. Temporary Traffic Calming, Roosevelt St. to Vista Ave.

Status: Ongoing

Weblink: <https://engage.adhdidaho.org/rose-hill-st-temporary-traffic-calming-roosevelt-st-to-vista-ave>



Sponsor: ACHD

Taft Street Concept Design

Status: Ongoing

Weblink:

<https://storymaps.arcgis.com/stories/dd353db3c1244b6b951248e171c4e79f>



Sponsor: ACHD

Ustick-Northview & Poplar Corridors Concept Studies (bicycle & Pedestrian safety)

Status: Ongoing



Weblink: <https://engage.achdidaho.org/ustick-northview-poplar-corridor-concept-study>

Sponsor: ACHD
Warm Springs Concept Study, Avenue C to Windsong Drive

Status: Ongoing

Weblink: <https://storymaps.arcgis.com/stories/16bde22e6c2f48919a2457ae275c1dd2>



Sponsor: Canyon Highway District No. 4 (CHD4)

Farmway Road Corridor Planning Study

Status: Ongoing

Weblink: <https://www.canyonhd4.org/projects/farmway-road-corridor>



Sponsor: City of Kuna

Railroad Overpass PEL Study

Status: Ongoing

Weblink: <https://storymaps.arcgis.com/stories/a3ac3fafdf2f4816ad6aec69cae652cd>



Sponsor: City of Middleton

Middleton River Walk

Status: Ongoing

Weblink: <https://middleton.id.gov/Portals/0/Message%20Board/211223%20Middleton%20River%20Walk%20Flyer%2021-2057.pdf>



Sponsor: City of Middleton

Parks Facilities Capital Plan, Middleton

Status: Ongoing

Weblink: TBD



Sponsor: City of Middleton

Pavement Management Plan, Middleton

Status: Ongoing

Weblink: TBD

Sponsor: City of Nampa

Downtown Historic Nampa Plan, 1st Street to 2nd Street

Status: Ongoing

Weblink: Coming August 2023



Sponsor: City of Nampa

Midland Boulevard Corridor Study

Status: Ongoing

Weblink: https://www.cityofnampa.us/DocumentCenter/View/16909/Boards--27626_MidlandBoulevard_Round2_Boards?bidl=



Sponsor: City of Nampa

US/Idaho 45 Study

Status: Ongoing

Weblink: https://www.cityofnampa.us/DocumentCenter/View/11073/SH45-Benefit-Cost-Tech-Memo_1-13-20_final



Sponsor: COMPASS

High-Capacity Transit Planning and Environmental Linkages (PEL) Study

Status: Ongoing

Website: <https://compassidaho.org/public-transportation-high-capacity-transit/>

Sponsor: COMPASS

Safe Streets For All Study: Regional Safety Action Plan

Status: Ongoing

Website: Coming end of 2023

Sponsor: COMPASS

State-By-State Policy Study and Database of Transportation Funding Governance

Status: Ongoing

Website: TBD

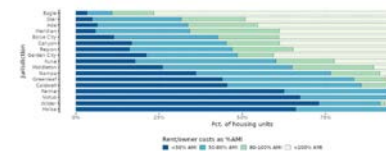


Sponsor: COMPASS

Regional Housing Coordination Plan

Status: Ongoing

Website: <https://compassidaho.org/housing-coordination-plan>



Sponsor: ITD

Idaho-55 Access Management Plan, Marsing to Nampa

Status: Ongoing

Weblink:

https://apps.itd.idaho.gov/Apps/d3/55_Corridor/Idaho%2055%20Access%20Management%20Plan.pdf



Sponsor: ITD

Idaho-69 Corridor Study

Status: Ongoing

Weblink: <https://itdprojects.org/projects/id69corridor/>



Sponsor: ITD

State Highway 55, Pear Lane to Middleton Road Study

Status: Ongoing

Weblink: TBD



Sponsor: ITD

US-20/26 Corridor Study, I-84 to State Line

Status: Ongoing

Weblink: <https://itd.idaho.gov/d3/>



Sponsor: ITD

US-95 Corridor Study

Status: Ongoing

Weblink: TBD



Sponsor: ITD

Western Canyon/Owyhee Counties Corridor Study

Status: Ongoing

Weblink: <https://itdprojects.org/projects/snakerivercrossing/>



Sponsor: Nampa Highway District

Five Year Work Plan

Status: Ongoing – Updated Annually

Weblink: <https://www.nampahighway1.com/projects/>



Sponsor: Nampa Highway District

Robinson Road Corridor Study

Status: Ongoing

Weblink: [Robinson Road Corridor \(arcgis.com\)](http://Robinson Road Corridor (arcgis.com))



Sponsor: Valley Regional Transit (VRT)

Boise Service Analysis

Status: Ongoing

Weblink: <https://www.valleyregionaltransit.org/planning/>

Sponsor: VRT

Kuna Transit Project

Status: Ongoing – Expected completion: Late FY2023

Weblink: <https://engage.valleyregionaltransit.org/en/folders/connecting-k-town>

Sponsor: VRT

Intercity Connections Study

Status: Ongoing (expected to launch planning late Summer 2023)

Weblink: TBD

Sponsor: VRT

Nampa Caldwell Corridor Study

Status: Ongoing (expected to launch Fall 2023)

Weblink: <https://engage.valleyregionaltransit.org/en/projects/better-bus-routes>

Sponsor: VRT

Network Redesign

Status: Ongoing (final proposal to VRT Board October 2023)

Weblink: TBD

Sponsor: VRT

Transportation Development Plan 2023-2027

Status: Ongoing – Annual process – Expected Completion: October 2022

Weblink: https://www.valleyregionaltransit.org/wp-content/uploads/2022/06/TDP_2023_27MayDraft.pdf

Sponsor: VRT

Valley Connect 2.0 Update for FY2023

Status: Ongoing (expected to launch planning process in Fall 2023)

Weblink:





COMPASS BOARD AGENDA ITEM III-F

Date: October 21, 2024

Topic: Priorities for Rural Projects

Request/Recommendation:

COMPASS staff seeks COMPASS Board of Directors' adoption of Resolution 01-2025 (attached) supporting priorities for applications in rural areas through the Local Highway Technical Assistance Council (LHTAC), as recommended by the Rural Prioritization Workgroup on August 8, 2024, and the Regional Transportation Advisory committee on September 25, 2024.

Background/Summary:

On August 20, 2012, the COMPASS Board of Directors approved a process for rural project prioritization. The process states that all rural roadway jurisdictions in Ada and Canyon Counties shall voluntarily meet annually to recommend regional rural project priorities. Starting in 2015, the Rural Prioritization Workgroup was tasked to perform these duties.

The Rural Prioritization Workgroup met on August 8, 2024, and recommended the following rural regional priorities for project applications in programs managed by LHTAC:

Surface Transportation Block Grant (STBG) Rural Funds

1. Ada County Highway District – Pleasant Valley Road, between Kuna Mora Road and Amyx Lane
2. City of Wilder – Golden Gate Avenue, Batt Corner Road to 5th Street (US 95)
3. Notus-Parma Highway District No. 2 – Market Road, US 20/26 to Iverson Road

Local Rural Highway Improvement Program (LRHIP) – Construction

1. City of Wilder – D Avenue Reconstruction, 1st Street to 5th Street (US 95)

LRHIP – Signs

1. Golden Gate Highway District No. 3

LRHIP – Planning

1. Nampa Highway District No. 1
2. City of Melba
3. City of Notus

Implication (policy and/or financial):

The adoption of Resolution 01-2025 by the COMPASS Board of Directors will help these applications succeed by providing the regional support needed to secure additional points through LHTAC's scoring process.

More Information:

- 1) Attachment – Resolution 01-2025
- 2) For detailed information contact: Toni Tisdale, Principal Planner, at ttisdale@compassidaho.org.

TT:tg T:\FY25\600 Projects\685 TIP\Memos\241021mmoBDRural.docx

RESOLUTION NO. 01-2025

**FOR THE PURPOSE OF SUPPORTING RURAL PROJECT PRIORITIES
IN ADA AND CANYON COUNTIES**

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

WHEREAS, the COMPASS Board of Directors recognizes the need to prioritize rural project applications in Ada and Canyon Counties;

WHEREAS, the Local Highway Technical Assistance Council desires regional coordination of regional rural transportation applications;

WHEREAS, representatives of rural transportation jurisdictions in Ada and Canyon Counties met on August 8, 2024, to determine the highest-priority rural projects in the region; and

WHEREAS, representatives of each rural transportation jurisdiction in Ada and Canyon Counties signed the attached rural prioritization recommendations, dated August 8, 2024, showing support for these projects and the priorities.

NOW, THEREFORE, BE IT RESOLVED, that the Community Planning Association of Southwest Idaho Board of Directors supports the rural priorities for Ada and Canyon Counties.

DATED this 21st day of October 2024.

APPROVED:

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

ATTEST:

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

Recommendations from the
Thirteenth Annual Rural Prioritization Workgroup
August 8, 2024

All rural roadway jurisdictions in Ada and Canyon Counties agreed to a rural project prioritization process, which was approved by the COMPASS Board of Directors. This process provides regional priorities for the Local Highway Technical Assistance Council's (LHTAC's) rural project application cycle, which allows additional points in the scoring process. Participation in the Rural Prioritization Workgroup is voluntary. The Rural Prioritization Workgroup recommends the following project priorities for approval by the COMPASS Board of Directors on October 21, 2024.

The 13th annual Rural Prioritization Workgroup meeting was held as a hybrid meeting (in-person and virtual) on August 8, 2024. After negotiations, the following regional priorities in Ada and Canyon Counties are recommended for consideration in the LHTAC application process:

Surface Transportation Block Grant (STBG) Rural Funds

1. Ada County Highway District – Pleasant Valley Road, between Kuna Mora Road and Amyx Lane
2. City of Wilder – Golden Gate Avenue, Batt Corner Road to 5th Street (US 95)
3. Notus-Parma Highway District No. 2 – Market Road, US 20/26 to Iverson Road

Local Rural Highway Improvement Program (LRHIP) – Construction

1. City of Wilder – D Avenue Reconstruction, 1st Street to 5th Street (US 95)

LRHIP – Signs

1. Golden Gate Highway District No. 3

LRHIP – Planning

1. Nampa Highway District No. 1
2. City of Melba
3. City of Notus

The following agencies support and recommend the priorities and projects, as presented, for approval by the COMPASS Board of Directors.



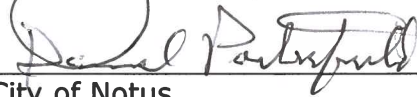
Ada County Highway District



City of Greenleaf



City of Melba



City of Notus



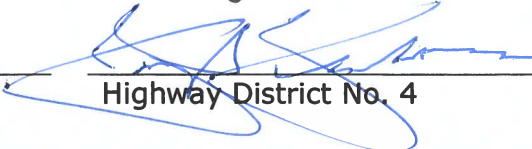
City of Parma



City of Wilder




Golden Gate Highway
District No. 3



Highway District No. 4



Nampa Highway District
No. 1



Notus-Parma Highway District
No. 2

COMPASS BOARD AGENDA ITEM III-G

Date: October 21, 2024

Topic: Transit Asset Management Targets

Request/Recommendation:

COMPASS staff seeks COMPASS Board of Directors' acceptance of regional Transit Asset Management (TAM) targets as approved by the Valley Regional Transit (VRT) Board of Directors on August 12, 2024, and recommended by the COMPASS Regional Transportation Advisory Committee on September 25, 2024.

Summary:

Federal transportation law requires metropolitan planning organizations (MPOs), such as COMPASS, to conduct performance-based planning and programming. As part of this performance-based approach, the Federal Transit Administration (FTA) issued a National Transit Asset Management System final rule requiring MPOs to coordinate with transit providers, such as VRT, to set state of good repair targets for transit capital including rolling stock, equipment, and facilities.

TAM targets apply to all agencies and organizations that use federal funds to provide public transportation, per 49 U.S.C. Chapter 53. TAM targets are based on an asset's useful life benchmark (ULB), which is a measure used to generally indicate when maintenance costs are expected to outweigh replacement costs, and the asset should be replaced. FTA provides default ULBs for different vehicle types. The TAM group plan participants in Ada and Canyon Counties (VRT, Boise State University, Ada County Highway District Commuteride, and Witco) have worked over the last four years to reduce the number of assets beyond their useful lives, even with the challenges faced due to supply chain shortages and delays in production post pandemic.

The COMPASS Board is being asked to accept the TAM targets listed below. These targets are aspirational and will be implemented from FY2025 – FY2029.

- Rolling Stock – ≤ 20% of revenue vehicles will have met or exceeded ULB
- Equipment – ≤ 10% of equipment will have met or exceeded ULB
- Facilities – ≤ 30% of facilities will have a condition rating below 3.0

In the COMPASS planning area, the proposed targets apply to VRT, Boise State University, Ada County Highway District Commuteride, and Witco.

Implication (policy and/or financial):

Acceptance of TAM targets is needed to meet federal requirements. There are no FTA penalties for not meeting established TAM targets.

More Information:

- 1) Attachment: Past TAM Performance and Proposed Targets
- 2) For detailed information contact: Lila Klopfenstein, Associate Planner, at lklopfenstein@compassidaho.org.

Asset Category	Performance Measure	FY17 Actual	FY18 Actual	FY19 Actual	FY20 Actual	FY21 Actual	FY22 Actual
Rolling Stock	Age - % of revenue vehicles and equipment that has met or exceeded their Useful Life	19.22%	21.25%	27.68%	2.67%	2.67%	19.82%
Equipment		64.43%	38.50%	12.70%	5.00%	5.00%	29.11%
Facilities	Condition - % of facilities with a condition rating below 3.0		33.33%	42.86%	37.50%	37.50%	30.00%

Asset Category	Performance Measure	FY23 Actual	FY24 Target	FY24 Actual	FY24 Variance	FY25 Target
Rolling Stock	Age - % of revenue vehicles and equipment that has met or exceeded their Useful Life	24.67%	24.67%	13.91%	10.76%	20.00%
Equipment		12.70%	12.70%	8.89%	3.81%	10.00%
Facilities	Condition - % of facilities with a condition rating below 3.0	42.86%	42.86%	20.00%	22.86%	30.00%

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COMPASS BOARD AGENDA ITEM III-H

Date: October 21, 2024

Topic: COMPASS Bylaws and Employment Policies and Procedures Revisions

Request/Recommendation:

COMPASS staff request COMPASS Board of Directors' approval of revisions to the COMPASS Bylaws and Employment Policies and Procedures to implement a new Executive Director performance review process. The Executive Committee recommended approval on August 13, 2024, and the Board of Directors reviewed the proposed changes on August 19, 2024. The minimum 30-day notification of intent to amend the Bylaws occurred between August 19 and October 21, 2024.

Background/Summary:

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

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

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

Implication (policy and/or financial):

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

More Information:

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

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

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

**Article 1
BOARD OF DIRECTORS**

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

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

**Article 2
BOARD MEETINGS**

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

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

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

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

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

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

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

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

Article 3 AUTHORITY

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

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

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

Article 4 VOTING

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

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

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

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

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

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

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

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

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

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

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

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

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

Article 5 OFFICERS

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

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

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

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

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

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

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

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

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

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

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

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

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

5.9 Duties.

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

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

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

5.9.4 Secretary/Treasurer. The Secretary/Treasurer shall:

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

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

**Article 6
EXECUTIVE DIRECTOR**

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

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

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

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

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

**Article 7
STANDING COMMITTEES**

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

7.2 Executive Committee:

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

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

- (a) All four Board Officers;

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

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

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

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

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

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

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

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

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

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

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

7.3 Regional Transportation Advisory Committee.

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

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

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

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

7.4 Finance Committee.

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

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

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

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

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

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

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

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

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

Article 8 MEMBERSHIP DUES

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

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

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

Article 9 GENERAL PROVISIONS

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

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

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

Article 10
EFFECTIVE DATE

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

DATE OF ADOPTION: _____

Secretary
COMPASS Board of Directors

**COMMUNITY PLANNING ASSOCIATION
OF SOUTHWEST IDAHO**

**EMPLOYMENT POLICIES AND
PROCEDURES**

Effective ~~March 1, 2024~~

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1.0 MESSAGE FROM THE DIRECTOR

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

COMPASS Vision

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

COMPASS Mission

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

COMPASS Roles

- Planner
- Facilitator
- Expert
- Implementer

COMPASS Values

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

2.0 INTRODUCTION

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

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

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

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

2.1 AUTHORITY AND RESPONSIBILITY

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

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

2.2 MASTER AND EMPLOYEE COPIES

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

3.0 EMPLOYMENT AT WILL

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

4.0 DEFINITIONS

4.1 FULL-TIME EMPLOYEE

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

4.2 PART-TIME EMPLOYEE

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

4.3 PROJECT EMPLOYEE

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

4.4 EXEMPT EMPLOYEE

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

4.4 NON-EXEMPT EMPLOYEE

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

5.0 RECRUITMENT AND SELECTION

5.1 POSITION RECRUITMENT

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

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

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

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

5.2 POSITION SELECTION

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

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

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

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

6.0 OFFERS OF EMPLOYMENT

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

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

7.0 PERSONNEL FILES

7.1 CURRENT EMPLOYEE PERSONNEL FILES

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

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

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

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

7.2 CURRENT EMPLOYEES PERSONNEL FILES

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

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

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

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

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

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7.3 FORMER EMPLOYEES PERSONNEL FILES

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

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

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

8.0 PROMOTION, TRANSFER AND REASSIGNMENT

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

9.0 PERFORMANCE EVALUATION

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

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

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

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

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

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

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

The Executive Committee will report the results of its evaluation and make a recommendation for salary adjustment or other compensation arrangements, if any, to the full Board for its approval at the regularly scheduled ~~August-June~~ Board meeting. The effective date for salary adjustment or other compensation arrangements shall be October 1 of the upcoming fiscal year. Funding for salary

adjustments shall be included in the Unified Planning Work Program and Budget for that fiscal year, typically approved by the Board at the regular August meeting, prior to the start of the fiscal year.

9.1 BONUS

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

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

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

10.0 WORKPLACE POLICIES

10.1 EQUAL EMPLOYMENT OPPORTUNITY

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

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

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

10.2 TITLE VI

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

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

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

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

10.4 COMPLIANCE WITH USERRA

The Uniformed Services Employment and Reemployment Rights Act (USERRA) protects civilian job rights and benefits for veterans and members of the active and reserve components of the U.S. armed forces. USERRA provides that returning service-members must be promptly reemployed in the same position that they would have attained had they not been absent for military service, with the same seniority, status and pay, as well as other rights and benefits determined by seniority. Additional

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

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

10.5 ANTI-HARASSMENT POLICY

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

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

10.5.1 DEFINITIONS

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

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

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

10.5.2 INDIVIDUALS AND CONDUCT COVERED

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

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

10.5.3 COMPLAINT PROCESS

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

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

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

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

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

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

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

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

10.6 WHISTLEBLOWER PROTECTION

A whistleblower is defined as an employee of COMPASS who reports an activity that the employee considers to be illegal or dishonest to one or more of the parties specified in this policy. The

whistleblower is not responsible for investigating the activity or for determining fault or corrective measures; the Executive Director or his or her designee is charged with those responsibilities.

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

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

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

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

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

10.7 DRUG-FREE WORKPLACE

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

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

10.7.1 COVERED INDIVIDUALS AND CONDUCT

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

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

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

10.8.2 REQUIREMENTS

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

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

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

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

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

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

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

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

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

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

10.8.3 CONFIDENTIALITY

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

11.0 OFFICE CONDUCT

11.1 GENERAL GUIDELINES

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

11.2 CONFLICT OF INTEREST

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

Conflicts of interest could arise in the following circumstances:

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

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

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

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

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

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

11.3 CONFIDENTIALITY

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

11.4 SOCIAL MEDIA

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

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

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

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

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

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

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

11.5 PUBLIC RECORDS

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

11.5 MEDIA CONTACT

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

11.6 WORK HOURS AND ATTENDANCE

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

The regular workday at COMPASS is from 8:00 a.m. to 5:00 p.m. All employees are expected to be at work or available during the workday. Employees may work an altered workday (arrivals before 8:00

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

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

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

11.6.1 BREAKS FOR BREASTFEEDING MOTHERS

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

11.6.2 ATTENDANCE AND PUNCTUALITY

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

11.6.3 ALTERNATE WORK LOCATIONS

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

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

11.7 PROFESSIONAL APPEARANCE

Employees are expected to be neat, clean, and well-groomed while at work. Clothing must be consistent with the standards for a business environment and appropriate to the type of work being performed. COMPASS reserves the right to determine appropriateness of appearance. Any employee whose attire or appearance is determined to be inappropriate will be counseled and may be sent home

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to correct the deficiency. Continued disregard of this policy may be cause for corrective action, which may result in termination.

11.7 SMOKING

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

11.8 WORKSPACES

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

11.9 WORK RELATED ACCIDENTS OR INJURIES

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

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

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

11.10 POSTING AND DISTRIBUTION OF MATERIALS AND SOLICITATIONS

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

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

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

12.0 EMPLOYEE PROFESSIONAL DEVELOPMENT

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

12.1 EMPLOYEE TRAINING

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

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

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

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

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

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

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

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

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

12.2 PROFESSIONAL ASSOCIATION MEMBERSHIP

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

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

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

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

12.3 PROFESSIONAL CERTIFICATION

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

12.4 TUITION ASSISTANCE

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

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

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

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

13.0 USE OF TECHNOLOGY AND OTHER COMPASS ASSETS

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

13.1 PUBLIC RECORDS

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

13.2 CELL PHONES

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

13.3 ELECTRONIC COMMUNICATIONS AND INTERNET

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

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

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

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

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13.4 VEHICLES

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

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

13.5 INCURRING FINANCIAL OBLIGATIONS ON COMPASS' BEHALF

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

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

14.0 TERMINATION OF EMPLOYMENT

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

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

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

14.1 VOLUNTARY TERMINATION

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

14.2 EXIT INTERVIEW

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

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

15.0 COMPENSATION

15.1 SALARY RANGES

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

15.2 LONGEVITY RECOGNITION

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

15.3 TIME SHEETS AND PAY PERIODS

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

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

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

15.4 WITHHOLDING

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

15.5 DIRECT DEPOSIT

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

15.6 OVERTIME: NON-EXEMPT EMPLOYEES

COMPASS intends to distribute workload in such a way that assigned tasks can typically be completed during a forty-hour work week without the need for overtime. However, COMPASS recognizes that overtime may be necessary occasionally. Non-exempt employees will be paid for overtime in compliance with the Fair Labor Standards Act. Overtime hours must be authorized by the employee's supervisor or the Executive Director in advance whenever possible, or as soon as practical after the

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overtime hours are worked. Overtime hours are those hours worked in excess of forty (40) hours in one work week by a non-exempt employee. For each hour, or portion thereof, worked in excess of forty (40) hours in one week, the non-exempt employee will be compensated at one and one-half times their regular hourly rate.

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

15.7 EXEMPT EMPLOYEES

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

16.0 BENEFITS

16.1 RETIREMENT BENEFITS

16.1.1 PERSI DEFINED BENEFIT PLAN

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

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

16.1.2 OTHER RETIREMENT BENEFITS

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

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

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

COMPASS does not match contributions to the 457 plan.

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

16.2 HEALTH BENEFITS

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

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

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

16.3 EMPLOYEE ASSISTANCE PROGRAM

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

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

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

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

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

16.4 WORKER'S COMPENSATION

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

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

16.5 QUALIFIED TRANSPORTATION BENEFITS

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

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

COMPASS EMPLOYMENT POLICIES AND PROCEDURES - 32

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

17.0 LEAVE TIME POLICIES

17.1 VACATION LEAVE

17.1.1 ACCRUAL

Vacation leave credit is earned at a rate typically determined by length of employment and hours worked with COMPASS. Employees begin to accrue vacation leave on their first day of employment with COMPASS.

Vacation leave typically accrues to full-time employees as shown in the table below, subject to the listed maximums. Part-time employees accrue vacation leave at a rate proportional to the hours worked in each pay period. The Executive Director may negotiate an alternate accrual rate with employees at his/her sole discretion. In no event will total annual accrual exceed 27 days per year for employees other than the Executive Director.

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

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

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

Years of Employment	Accrual	Maximum Accrual
0 to 5	15 days per year	240 hours or 30 days
5+ to 10	18 days per year	288 hours or 36 days
10+ to 15	21 days per year	336 hours or 42 days
15+ to 20	24 days per year	384 hours or 48 days
20+	27 days per year	432 hours or 54 days

17.1.2 USE OF ACCRUED VACATION

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

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

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

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

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

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

17.1.3 DISPOSITION OF ACCRUED VACATION UPON TERMINATION

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

Employees with less than six months of employment with COMPASS will not be entitled to vacation leave pay upon termination of employment.

17.2 HOLIDAYS

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

Paid Holidays for COMPASS employees are:

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

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

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

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

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

17.3 SICK LEAVE

17.3.1 ACCRUAL

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

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

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

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

17.3.2 USE OF SICK LEAVE

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

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

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

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

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

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

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

COMPASS EMPLOYMENT POLICIES AND PROCEDURES - 36

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

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

17.3.3 SICK LEAVE EXCHANGE

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

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

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

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

17.3.4 DISPOSITION OF ACCRUED SICK LEAVE UPON TERMINATION

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

17.4 FAMILY MEDICAL LEAVE

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

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

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

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

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

17.5 ADMINISTRATIVE LEAVE

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

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

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

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

that the employee is not at work due to vacation, sick or administrative leave. The doctor appointment must be within regularly scheduled work hours to be granted this paid leave.

17.6 LEAVE OF ABSENCE

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

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

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

17.7 PAID PARENTAL LEAVE

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

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

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

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

not yet been finalized

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

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

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

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

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

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

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

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

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

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

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

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

APPENDIX A

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

APPENDIX B

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

APPENDIX C

COMPASS Health Benefit Program Effective January 1, 2024

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

As of January 1, 2024, COMPASS covers a portion of dental premiums for employees and their eligible family members. The employee's share of dental premiums, if any, is paid through payroll deduction on a pre-tax basis. Changes to medical, dental and vision coverage may only be made during the open enrollment period, which occurs each November, unless there is a qualifying event.

COMPASS also offers short term disability, long term disability and life insurance coverage for employees. As of January 1, 2024, COMPASS covers 100% of the premiums for long term disability, short term disability and life insurance.

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

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

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

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

COMPASS BOARD AGENDA ITEM III-I

Date: October 21, 2024

Topic: Confirm Regional Transportation Advisory Committee (RTAC) Membership

Request/Recommendation:

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

Jamie Neill, Governor's Office, per email dated August 6, 2024

COMPASS BOARD AGENDA ITEM V-A

Date: October 21, 2024

Topic: Amendment to *Communities in Motion 2050*

Request/Recommendation:

COMPASS staff requests COMPASS Board of Directors' adoption of Resolution 02-2025 (Attachment 1) amending *Communities in Motion 2050* (CIM 2050).

Background/Summary:

Long-range transportation plans, such as CIM 2050, must be fiscally constrained, meaning they can only include projects that have funding identified to pay for them. When funding is identified to pay for new projects, the long-range transportation plan must be amended to reflect these changes.

To that end, COMPASS is proposing to amend CIM 2050 to add a new funded project to widen State Highway 16 from State Highway 44 to Beacon Light Road near the Cities of Eagle and Star. This project is currently identified as a high priority, but unfunded, project in CIM 2050; adoption of this amendment demonstrates progress toward implementing the plan. Additional details of the proposed amendment are attached to the resolution.

A public comment period was held September 2 through September 16, 2024, to address the proposed amendment. Five comments were received; verbatim comments are attached (Attachment 2). Staff does not recommend changes based on public comments received.

Implication (policy and/or financial):

The amendment to CIM 2050 ensures the plan continues to meet federal fiscal constraint requirements and enables work on the project to begin immediately.

More Information:

- 1) Attachment 1 – Resolution 02-2025
- 2) Attachment 2 – Public Comments Received (Verbatim)
- 3) For detailed information contact: Austin Miller, Planning Team Lead, at 208/475-2239 or amiller@compassidaho.org.

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RESOLUTION NO. 02-2025

FOR THE PURPOSE OF AMENDING *COMMUNITIES IN MOTION 2050*

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

WHEREAS, the Infrastructure Investment and Jobs Act (IIJA), Title 23 United States Code Section 134, and Title 49 United States Code Section 5303 require metropolitan planning organizations to prepare regional long-range transportation plans covering a period of no less than 20 years;

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

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

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

WHEREAS, a public comment period was held from September 2 through September 16, 2024. All comments were shared with the COMPASS Board of Directors for consideration;

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

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

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

ADOPTED this 21st day of October 2024.

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

ATTEST:

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

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Communities in Motion 2050
Proposed Amendment #5

The proposed amendment would add one new short-term funded project:

State Highway 16 – State Highway 44 to Beacon Light Road, Ada County

Widen State Highway 16 from State Highway 44 to Beacon Light Road near the Cities of Eagle and Star. The project includes two travel lanes in each direction with a median barrier and an overpass over Floating Feather Road.

This project is currently identified as a high priority, but unfunded, project in *Communities in Motion 2050*. This amendment, to fund this priority project, demonstrates progress toward implementing *Communities in Motion 2050*.

Sponsoring Agency: Idaho Transportation Department
Year: 2025-2028 Cost: \$33,750,000

Public Comments Received (Verbatim)

Amendment #5 to the long-range transportation plan, *Communities in Motion 2050*, and the FY2024-2030 and FY2025-2031 Regional Transportation Improvement Programs (TIPs)

Public Comment Period: September 2 – September 16, 2024
Total number of comments received by COMPASS: 5

Topics:

For *Communities in Motion 2050*, the proposal would change a project to widen State Highway 16 from State Highway 44 to Beacon Light Road from unfunded to funded.

For the TIPs, the proposal would add two projects, one to plan and design improvements to four roads in the City of Notus and one to replace Valley Regional Transit buses and expand and improve the transit center at the Boise Towne Square Mall. The proposal would also update the scope of work of the State Highway 16 project, as noted above; change the locations of several ramp improvements on Interstate 84 in the Cities of Nampa, Meridian, and Boise; and remove construction funds on a project on State Highway 44 in Canyon County (construction is still anticipated, but specific funding has not been identified).

Comment (The comments below are verbatim, as submitted by the commenter. As such, typographical errors have not been corrected.)	Staff Response	Name, Zip Code, Affiliation
I am in favor of this amendment: Communities in Motion 2050 Proposed Amendment #5 The proposed amendment would add one new short-term funded project: State Highway 16 – State Highway 44 to Beacon Light Road, Ada County	Thank you for your comments; they will be shared with the Idaho Transportation Department and the COMPASS Board of Directors.	Marjorie Dougherty
I am in favor of I-84 Interchange ramp works I am in favor of SH-16 Environmental work and funding construction from SH-44 to Beacon Light I am not in favor of the transit buses purchases I am not in favor of the rehab work at the Towne Square Mall	Thank you for your comments; they will be shared with the Idaho Transportation Department, Valley Regional Transit, and the COMPASS Board of Directors.	Mac McOmber
I am in support of widening Highway 16 from State Highway 44 to Beacon Light Road as soon as possible. These additions are crucial to keep traffic moving in an area with much growth over the next few years and beyond.	Thank you for your comments; they will be shared with the Idaho Transportation Department and the COMPASS Board of Directors.	Dana Biberston, 83616

<p align="center">Comment</p> <p align="center">(The comments below are verbatim, as submitted by the commenter. As such, typographical errors have not been corrected.)</p>	<p align="center">Staff Response</p>	<p align="center">Name, Zip Code, Affiliation</p>
<p>To whom it may concern, Reviewing the changes to the transportation plan I have two comments: First on the electric bus upgrades, it may be beneficial to add some sort of wireless charging for the electric busses in the renovations to the town square mall. This is a loitering area for busses, we may as well add some juice to the batteries while busses wait. In the very least putting the infrastructure in place (conduits) to make future upgrades cheaper would be prudent. Second on the highway road widening, planning for some connectiveness for bikes and pedestrians (either tunnel or overpass) would be appreciated. A four lane highway is an easy way to keep people from using active transportation cross walks are not sufficient to safely cross the road. Thanks,</p>	<p>Thank you for your comments; they will be shared with Valley Regional Transit, the Idaho Transportation Department, and the COMPASS Board of Directors.</p>	<p align="center">Phil Chaffee</p>
<p>The solution to our traffic problems comes in the form of a freeway that goes south around the dense areas of Caldwell, Nampa, Meridian and Boise. It could then reconnect with I84 . We have too much through traffic on I84 taking up space and causing accidents with local traffic. It's not a new idea !! Just take a look at other larger cities like Indianapolis, Toronto etc. Do it Now before we lose all options for a route!! I've lived here 60 years and can't believe the mess we have now. Thx , Kreg/Caldwell</p>	<p>Thank you for your comments the Idaho Transportation Department and the COMPASS Board of Directors.</p> <p>A regional connectivity study south of Interstate 84 is identified as a needed, but currently unfunded, study in the regional long-range transportation plan, Communities in Motion 2050. However, as a first step toward an in-depth study, COMPASS is undertaking a planning-level study to analyze extending State Highway 69 south of Kuna, as well as analyze other possible connections, new alignments, and a grade-separated railroad crossing connecting Kuna Road to Kuna-Mora Road (or vicinity). The outcomes will provide the information necessary for agencies to determine logical next steps and priorities, inform short-term budgeting, and/or position agencies for grant opportunities to help fund a more in-depth study.</p>	<p align="center">Kreg</p>

COMPASS BOARD AGENDA ITEM V-B

Date: October 21, 2024

Topic: Amendments to the FY2024-2030 and FY2025-2031 Regional Transportation Improvement Programs (TIPs)

Request/Recommendation:

COMPASS staff seeks COMPASS Board of Directors' adoption of Resolution 03-2025 (attached) amending the FY2024-2030 and FY2025-2031 TIPs at the request of the City of Notus, Valley Regional Transit, and the Idaho Transportation Department (ITD).

Background/Summary

Action is needed from the COMPASS Board of Directors when a project is proposed to be added to the TIP, advanced from beyond the first four years of the TIP, or when there is a significant change in the scope of a project. The City of Notus and Valley Regional Transit requested to add one project each to both TIPs and ITD requested to advance one project and change the scope of four projects.

- The City of Notus requested to add a project funded with a Rebuilding American Infrastructure with Sustainability and Equity (RAISE) grant to design a project to rebuild four interconnected collector streets in the city.
- Valley Regional Transit requested to add a project funded by a federal bus and bus facilities grant to purchase eight electric buses (six to replace existing buses and two additional buses) and to rehabilitate the transit station at the Boise Towne Square Mall.
- ITD requested to advance the construction of the State Highway 45 and Locust Lane Intersection in the City of Nampa. Construction was recently shown as delayed to FY2031 in the FY2025-2031 TIP, but after discussion with the City of Nampa, ITD has requested to advance construction to FY2025.
- ITD requested clarification of the scope of the State Highway 16, State Highway 44 to the junction of State Highway 52 project. This project was originally budgeted for environmental work and design. Construction was added in the FY2025-2031 TIP. ITD has requested to update the scope of work to note that the segment of State Highway 16 proposed for construction is between State Highway 44 and Beacon Light Road, including an overpass over Floating Feather Road.
- ITD proposed to change the locations of rehabilitation work on Interstate 84 ramps on two projects, one for pavement rehabilitation and one for a seal coat, with the intent of focusing on the ramps in most need of repair. Funding to rehabilitate the Black Canyon Road ramps and to seal coat the Sand Hollow Road ramps is proposed to be removed and instead used to fund rehabilitation and seal coat work at the Garrity Road ramps.
- ITD requested to remove the construction funds shown in the FY2025-2031 TIP from the State Highway 44, Interstate 84 to Star Road project. Partial funding was included in the FY2025-2031 TIP in preliminary development. However, construction is considered unfunded until after the early environmental study is completed. A small amount of construction funds would remain as a placeholder until the full cost is known and a specific funding source is identified.

A public comment period was held September 2 through 16, 2024, to address a proposed amendment to *Communities in Motion 2050* (previous agenda item) and the proposed amendments to the FY2024-2030 and FY2025-2031 TIPs (this agenda item). A total of five individuals commented, provided verbatim as Attachment 2 in Item V-A. Four comments were related specifically to the amendment to the FY2024-2030 and FY2025-2031 TIPs. Staff does not recommend changes to the FY2024-2030 or FY2025-2031 TIP amendments based on public comments received.

Implication (policy and/or financial):

The amendments to both TIPs ensure that the documents continue to meet federal fiscal constraint requirements and enable work to begin as soon as possible on these projects.

More Information:

- 1) Attachment: Resolution 03-2025
- 2) Public comments received: Attachment 2 in Item V-A (previous agenda item)
- 3) For detailed information contact: Toni Tisdale, Resource Development Team Lead, at 208/475-2238 or ttisdale@compassidaho.org.

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RESOLUTION NO. 03-2025

Attachment

**FOR THE PURPOSE OF AMENDING THE FY2024-2030 and FY2025-2031
REGIONAL TRANSPORTATION IMPROVEMENT PROGRAMS**

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

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

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

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

WHEREAS, a public comment period was held from September 2, 2024, through September 16, 2024, and comments were shared with the COMPASS Board of Directors for consideration;

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

WHEREAS, the Community Planning Association of Southwest Idaho developed this amendment to the FY2024-2030 and FY2025-2031 Regional Transportation Improvement Programs in compliance with all applicable state and federal regulations; and

WHEREAS, the attached table details the amendments to the FY2024-2030 and FY2025-2031 Regional Transportation Improvement Programs.

NOW, THEREFORE, BE IT RESOLVED, that the Community Planning Association of Southwest Idaho Board of Directors approves this amendment to the FY2024-2030 and FY2025-2031 Regional Transportation Improvement Programs.

ADOPTED this 21st day of October 2024.

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

ATTEST:

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

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Community Planning Association of Southwest Idaho (COMPASS)
**Amendment #5 for FY2024-2030 Regional Transportation Improvement Program (TIP)
 and Amendment #1 for the FY2025-2031 TIP**

KN	Project	Sponsor	Scheduled Funding for Project Lifetime		Total Change	**Percent Change	Program/ Funding Source	Federal Funding Year	Funding Phase	Current Total	Total After Revision	Brief Explanation
			*Current Total	**Revised Total								
NEW01	Notus Collector Street Rebuild, Design Only, Notus	City of Notus	\$0	\$1,402,000	\$1,402,000	100.00%	RAISE	2025	Design	\$0	\$1,402,000	Add project funded through a nationwide competitive program. Project description: Design a project to rebuild four interconnected collector streets in the City of Notus. Segments include 3rd Street from US 20/26 to Tuttle Lane, 1st Street from US 20/26 to Notus Road, Notus Road from US 20/26 to Notus Junior and Senior High Schools (just north of Purple Sage Road), and Jasper Avenue from 3rd Street to 1st Street. Work includes sidewalks, crosswalks, and drainage improvements. (Construction is unfunded.)
NEW02	Transit - Electric Buses and Towne Square Mall Transit Center, VRT	Valley Regional Transit	\$0	\$19,351,087	\$19,351,087	100.00%	FTA 5339(b)	2025	Design	\$0	\$2,449,667	Add project funded through a nationwide competitive program. Project description: Purchase eight electric buses (six to replace existing buses and two additional buses) and rehabilitate the transit station at the Towne Square Mall in the City of Boise. The revitalized transit station will feature a larger, covered passenger waiting area and additional bus bays, driver and passenger restrooms, real-time passenger information and on-route charging infrastructure in two bays. The project will use solar panels and on-site battery storage to improve the efficiency of the transit service.
							FTA 5339(b)	2027	Design	\$0	\$225,000	
							FTA 5339(b)	2027	Construction	\$0	\$12,710,400	
							FTA 5339(b)	2028	Design	\$0	\$800,000	
							FTA 5339(b)	2028	Construction	\$0	\$3,166,020	
22717	SH-45 and Locust Lane Intersection, Nampa	ITD	\$4,324,000	\$2,877,302	-\$1,446,698	-33.46%	Previous Obligation	N/A	N/A	\$914,000	\$146,717	Correct previous obligations to obligations that actually occurred, delay right-of-way costs from FY2023 to FY2024, adjust costs to meet current estimates, and advance construction from FY2027 to FY2025.
							State	2025	Construction	\$0	\$1,500,000	
							State	2027	Construction	\$1,825,000	\$0	
							Local Participating	2024	Right-of-Way	\$0	\$54,585	
							Local Participating	2025	Construction	\$0	\$1,176,000	
							Local Participating	2027	Construction	\$1,585,000	\$0	

More on next page

KN	Project	Sponsor	Scheduled Funding for Project Lifetime		Total Change	**Percent Change	Program/ Funding Source	Federal Funding Year	Funding Phase	Current Total	Total After Revision	Brief Explanation
			*Current Total	**Revised Total								
23175	SH-16, SH-44 to Junction SH-52, Ada and Gem Counties	ITD	\$3,001,000	\$36,750,000	\$33,749,000	1124.59%	STBG-State	2025	Design	\$0	\$2,250,000	Add design and construction funds (already included in the FY2025-2031 TIP) and correct the title and description of the project to reflect the scope of work. Description: Re-evaluate the environmental assessment regarding proposed improvements to State Highway 16 from State Highway 44 in Ada County to the junction of State Highway 52 in the City of Emmett in Gem County to reaffirm the Idaho Transportation Department's proposed improvements on the corridor. Provide environmental clearance to the State Highway 16 corridor from State Highway 44 in Ada County to the junction of State Highway 52 in the City of Emmett in Gem County. Design and widen the first segment of State Highway 16 from State Highway 44 to Beacon Light Road in Ada County. Work includes widening the roadway to two travel lanes in each direction with a median barrier and an overpass over Floating Feather Road. (40% Canyon County and 60% Gem County)
							STBG-State	2028	Construction	\$0	\$31,500,000	
							STBG-State	PD	Construction	\$1,000	\$0	
23544	I-84, Interchange Ramps, Ada and Canyon Counties	ITD	\$5,800,000	\$5,909,400	\$109,400	1.89%	STBG-State	2026	Construction	\$0	\$5,607,000	Change locations in the scope of work to construct the most needed segments and match funding to the FY2025-2031 TIP amounts. Description: Restore the pavement surface on the ramps of Interstate 84 and Interstate 184 at Franklin Road (Exit 1) in the City of Boise, State Highway 55 (Eagle Road) (Exit 46) in the City of Meridian, and Garry Boulevard (Exit 38) in the City of Nampa-Black Canyon Road in Canyon County. Work includes a mill and inlay treatment.
							STBG-State	2030	Construction	\$5,498,000	\$0	
ORN24511	I-84, Interchange Ramps, Sealcoat, Ada and Canyon Counties	ITD	\$0	\$1,392,000	\$1,392,000	100.00%	NHPP	2025	Design	\$0	\$28,000	Change locations in the scope to construct the most needed segments and match funding to the FY2025-2031 TIP amounts. Description: Sealcoat the ramps on Interstate 84 and Interstate 184 at Sand Hollow Road (Exit 13), State Highway 55 (Eagle Road) (Exit 46), and Franklin Road (Exit 501), and Garry Boulevard (Exit 38) in the City of Nampa to maintain mobility by extending the life of the pavement.
							NHPP	2027	Construction	\$0	\$1,364,000	

KN 23630, SH-44, I-84 to Star Road, PEL and NEPA, Canyon County. Partial funding (\$53 million) for construction was added to the FY2025-2031 TIP in preliminary development. Remove the construction funds, leaving \$1,000 as a placeholder for future construction; however, construction is considered unfunded until after the PEL is completed. This action does not change how the project is shown in the FY2024-2030 TIP.

* Current Total - Previous TIP total.

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

COMPASS TIP Amendment Policy: https://compassidaho.org/wp-content/uploads/2024-01_TIPAmendPolicy.pdf

Only information proposed to change is included in this action.

Acronyms:

FTA = Federal Transit Administration

FY = Fiscal Year

I = Interstate

ITD = Idaho Transportation Department

KN = Key Number

NEPA - National Environmental Policy Act

NHPP = National Highway Performance Program

ORN = Office of Transportation Investment Services Reference Number (temporary key number)

PEL = Planning & Environmental Linkages

PD = Preliminary Development

RAISE = Rebuilding American Infrastructure with Sustainability and Equity Grant

SH = State Highway

STBG = Surface Transportation Block Grant

TIP = Transportation Improvement Program

VRT = Valley Regional Transit

COMPASS BOARD AGENDA ITEM V-C

Date: October 21, 2024

Topic: FY2025 COMPASS Resource Development Plan

Request/Recommendation:

COMPASS staff seeks COMPASS Board of Directors' approval of the FY2025 Resource Development Plan, which is provided in "Supplemental Information" on the Board of Directors' meeting web page and linked below.

Background/Summary:

The COMPASS Bylaws (link provided below) specify that one of the primary responsibilities of the COMPASS Board of Directors is to "approve the annual development plan which identifies: a) grants and other funding sources for COMPASS; and b) resource development activities which will be pursued by COMPASS staff" (Article 3, Section 1.18). COMPASS staff began soliciting FY2025 funding applications through its annual call for projects in October of 2023. Phase I applications were due December 5, 2023. Phase II applications were due January 18, 2024. A second opportunity to submit Phase I applications for local funding programs was offered in the spring; those applications were due May 1, 2024.

Collectively, those applications form the basis for the Resource Development Plan, which describes member agency and COMPASS needs and guides COMPASS' resource development efforts to obtain additional funding throughout the year. Applications were ranked and scored by the Regional Transportation Advisory Committee based on funding source eligibility and were recommended for funding based on the ranked order. However, as needs far exceed resources, many projects remain unfunded or only partially funded. Resource Development staff will focus their efforts on seeking funding for those projects that were not fully programmed for funding.

In addition, the Resource Development Plan includes priority projects identified in *Communities in Motion 2050*, the Treasure Valley Transportation Systems Management and Operations Plan, and the I-84 Corridor Operations Plan. The priorities from the Regional Safety Action Plan, once accepted (anticipated February 2025), will be included as well.

Implications (policy and/or financial):

The FY2025 Resource Development Plan will guide COMPASS' resource development activities to assist member agencies in securing funding for priority projects, including matching projects with funding sources, interpreting funding guidelines, determining funding eligibility, finding and sharing grant opportunities, reviewing grants prepared by members prior to submittal, providing letters of support, writing grant applications, and managing grants.

More Information:

- 1) Draft FY2025 Resource Development Plan: https://compassidaho.org/wp-content/uploads/10212024_Board_Supp_DraftFY2025_ResourceDevelopmentPlan.pdf
- 2) COMPASS Bylaws: <https://compassidaho.org/wp-content/uploads/BoardBylawsAdopted9212015.pdf>
- 3) For detailed information contact: Matt Carlson, Principal Planner, at mcarlson@compassidaho.org.

COMPASS BOARD AGENDA ITEM V-D

Date: October 21, 2024

Topic: Draft 2025 State Legislative Positions

Request/Recommendation:

COMPASS staff requests COMPASS Board of Directors' approval of the 2025 state legislative positions (attached), as recommended by the COMPASS Executive Committee on July 16, 2024.

Background/Summary:

Prior to each legislative session, COMPASS staff work with the COMPASS Executive Committee to develop a set of state legislative positions. The state legislative positions provide direction and guidance to COMPASS staff regarding the policy preferences and priorities of the COMPASS Board.

COMPASS staff presented draft position statements to the Executive Committee for discussion on June 11, 2024, then revised them based on feedback received. The Executive Committee reviewed the revised position statements and recommended Board approval on July 16, 2024.

The recommended draft 2025 state legislative positions are attached. They are very similar to the 2024 positions statements, with two substantive changes:

Transportation Revenues:

- **Planning, scoping, and studies.** The "enhanced transportation revenues" position statement was updated to include needed funding for planning, scoping, and studies. *Communities in Motion 2050* identifies nine unfunded planning studies needed to prepare for the region's future state highway system.

State Transportation Policy:

- **Safety and accessibility.** A new "safety and accessibility" position statement was added to express COMPASS' support for policies that enhance the safety and accessibility of the transportation system.

Implication (policy and/or financial):

The 2025 state legislative positions will provide guidance and direction for COMPASS staff during the 2025 legislative session.

More Information:

- 1) Attachment – DRAFT 2025 State Legislative Positions
- 2) 2024 State Legislative Positions: <https://compassidaho.org/wp-content/uploads/2024-COMPASS-State-Legislative-Positions.pdf>
- 3) For detailed information, contact: Amy Luft, Communication Team Lead, at 208/475-2229 or aluft@compassidaho.org.

DRAFT 2025 COMPASS State Legislative Positions

Transportation Revenue

COMPASS supports continued investment in Idaho's state and local transportation systems. Idaho's current transportation investment level remains inadequate to address the state's growing infrastructure needs. State and local transportation entities face critical funding shortfalls for safety, maintenance, and expansion projects. An additional \$193 million investment per year in the transportation system is needed in the Treasure Valley alone to expand and maintain it to meet the region's current and future safety and mobility needs.

Enhanced transportation revenues. COMPASS supports enhancing state and local transportation revenues in a stable and predictable fashion to address Idaho's long-term infrastructure funding needs, including, but not limited to, local roadways, highways, public transportation, active transportation, and child pedestrian safety projects, as well as planning, scoping, and studies to accelerate the early development of future projects.

Growth

COMPASS supports policies that encourage growth to pay for growth. Ada and Canyon Counties' combined population is forecast to grow to 1.3 million by 2055. An increase of over 400,000 people in 30 years will further strain a transportation system that is already congested and lacks mobility options for the region's residents. COMPASS supports policies that allow local jurisdictions to meet the increasing demands for infrastructure in Idaho.

- **Property tax cap.** COMPASS supports removing the property tax cap on local taxing districts to meet the increasing infrastructure needs associated with new development.
- **Transportation impact fee flexibility.** COMPASS supports expanding the statutorily allowable uses of transportation impact fees to include additional capital improvements such as sidewalks, bicycle lanes, and public transportation improvements.

State Transportation Policy

COMPASS supports policies to augment state and local transportation entities' abilities to meet the transportation needs of the state and region, including but not limited to:

- **High occupancy vehicle (HOV) lanes.** COMPASS supports changing existing statutory authority to allow HOV lanes to be considered by the Idaho Transportation Department (ITD) Director in any region in Idaho.
- **Speed limits on state highways.** COMPASS supports improved coordination and cooperation between ITD and local governments in establishing speed limits on state highways within local jurisdictional boundaries.

- **Interstate passenger rail service.** COMPASS supports the restoration of Amtrak passenger rail service in Idaho.
- **Safety and accessibility.** COMPASS supports policies that improve the safety and accessibility of the transportation system for its most vulnerable users through enhanced engineering, education, enforcement, and emergency response.

COMPASS BOARD AGENDA ITEM V-E

Date: October 21, 2024

Topic: Draft 2025 Federal Transportation Positions

Request/Recommendation:

COMPASS staff requests COMPASS Board of Directors' approval of 2025 federal transportation policy positions (attached), as recommended by the COMPASS Executive Committee on July 16, 2024.

Background/Summary:

Each year, COMPASS staff work with the COMPASS Executive Committee to develop a set of federal transportation policy positions. These position statements provide direction and guidance to COMPASS staff regarding the policy preferences and priorities of the COMPASS Board.

COMPASS staff presented draft position statements to the Executive Committee for discussion on June 11, 2024. The Executive Committee reviewed the position statements again, then recommended Board approval, on July 16, 2024.

The vast majority of COMPASS' federal transportation positions depend upon a single federal law – the surface transportation reauthorization bill. The current law, the Infrastructure Investment and Jobs Act, authorized funding for surface transportation for five years and expires on September 30, 2026.

The recommended 2025 federal transportation positions (attached) are very similar to the 2024 position statements, with the addition of a "simplify federal transportation grants" position. This new position was added to express COMPASS' support for streamlining the process of applying for, receiving, and managing federal transportation grants.

Implication (policy and/or financial):

The 2025 federal transportation positions will provide guidance and direction for COMPASS' staff regarding the federal policy preferences and priorities of the COMPASS Board.

More Information:

- 1) Attachment – DRAFT 2025 Federal Legislative Position Statements
- 2) 2024 Federal Legislative Position Statements: <https://compassidaho.org/wp-content/uploads/2024-COMPASS-Federal-Transportation-Positions.pdf>
- 3) For detailed information, contact: Amy Luft, Communication Team Lead, at 208/475-2229 or aluft@COMPASSIdaho.org

DRAFT 2025 COMPASS Federal Transportation Positions

COMPASS encourages long-term reauthorization of the Infrastructure Investment and Jobs Act (IIJA). The IIJA expires on September 30, 2026. Consistent, predictable federal investments through a new long-term surface transportation reauthorization bill will allow state and local governments to address much-needed infrastructure improvements. Starting discussions on the reauthorization of IIJA early will allow for the identification of the nation's most pressing issues and the vetting of possible and appropriate solutions.

Congress must solve the perennial Highway Trust Fund funding shortfall in a permanent, meaningful way, eliminating the need for short-term infusions of general fund dollars.

- **Support a federal fuel excise tax increase.** The federal fuel tax has not been increased since 1993 (32 years) and remains the most readily available user-pay solution to stabilizing the Highway Trust Fund.
- **Add additional road user charge concepts.** Improvements in fuel efficiency and the development of alternative fuel vehicles have negatively affected the Highway Trust Fund. Additional user fee concepts are necessary to capture evolving trends and changes in relation to transportation infrastructure funding.

Provide more direct funding to local governments and increase local decision-making authority. COMPASS encourages more flexibility in funding and direct allocation to regions, metropolitan planning organizations (MPOs), counties, cities, and public transportation authorities with transportation infrastructure responsibilities. The IIJA made some progress in this regard while placing greater responsibility on those entities to develop and meet system performance goals. MPOs should be direct recipients of federal transportation funding for all transportation planning and program efforts in metropolitan areas.

Provide local flexibility. COMPASS supports local flexibility in building, operating, and maintaining local and regional transportation projects. Federal policy should allow MPOs and local governments to plan projects that use alternative design standards while meeting environmental objectives when rigid federal design standards are inconsistent with local needs.

Simplify federal transportation grants. COMPASS supports simplifying the process for applying for, receiving, and managing discretionary federal transportation grants. Federal policy should reduce administrative burdens imposed on local governments by streamlining the federal grants process.

Increase federal funding for public transportation. Public transportation providers in both urban and rural areas of Idaho operate on very limited funding. Congress should provide more robust growth in federal public transportation programs to help these systems meet the needs of their communities. Local match requirements for Federal Transit Administration and Federal Highway Administration funding should be the same within each state.

Increase federal support for non-motorized transportation options. COMPASS supports increasing federal funding and incentives to provide safe bicycle and pedestrian mobility options designed to move toward zero deaths.

Increase set-aside for off-system bridges. Nearly 80% of the nation's bridges are the responsibility of local entities (not on the federal-aid highway system). Funding for off-system bridges is crucial for local entities to safely operate and maintain these bridge structures.

Oppose federal aid turnback proposals. COMPASS opposes any proposals to dismantle the federal transportation funding system by turning back all or a portion of the federal aid to the states.

Interstate Passenger Rail Service. COMPASS encourages the Federal Rail Administration and Amtrak to study the feasibility of resuming Amtrak's "Pioneer Route" passenger rail service through the Treasure Valley. The Pioneer Route provided service from Seattle to Denver through Portland, Boise, and Salt Lake City for 20 years until it was discontinued in 1997. Given the recent economic and population growth in these areas of the Northwest, it is reasonable to study the feasibility of resuming Pioneer Route passenger rail service.



BOISE COUNTY
BOARD OF COUNTY COMMISSIONERS

P. O. Box 1300
Idaho City, Idaho 83631
(208) 392-4431
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Clay S. Tucker
District II Chairman

Robert Callahan
District I Commissioner

Lindy E. Lindstrom
District III Commissioner

September 26, 2024

Matthew J. Stoll
Executive Director
Community Planning Association of Southwest Idaho
700 NE 2nd Street
Suite 200
Meridian, ID 83642

RE: COMPASS Membership

Mr. Stoll,


We, the Boise County Commissioners, offer our gratitude for your presentation on the Community Planning Association of Southwest Idaho, otherwise known as COMPASS, at our regularly scheduled and noticed Boise County Commissioner Meeting on September 3, 2024. The information that you provided was very informative and enlightening. We have received the additional information, specifically the Joint Powers Agreement, COMPASS Membership Dues Policy, and the Boise County FY2025 General Membership dues calculation.


After reviewing these items, we, the Boise County Commissioners, would like to proceed with obtaining a full general membership in COMPASS. Boise County would like to start our membership effective November 1, 2024.

Boise County has appropriated, in the FY2025 budget, within the General Fund, sufficient funds to cover the FY2025 membership dues to COMPASS of \$9,198.00.

Please let us know the next steps that we need to make, to ensure the smooth addition of Boise County into COMPASS.

Thank you for your time and consideration of our request.


Clay S. Tucker
District II Chairman


Robert Callahan
District I Commissioner


Lindy E. Lindstrom
District III Commissioner

COMPASS BOARD AGENDA ITEM VI-A

Date: October 21, 2024

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

Request/Recommendation:

This is an information item only.

Background/Summary:

COMPASS staff have been working over the past year to update *Communities in Motion*, the regional long-range transportation plan for Ada and Canyon Counties. The updated plan, CIM 2055, is anticipated to be complete by December 2027. During this meeting COMPASS staff will provide an update on CIM 2055 tasks completed to date and introduce the rationale, intent, and schedule for the CIM 2055 project prioritization process.

Tasks Completed to Date

- *Workplan*. The COMPASS Board of Directors approved the CIM 2055 workplan in June 2023.
- *Population Control Total*. The COMPASS Board of Directors approved a two-county 2055 population control total of 1.3 million in December 2023.
- *CIM 2055 Goals and Objectives*. The COMPASS Board of Directors approved the CIM 2055 goals and objectives in April 2024.
- *CIM 2055 Regional Transportation Advisory Committee (RTAC) Subcommittee*. RTAC created a subcommittee to assist COMPASS staff in the development of CIM 2055 in May 2024.

Next Steps

- *Population Forecast Growth Allocation*. Using the 2055 population control total of 1.3 million, and in coordination with the Demographic Advisory Workgroup, COMPASS staff will work to develop the regional growth allocation to the year 2055. Anticipated Board action: December 2024.
- *Prioritization Process*. Using the CIM 2055 goals and objectives as a guide, COMPASS staff will work with the RTAC subcommittee, and RTAC as a whole, to develop a prioritization process for projects funded through CIM 2055. The process will include seeking public input in spring 2025 to inform transportation priorities. Anticipated Board action: October 2025.
- *Prioritize Projects*. Using the established process and public feedback, COMPASS staff, working with the RTAC subcommittee, will develop an initial prioritization of projects for RTAC and Board review, discussion, and action. Anticipated Board action: June 2026.

More Information:

- 1) For detailed information contact: Austin Miller, Planning Team Lead, at 208/475-2239 or amiller@compassidaho.org.

COMPASS Staff Activity Report: August 2024

Planning Team

Team Lead: Austin Miller

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

- ✓ Installed four portable bicycle/pedestrian counters.
- ✓ Hosted the Let's Ride Treasure Valley (High-Capacity Transit Planning and Environmental Linkages (PEL Study)) community working group meeting to review the September 2024 open house materials.
- ✓ Attended a Deer Flat National Wildlife Refuge Access Plan meeting.
- ✓ Presented the *Communities in Motion 2055* amendment to the COMPASS Board of Directors for approval.

Resource Development Team

Team Lead: Toni Tisdale

Team Members: Matt Carlson, Sherone Sader

- ✓ Hosted a Rural Prioritization Workgroup meeting to recommend priorities for rural applications.
- ✓ Started preparing the FY2025-2031 Transportation Improvement Program (TIP) document to include federal regulations and performance measure analysis.
- ✓ Processed one amendment and one administration modification to the FY2024-2031 TIP, modifying five projects.
- ✓ Attended four demonstrations of online products to possibly replace the Idaho Transportation Department's (ITD) project tracking software and convert the COMPASS TIP to an online platform.
- ✓ Wrote a support letter for a competitive grant application for the City of Boise.
- ✓ Solicited proposals from consultants for the Project Development Program consultant roster.
- ✓ Reviewed draft final concept reports for the FY2024 Project Development Program projects.
- ✓ Requested updates from all member agencies to develop the FY2025 Resource Development Plan.

Technical Team

Team Lead: Mary Ann Waldinger

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

- ✓ Completed the contract and scope of work for the enhancement to a specific component of the regional travel demand model. Completed the 2023 Congestion Management Annual Report.
 - ✓ Launched the Regional Safety Action Plan Story Map on the COMPASS website.
 - ✓ Completed the fourth Regional Safety Action Plan Technical Memo regarding Strategy Development
 - ✓ Began review of the 2024 orthophotography imagery.
 - ✓ Updated the proposed pathway layer and responded to various data requests.
-

Communication Team

Team Lead: Amy Luft

Team Members: Josie Gallup, Teri Gregory

- ✓ Kicked off a regional safety education campaign called "Good Move" with member agencies.
 - ✓ Continued to work with a consultant on COMPASS' funding study; reviewed multiple draft deliverables.
 - ✓ Facilitated a meeting among Canyon County elected officials to discuss a potential local option registration fee.
 - ✓ Submitted COMPASS' annual Title VI report to the Idaho Transportation Department.
 - ✓ Opened the nomination period for COMPASS Leadership in Motion awards.
-

Operations Team

Director of Operations: Meg Larsen

Team Members: Ashley Cannon, Janet Russell

- ✓ Presented Revision 3 of the FY2024 of the Unified Planning Work Program and Budget to the Finance Committee for recommendation of approval by the COMPASS Executive Committee.
 - ✓ FY2024 audit process approved by the Finance Committee.
 - ✓ Presented the FY2025 Unified Planning Work Program and Budget to COMPASS Board of Directors for approval.
 - ✓ Presented FY2025 Workgroup Charters to the COMPASS Board of Directors for approval.
 - ✓ Received approval of the FY2024 audit process from the Finance Committee.
-

COMPASS Staff Activity Report: September 2024

Planning Team

Team Lead: Austin Miller

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

- ✓ Installed three portable bicycle/pedestrian counters.
- ✓ Hosted two Let's Ride Treasure Valley (High-Capacity Transit Planning and Environmental Linkages (PEL) Study) open houses.
- ✓ Completed one development review checklist.
- ✓ Presented a *Communities in Motion 2055* amendment to the Regional Transportation Advisory Committee.

Resource Development Team

Team Lead: Toni Tisdale

Team Members: Matt Carlson, Sherone Sader

- ✓ Continued preparing the FY2025-2031 Transportation Improvement Program (TIP) document to include federal regulations and performance measure analysis.
- ✓ Processed one administration modification to adjust six projects for funding through the Redistribution Program.
- ✓ Participated in five agency outreach meetings to learn member agency transportation challenges and funding needs and encourage agencies to submit funding applications.
- ✓ Received a competitive US Department of Transportation grant for \$276,000 for supplemental planning under the Safe Streets and Roads for All program.
- ✓ Opened the first call for Phase I applications for the FY2026-2032 TIP.
- ✓ Wrote two letters of support for competitive grant applications for the City of Nampa.
- ✓ Contracted with a consultant to develop a Benefit-Cost Analysis to support a competitive grant application to fund the construction of the Plymouth Street Bridge for the City of Caldwell and Highway District #4.

Technical Team

Team Lead: Mary Ann Waldinger

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

- ✓ Completed one special model run for proposed developments this month, bringing the total for FY2024 to 20.
 - ✓ Completed the final list of traffic count locations throughout Caldwell for fall collection.
 - ✓ Completed detailed review of entitlement data and developed new schema to improve the quality and usefulness for a variety of analyses.
 - ✓ Completed walkability measures for the 2023 Change in Motion scorecard.
 - ✓ Completed review of the eastern portion of the 2024 orthophotography imagery.
-

Communication Team

Team Lead: Amy Luft

Team Members: Josie Gallup, Teri Gregory

- ✓ Continued to work with a consultant to finalize COMPASS' funding study; reviewed multiple draft deliverables.
 - ✓ Began promoting COMPASS' regional "Good Move" transportation safety campaign.
 - ✓ Developed training videos to assist members in applying for transportation funding.
 - ✓ Participated in a "Chamber Check-In" online interview with the Boise Metro Chamber.
 - ✓ Served on a panel at the Caldwell Housing and Development Summit.
 - ✓ Staffed a booth at Ada County's Tobin Bolter Memorial Kids Duathlon.
 - ✓ Presented an overview of COMPASS to a Boise State University urban studies class.
 - ✓ Shared results of a community survey on the City of Notus' collector streets and provided a background presentation on local option registration fees at a City of Notus council meeting.
 - ✓ Promoted and staffed open houses to solicit public input into the Let's Ride Treasure Valley high-capacity transit study and developed complementary online public comment materials.
-

Operations Team

Director of Operations: Meg Larsen

Team Members: Ashley Cannon, Janet Russell

- ✓ Presented Revision 3 of the FY2024 Unified Planning Work Program and Budget to the Executive Committee for approval.
 - ✓ Facilitated preliminary testing by the auditors for the FY2024 financial audit.
 - ✓ Began preparations for the FY2024 year-end close.
-

COMPASS BOARD AGENDA ITEM VII-B

Date: October 21, 2024

Topic: Status Report – August Air Quality Data

Background/Summary:

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

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

August 2024 Air Quality Data:

In August 2024, the Idaho Department of Environmental Quality reported the following days per air quality category- 17 days as “moderate,” five days as “unhealthy for sensitive groups,” and four days as “unhealthy”. The remaining five days were in the “healthy” category.

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

Moderate:

- 9 days were attributable to Ozone (O₃) recorded in Ada County and Fine Particulate Matter (PM_{2.5}) recorded in both counties.
- 1 day was attributable to Coarse Particulate Matter (PM₁₀) recorded in Ada County.
- 1 day was attributable to O₃ recorded in Ada County.
- 1 day was attributable PM₁₀ and O₃ recorded in Ada County, and PM_{2.5} recorded in both counties.
- 1 day was attributable to PM₁₀, O₃, and PM_{2.5} recorded in Ada County.
- 1 day was attributable to PM₁₀ recorded in Canyon County and O₃, recorded in Ada County.
- 1 day was attributable to PM₁₀ recorded in both counties and PM_{2.5} recorded in Ada County.
- 1 day was attributable to PM₁₀ recorded in Canyon County and PM_{2.5} recorded in both counties.
- 1 day was attributable to PM₁₀ and PM_{2.5} recorded in both counties, and O₃ recorded in Ada County.

Unhealthy for Sensitive Groups:

- 2 days were attributable to O₃ recorded in Ada County.
- 1 day was attributable to PM_{2.5} recorded in both counties.
- 1 day was attributable to PM_{2.5} recorded in both counties and O₃ recorded in Ada County.
- 1 day was attributable to PM_{2.5} and O₃ recorded in Ada County.

Unhealthy:

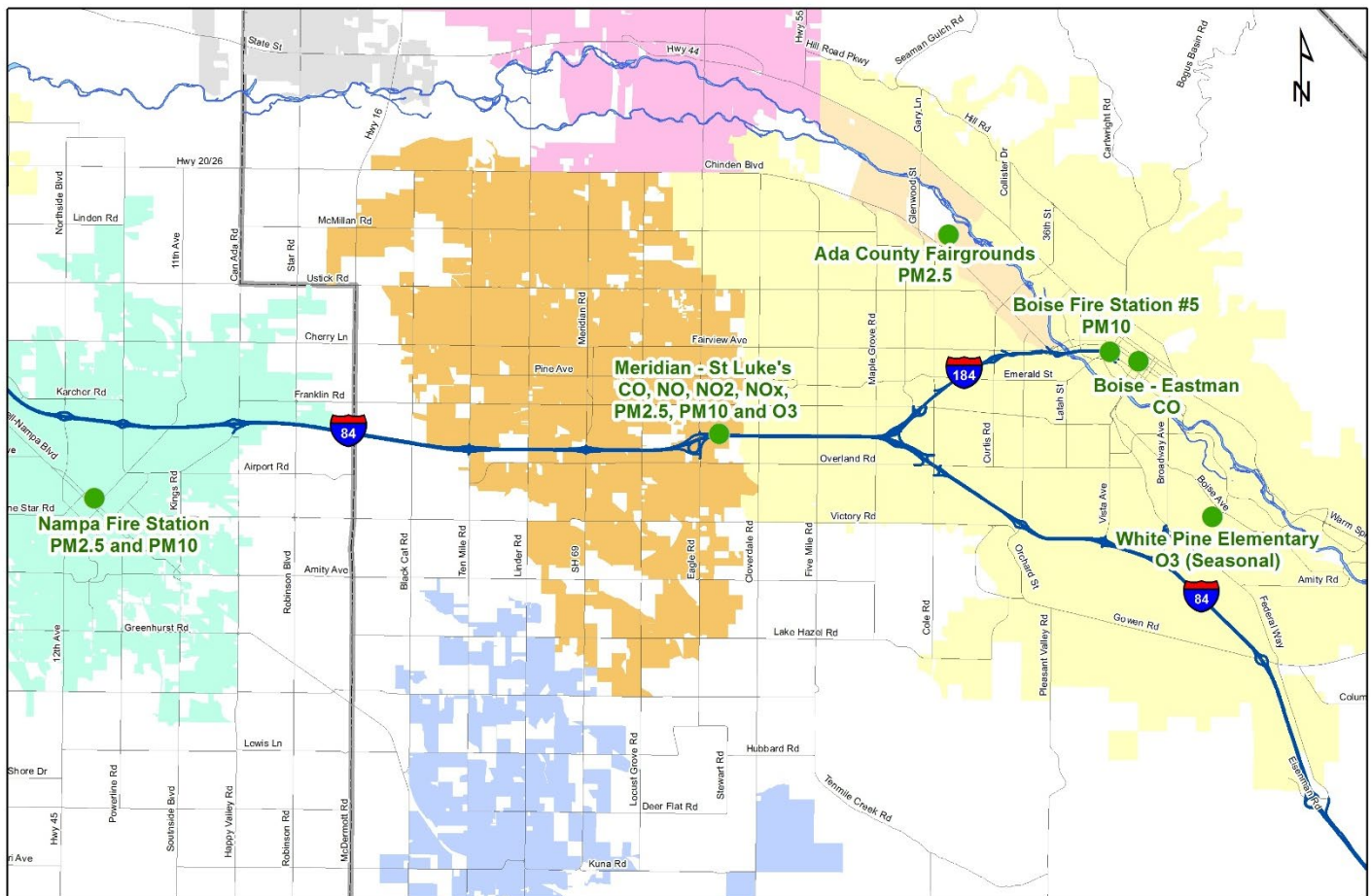
- 2 days were attributable to PM_{2.5} recorded in both counties and O₃ recorded in Ada County.
- 1 day was attributable to O₃ recorded in Ada County.
- 1 day was attributable to PM_{2.5} recorded in both counties.

- Yearly Summary

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

Year	Good	Moderate	Unhealthy for Sensitive Groups to Hazardous	Total
2014	287	75	3	365
2015	283	64	18	365
2016	236	120	10	366
2017	209	127	29	365
2018	260	97	8	365
2019	299	65	1	365
2020	248	97	21	366
2021	234	114	17	365
2022	208	147	10	365
2023	271	91	3	365
2024	151	62	31	244

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



Air quality monitoring locations, Ada and Canyon Counties

Pollutant Descriptions

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

More Information:

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

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COMPASS BOARD AGENDA ITEM VII-B

Date: October 21, 2024

Topic: Status Report – September Air Quality Data

Background/Summary:

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

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

September 2024 Air Quality Data:

In September 2024, the Idaho Department of Environmental Quality reported the following days per air quality category - eight days as "moderate," three days as "unhealthy for sensitive groups," and one day as "unhealthy." The remaining 18 days were in the "healthy" category.

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

Moderate:

- 1 day was attributable to Fine Particulate Matter (PM_{2.5}) and Coarse Particulate Matter (PM₁₀) recorded in both counties, and Ozone (O₃) recorded in Ada County.
- 1 day was attributable to PM₁₀ and PM_{2.5} recorded in both counties.
- 1 day was attributable O₃ recorded in Ada County and PM_{2.5} recorded in both counties.
- 1 day was attributable PM₁₀ recorded in Ada County and PM_{2.5} recorded in both counties.
- 1 day was attributable to PM₁₀ recorded in Canyon County, PM_{2.5} recorded in both counties, and O₃ recorded in Ada County.
- 1 day was attributable to PM₁₀ recorded in Canyon County and PM_{2.5} recorded in both counties.
- 1 day was attributable to PM_{2.5} recorded in both counties.
- 1 day was attributable to PM_{2.5} recorded in Ada County.

Unhealthy for Sensitive Groups:

- 1 day was attributable to O₃ recorded in Ada County.
- 1 day was attributable to PM_{2.5} recorded in Ada County.
- 1 day was attributable to PM_{2.5} recorded in both counties and O₃ recorded in Ada County.

Unhealthy:

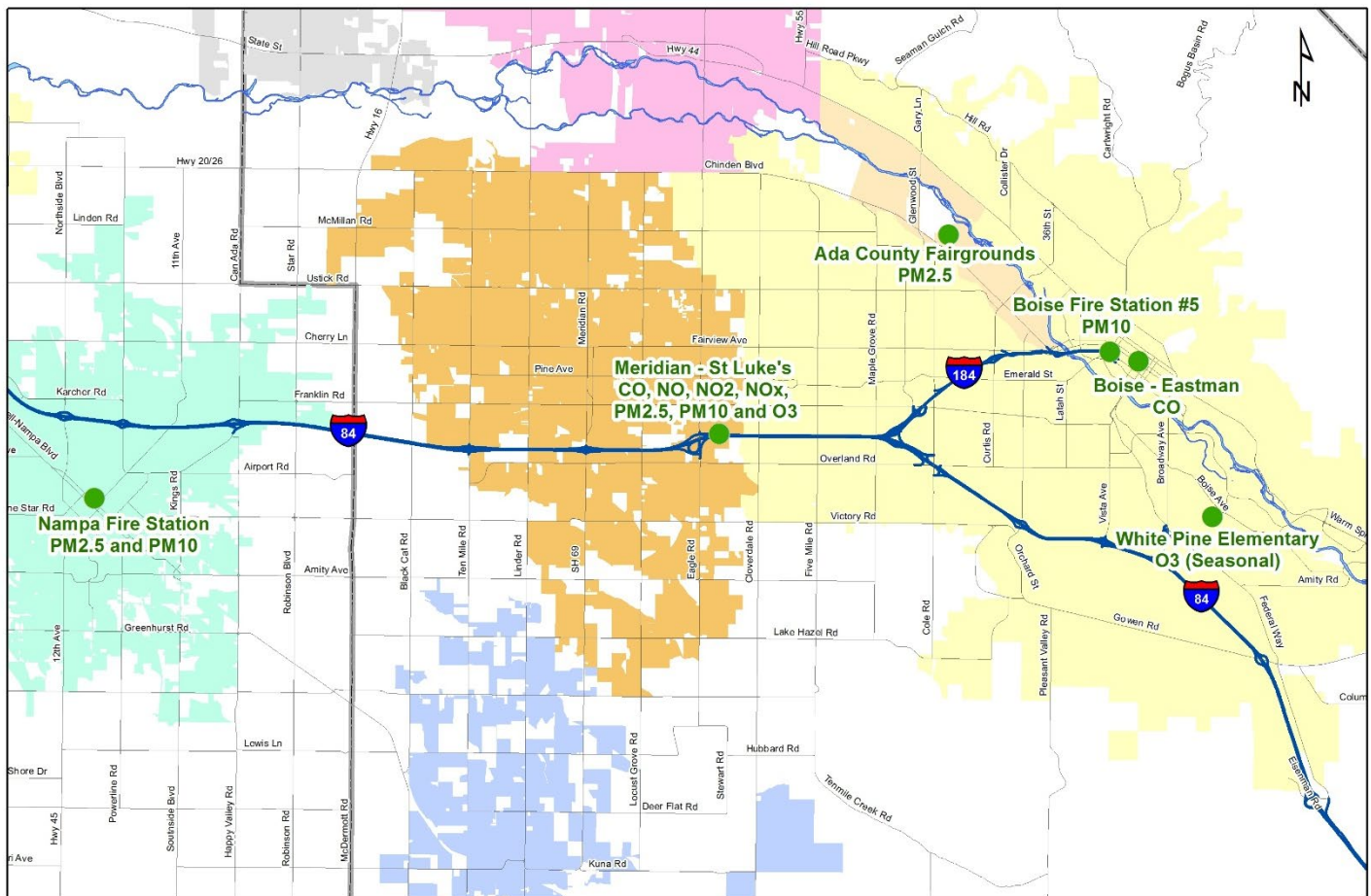
- 1 day was attributable to PM_{2.5} recorded in Ada County.

- Yearly Summary

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

Year	Good	Moderate	Unhealthy for Sensitive Groups to Hazardous	Total
2014	287	75	3	365
2015	283	64	18	365
2016	236	120	10	366
2017	209	127	29	365
2018	260	97	8	365
2019	299	65	1	365
2020	248	97	21	366
2021	234	114	17	365
2022	208	147	10	365
2023	271	91	3	365
2024	169	70	35	274

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



Air quality monitoring locations, Ada and Canyon Counties

Pollutant Descriptions

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

More Information:

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

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REGIONAL TRANSPORTATION ADVISORY COMMITTEE

VII-C

Attendance List

Member Agency/Name	Jan '24	Feb '24	Mar '24	Apr '24	May '24	June '24*	July '24	Aug '24	Sept '24	Oct '24	Nov '24	Dec '24	TOTAL
Ada County/ L. Letson/B. Moore/S.Yarrington	3	1	2	2	2		1	2	2				15
ACHD/ T. Ferch/T. Laws/D. Rader	3	3	3	3	3		3	3	3				24
Boise State/ G. Finkelstein	1	1	1	1	1		1	0	1				7
Canyon County/ M. Barron/D. Lister/D. Root	3	1	0	0	2		1	1	1				9
Capital City Development Corporation/ Z. Piepmeyer	0	0	0	0	0		0	0	0				0
City of Boise/ B. Brush/D. Dupuy/T. Greegor	2	2	3	2	3		2	2	2				18
City of Caldwell/ W. Herbel/Vacant	1	2	1	1	1		1	1	1				9
City of Eagle/ H. Durham/N. Baird Spencer	1	2	1	2	1		1	1	1				10
City of Garden City/ H. Veal	1	1	1	1	0		1	1	1				7
City of Greenleaf/ L. Belt	1	0	1	1	1		0	1	1				6
City of Kuna/ T. Behunin/D. Hanson	2	2	1	2	2		1	2	2				14
City of Melba/ Vacant (July)	1	1	1	0	1		0	0	0				4
City of Meridian/ H. Hill (Feb)/C. Hood/B. McClure	2	3	0	2	2		3	3	3				18
City of Middleton/ J. VanGilder	1	1	1	1	0		1	1	1				7
City of Nampa/ C. Craig/C. Salinas (Aug)/M. Steuer	2	3	3	2	2		2	1	3				18
City of Notus/ R. Hartsock	1	1	1	0	1		1	1	1				7
City of Parma/ B. Laird	0	0	0	0	0		0	0	0				0
City of Star/ S. Nickel	1	0	1	1	1		1	1	1				7
City of Wilder/ C. Johnson	1	1	0	0	0		0	0	0				2
Highway District #4/ L. Riccio	1	1	1	1	0		1	1	0				6
IDEQ/ M. Toole	1	1	1	1	1		1	1	1				8
ITD/ V. Trimboli	1	1	1	1	1		1	1	1				8
Public Participation Committee/ J. Wilde (Feb)	0	1	1	1	1		1	0	1				6
Valley Regional Transit/ S. Hunt	1	1	1	1	1		1	1	1				8
West Ada School District/ M. Carson (May)					1		0	1	1				3
Central District Health/ D. Adams (Ex-Officio)	1	1	1	1	1		0	1	0				6
Governor's Office/ Jamie Neill (Ex-Officio)(October)	0	0	0	0	0		0	0	0				0
Greater Boise Auditorium District/ C. Lund (Ex-Officio)	1	1	0	0	1		0	0	0				3

* - Meeting canceled

Administrative Modification #15 for the FY2024-2030 Transportation Improvement Program (TIP)

Key Number	Project	Sponsor	Scheduled Funding for Project Lifetime			**Percent Change	Program/ Funding Source	Federal Funding Year	Funding Phase	Current Total	Total After Revision	Brief Explanation
			*Current Total	**Revised Total	Amount Change							
22103	Franklin Boulevard, Freight Improvements near 3rd Avenue North, Nampa	City of Nampa	\$10,616,000	\$10,762,367	\$146,367	1.38%	Local Participating	2030	Design	\$0	\$146,000	To cover the negotiated design contract.
22715	SH-55 (Karcher Road), Farmway Road to Middleton Road, Canyon County	ITD	\$196,239,000	\$200,913,434	\$4,674,434	2.38%	TECM	2025	Right-of-Way	\$20,030,000	\$0	To adjust costs for final engineer's estimate and prepare to bid the project.
							TECM	2025	Construction	\$0	\$73,600,000	
							TECM	2026	Construction	\$0	\$4,000,000	
							TECM	2027	Construction	\$0	\$4,700,000	
							TECM	2028	Construction	\$0	\$10,000,000	
							State (Early Development)	2025	Construction	\$112,233,000	\$0	
							Local Participating	2024	Design	\$0	\$421,133	
							Local Participating	2025	Design	\$421,000	\$0	
							Local Participating	2025	Construction	\$0	\$6,894,379	
							NHPP	2025	Construction	\$0	\$7,717,555	
							NHPP	2026	Construction	\$0	\$9,400,000	
							NHPP	2027	Construction	\$0	\$3,600,000	
							Advanced Construction (Local)	2024	Construction	\$0	\$6,894,379	
							Advanced Construction (Local)	2025	Construction	\$0	(\$6,894,379)	
							Advanced Construction	2024	Construction	\$0	\$130,042,555	
							Advanced Construction	2025	Construction	\$0	(\$81,342,555)	
							Advanced Construction	2026	Construction	\$0	(\$13,400,000)	
Advanced Construction	2027	Construction	\$0	(\$25,300,000)								
Advanced Construction	2028	Construction	\$0	(\$10,000,000)								
Leading Idaho	2027	Construction	\$0	\$17,000,000								
State	2025	Construction	\$0	\$25,000								
24229	Middleton Road, SH-55 (Karcher Road) to Flamingo Avenue, Nampa	Nampa	\$4,427,000	\$4,131,000	(\$296,000)	-6.69%	Local Participating	2024	Design	\$326,000.0	\$30,000.0	Update design costs to match current needs. Project was already designed by the City and is being updated to federal standards.

* Current Total - Previous TIP total.
** Revised Total - The SUM of the Current Total including the proposed revisions.
COMPASS TIP Amendment Policy: https://compassidaho.org/wp-content/uploads/2024-01_TIPAmendPolicy.pdf
Only information proposed to change is included in this action.

Acronyms:

FY = Fiscal Year
GARVEE = Grant Anticipation Revenue Vehicle
I = Interstate
ITD = Idaho Transportation Department
NHPP = National Highway Performance Program
SH = State Highway
TECM = Transportation Expansion and Congestion Mitigation

Staff Recommendation:

Approval:

Date:



Toni Tisdale, Principal Planner, Transportation


Matthew J. Stoll, Executive Director



Community Planning Association of Southwest Idaho (COMPASS)

Administrative Modification #16 for FY2024-2030 Transportation Improvement Program												
Key Number	Project	Sponsor	Scheduled Funding for Project Lifetime		Amount Change	**Percent Change	Program/ Funding Source	Federal Funding Year	Funding Phase	Current Total	Total After Revision	Brief Explanation
			*Current Total	**Revised Total								
19571	Planning, Communities in Motion Update, COMPASS	COMPASS	\$724,509	\$667,135	(\$57,374)	-7.92%	STBG-TMA	2024	Design	\$0	(\$57,374)	Transfer remaining funds to KN 20271 and prepare project for closeout, per TMA balancing action on August 7, 2024.
20271	Planning, Communities in Motion Update, COMPASS	COMPASS	\$636,000	\$693,374	\$57,374	9.02%	STBG-TMA	2024	Design	\$0	\$57,374	Transfer remaining funds from KN 19571 to cover cost increases, per TMA balancing action on August 7, 2024.
22386	Commuteride, Ada and Canyon Counties, ACHD - FY2025-FY2030	ACHD	\$330,000	\$330,000	\$0	0.00%	STBG-LU	2024	Design	\$0	\$97,379	Partially advance STBG-LU funds from FY2025 to FY2024 using Redistribution funds.
							STBG-LU	2025	Design	\$110,000	\$12,621	
23311	Study, Chinden Drainage and Design Plan, Garden City	City of Garden City	\$200,000	\$462,141	\$262,141	131.07%	STBG-State	2024	Design	\$0	\$78,000	To cover the negotiated design contract using Redistribution funds.
							STBG-TMA	2024	Design	\$0	\$184,141	
23833	Access to Opportunity, Boise and Garden City	ACHD	\$6,459,500	\$7,459,500	\$1,000,000	15.48%	TAP-TMA (SR2S)	2024	Design	\$0	\$561,900	To cover the negotiated design contract using Redistribution and advanced construction funds.
							TAP-TMA	2024	Design	\$0	\$58,668	
							Advanced Construction (Local)	2024	Design	\$0	\$379,432	
23943	SR2S, VRT, Ada County	Valley Regional Transit	\$206,000	\$206,000	\$0	0.00%	TAP-TMA (SR2S)	2024	Design	\$0	\$206,000	Advance funds from FY2025 to FY2024 using Redistribution funds, and adjust the phase from construction to design.
							TAP-TMA	2025	Construction	\$206,000	\$0	

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

Acronyms

ACHD = Ada County Highway District
 COMPASS = Community Planning Association of Southwest Idaho
 FY = Fiscal Year
 GARVEE = Grant Anticipation Revenue Vehicle
 I = Interstate
 ITD = Idaho Transportation Department

ITS = Intelligent Transportation Systems
 KN = Key Number
 SR2S = Safe Routes To School
 STBG = Surface Transportation Block Grant
 TAP = Transportation Alternatives Program
 TECM = Transportation Expansion and Congestion Mitigation

TIP = Transportation Improvement Program
 TMA = Transportation Management Area
 VRT = Valley Regional Transit

Staff Recommendation:

Toni Tisdale, Principal Planner, Transportation
 COMPASS

Approval:

Matthew J. Stoll, Executive Director
 COMPASS

Date:

9/4/2024