



Working together to plan for the future

COMPASS BOARD OF DIRECTORS' MEETING
DECEMBER 16, 2024 - 1:30 PM
NAMPA CIVIC CENTER
311 3RD ST S., NAMPA, ID

IN PERSON ONLY
NO REMOTE OPTION AVAILABLE

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

\*\*AGENDA\*\*

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

II. OPEN DISCUSSION/ANNOUNCEMENTS

III. CONSENT AGENDA

Page 3 A.\* Approve October 21, 2024, COMPASS Board of Directors Meeting Minutes

Page 8 B.\* Receive Approved September 10, 2024, and October 15, 2024, Executive Committee Meeting Minutes

Page 13 C.\* Receive Approved August 15, 2024, Finance Committee Meeting Minutes

Page 15 D.\* Confirm Regional Transportation Advisory Committee (RTAC) Membership

Page 17 E.\* Adopt Resolution 04-2025 Amending the FY2024-2030 and FY2025-2031 Regional Transportation Improvement Programs (TIPs)

Page 25 F.\* Approve Metropolitan Transportation Planning Memorandum of Understanding between COMPASS and Valley Regional Transit

IV. INFORMATION

1:35 A. Member Agency Presentation - Virtual Tour of the Idaho Transportation Department's (ITD) Current and Future Planning Projects Jason Brinkman
Jason Brinkman, ITD will present a virtual tour of ITD's current and future planning projects in the COMPASS planning area.

2:05 Page 48 B.\* Status Report - High-Capacity Transit (Let's Ride Treasure Valley) PEL Study Public Comments Received to Date Lila Klopfenstein
Lila Klopfenstein will provide a summary of public comments received on the High-Capacity Transit (Let's Ride Treasure Valley) PEL Study to date.

2:20 C. **Status Report – Finance Committee** Jarom Wagoner  
*The Finance Committee Chair will provide a status report on the November 21, and December 12, 2024, Finance Committee meetings.*

V. **ACTION ITEMS**

2:25 A. **Approve Boise County Membership Request for FY2025** Matt Stoll  
*Matt Stoll will seek COMPASS Board of Directors' approval of a request for COMPASS membership from the Boise County Board of Commissioners.*

2:35 B.\* **Adopt Resolution 05-2025 Approving Revision 1 of the FY2025 Unified Planning Work Program and Budget (UPWP)** Meg Sonnen  
Page 49 *Meg Sonnen will seek COMPASS Board of Directors' approval of Revision 1 of the FY2025 UPWP.*

2:45 C.\* **Accept Communities in Motion 2055 Population Forecast Growth Allocation** Austin Miller  
Page 76 *Austin Miller will seek COMPASS Board of Directors' acceptance of the Communities in Motion 2055 population forecast growth allocation.*

3:00 D.\* **Confirm 2025 Board Officer Slate** Matt Stoll  
Page 79 *COMPASS Bylaws require the Board of Directors confirm ascension of new Board officers and election of a new Secretary-Treasurer.*

3:05 E. **Executive Session – Personnel Matter, Idaho Code [74-206 (a)]** Trevor Chadwick  
*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.*

F. **Consider Executive Committee's Recommendation Regarding Executive Director Search** Trevor Chadwick

VI. **EXECUTIVE DIRECTOR'S REPORT (INFORMATION ONLY)**

Page 81 A.\* **Staff Activity Reports**  
Page 85 B.\* **Status Report – Current Air Quality Data**  
Page 91 C.\* **Status Report – Regional Transportation Advisory Committee Attendance**  
Page 92 D.\* **Administrative Modifications**

VII. **OTHER**

**Next Meeting: February 24, 2025**

VIII. **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.*

**COMPASS BOARD OF DIRECTORS' MEETING  
OCTOBER 21, 2024  
COMPASS, 1<sup>ST</sup> FLOOR BOARD ROOM  
700 NE 2<sup>ND</sup> 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  
Vince Trimboli for Jason Brinkman, Idaho Transportation Department – District 3, in person  
Trevor Chadwick, Mayor, City of Star, **Chair**, in person  
Stephen Hunt for Elaine Clegg, Valley Regional Transit, in person  
Kathy Corless, Councilmember, City of Boise, in person  
Ryan Davidson, Commissioner, Ada County, via ZOOM  
Tom Dayley, Commissioner, Ada County, via ZOOM  
Lisa Leiby for 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  
Jackie Hutchison, Mayor, City of Middleton, via ZOOM  
Dan Hyer, Councilmember, City of Greenleaf, via ZOOM  
Debbie Kling, Mayor, City of Nampa, **Immediate Past Chair**, via ZOOM  
Mary May, Councilmember, City of Eagle, in person  
Robb McDonald, City of Caldwell, via ZOOM  
Dave McKinney, Commissioner, Ada County Highway District, in person  
Lauren McLean, Mayor, City of Boise, via ZOOM  
Colin Nash, Councilmember, City of Boise, via ZOOM  
Steve Siddoway for John Overton, Councilmember, City of Meridian, via ZOOM  
Brad Pike, Mayor, City of Eagle, in person  
David Porterfield, Mayor, City of Notus, via ZOOM  
Crystal Craig for Tom Points, City of Nampa, in person  
Charlie Rountree, City of Meridian, in person  
Aaron Scheff, Idaho Department of Environmental Quality, via ZOOM  
Caleb Hood for Robert Simison, Mayor, City of Meridian, via ZOOM  
Matt Stoll, Executive Director, Community Planning Association, Ex officio, in person  
Jarom Wagoner, Mayor, City of Caldwell, **Secretary/Treasurer**, in person

**MEMBERS ABSENT:**

Zach Brooks, Commissioner, Canyon County  
John Brunelle, Capital City Development Corporation  
Cory Dickard, Mayor, City of Melba  
Brad Holton, Commissioner, Canyon County  
Chelsie Johnson, City of Wilder  
Brett Laird, City of Parma  
John Laraway, Councilmember, City of Kuna  
Cody Lund, Greater Boise Auditorium District, Ex officio  
Jamie Neill, Governor’s Office, Ex officio  
Dave Reinhart, West Ada School District  
Victor Rodriguez, Councilmember, City of Nampa  
Joe Stear, Mayor, City of Kuna  
Leslie Van Beek, Commissioner, Canyon County  
Nikole Zogg, Southwest District Health, Ex officio

**OTHERS PRESENT:**

Bre Brush, City of Boise, via ZOOM  
Matt Carlson, Community Planning Association, in person  
Mark Christiansen, Councilmember, City of Middleton, in person  
Teri Gregory, Community Planning Association, in person  
Monica Hobbs, City of Middleton, via ZOOM  
Rhonda Jalbert, Boise County, in person  
Lindy Lindstrom, Commissioner, Boise County, in person  
Justin Lucas, Ada County Highway District, in person  
Amy Luft, Community Planning Association, in person  
Austin Miller, Community Planning Association, in person  
Hunter Mulhall, Community Planning Association, in person  
Megan Sonnen, Community Planning Association, via ZOOM  
Clay Tucker, Commissioner, Boise County, in person  
Nichoel Baird Spencer, City of Eagle, in person  
Toni Tisdale, Community Planning Association, in person

**CALL TO ORDER**

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

**OPEN DISCUSSION/ANNOUNCEMENTS**

Matt Stoll welcomed Boise County Commissioners Clay Tucker and Lindy Lindstrom. Matt Stoll announced the December COMPASS Board meeting will be held at the Nampa Civic Center in Nampa, in person only. Lunch will precede the meeting, and the 2024 Leadership in Motion Awards will be presented during the luncheon.

## CONSENT AGENDA

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

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

## SPECIAL ITEMS

### A. Member Agency Presentation – Project of Regional Importance

Mayor Lauren McLean, City of Boise, presented on the Chips and Sciences Act, Micron’s investment in Boise, and its regional impacts.

## ACTION ITEMS

### A. Adopt Resolution 02-2025 Amending *Communities in Motion 2050*

Austin Miller presented Resolution 02-2025 amending *Communities in Motion 2050* and requested COMPASS Board of Directors’ adoption.

After discussion, **Mary May moved and Charlie Rountree seconded to adopt Resolution 02-2025 amending *Communities in Motion 2050*.** Motion passed unanimously.

### B. Adopt Resolution 03-2025 Amending the FY2024-2030 and FY2025-2031 Regional Transportation Improvement Programs (TIPs)

Toni Tisdale presented Resolution 03-2025 amending the FY2024-2030 and FY2025-2031 TIPs and requested COMPASS Board of Directors’ adoption.

**Stephen Hunt moved and Vince Trimboli seconded to adopt Resolution 03-2025 amending the FY2024-2030 and FY2025-2031 TIPs as presented.** Motion passed unanimously.

### **C. Approve the FY2025 COMPASS Resource Development Plan**

Matt Carlson presented the FY2025 COMPASS Resource Development Plan and requested COMPASS Board of Directors' approval.

**Debbie Kling moved and Charlie Rountree seconded to approve the FY2025 COMPASS Resource Development Plan as presented.** Motion passed unanimously.

### **D. Approve 2025 Idaho Legislative Position Statements**

Amy Luft presented the 2025 Idaho legislative position statements and requested COMPASS Board of Directors' approval.

After discussion, **David McKinney moved and Ryan Davidson seconded to approve the 2025 Idaho legislative position statements with the following amendments: remove the property tax cap and the impact fee flexibility statements.**

After further discussion, **Lauren McLean proposed a substitute motion to approve the 2025 Idaho legislative positions as presented. Jarom Wagoner seconded.** Substitute motion passed.

### **E. Approve 2025 Federal Transportation Position Statements**

Amy Luft presented the 2025 federal transportation position statements and requested COMPASS Board of Directors' approval.

After discussion, **Lauren McLean moved and Stephen Hunt seconded to approve the 2025 federal transportation positions as presented.** Motion passed.

### **F. Approve Boise County Membership Request for FY2025**

Matt Stoll presented a request from Boise County to become a COMPASS member in FY2025.

After discussion, **Jarom Wagoner moved and Mary May seconded to accept Boise County as a COMPASS member in FY2025.**

After further discussion, **Debbie Kling proposed a substitute motion and Lauren McLean seconded to table the request until the December 16, 2024, COMPASS Board meeting.** Substitute motion passed.

## **INFORMATION ITEMS**

### **A. Status Report – *Communities in Motion 2055***

Austin Miller provided an update on *Communities in Motion 2055*.

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

**Miranda Gold moved and Lauren McLean seconded to move into Executive Session pursuant to Idaho Code [74-206 (a)(b)] at 3:19 p.m.**

**Matt Stoll called roll. The following COMPASS Board of Directors members were present and voted in the affirmative: Drew Alexander, Rod Beck, Vince Trimboli for Jason Brinkman, Trevor Chadwick, Stephen Hunt for Elaine Clegg, Kathy Corless, Ryan Davidson, Tom Dayley, Lisa Leiby for John Evans, Jay Gibbons, Miranda Gold, Jim Hansen, Jackie Hutchison, Debbie Kling, Mary May, Robb McDonald, Dave McKinney, Lauren McLean, Steve Siddoway for John Overton, Brad Pike, Crystal Craig for Tom Points, David Porterfield, Charlie Rountree, Caleb Hood for Robert Simison, and Jarom Wagoner**

The Board of Directors convened back into session at 3:27 p.m. No action was taken in the Executive Session.

**ADJOURNMENT**

**Chair Trevor Chadwick adjourned the meeting at 3:27 p.m.**

**Approved this 16<sup>th</sup> day of December 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  
SEPTEMBER 10, 2024  
COMPASS  
SECOND FLOOR LARGE CONFERENCE ROOM AND ZOOM  
700 NE 2<sup>ND</sup> STREET  
MERIDIAN, IDAHO**

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

**ATTENDEES:**

Rod Beck, Commissioner, Ada County, **Vice Chair**, in person  
Trevor Chadwick, Mayor, City of Star, **Chair**, in person  
Jay Gibbons, Commissioner, Highway District #4, **Chair Elect**, in person  
Miranda Gold, 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**, via ZOOM  
Mary May, Councilmember, City of Eagle, in person  
Bre Brush for Lauren McLean, Mayor, City of Boise, via ZOOM  
Robert Simison, Mayor, City of Meridian, in person  
Joe Stear, Mayor, City of Kuna, in person  
Jarom Wagoner, Mayor, City of Caldwell, **Secretary/Treasurer**, in person

**MEMBERS ABSENT:**

None

**OTHERS PRESENT:**

Ashley Cannon, COMPASS, in person  
Teri Gregory, COMPASS, in person  
Lila Klopfenstein, COMPASS, in person  
Amy Luft, COMPASS, in person  
Austin Miller, COMPASS, in person  
Chris Proud, HDR, via ZOOM  
Megan Sonnen, COMPASS, in person  
Matt Stoll, Executive Director, COMPASS, in person

**CALL TO ORDER**

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

**OPEN DISCUSSION/ANNOUNCEMENTS**

Matt Stoll announced Leadership in Motion nominations are open until noon on September 27.



Matt Stoll announced he has met with the Boise County Commissioners regarding COMPASS membership. He also met with staff from Senators Crapo and Risch regarding the grant process and transportation funding.

## **CONSENT AGENDA**

### **A. Approve August 13, 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. Establish October 21, 2024, COMPASS Board Meeting Agenda**

Matt Stoll presented agenda items 1-22 for the upcoming October 21, 2024, COMPASS Board of Directors' meeting.

After discussion, **Jarom Wagoner moved and Joe Stear seconded approval of items 1 – 22, for the October 21, 2024, COMPASS Board of Directors' meeting. Matt Stoll has the latitude to amend the agenda as necessary.** Motion passed unanimously.

### **B. Approve Revision 3 of the FY2024 Unified Planning Work Program and Budget**

Megan Sonnen presented Revision 3 FY2024 Unified Planning Work Program and Budget and requested Executive Committee approval.

After discussion, **Jarom Wagoner moved and Mary May seconded to approve Revision 3 of the FY2024 Unified Planning Work Program and Budget.** Motion passed unanimously. The COMPASS Board will be asked to ratify the action in its October 21, 2024, meeting.

### **C. Authorize Call for 2025 COMPASS Board of Directors' Secretary/Treasurer Nominations**

Matt Stoll requested Executive Committee authorization to solicit nominations for the open 2025 Board officer position per COMPASS Bylaws.

**Debbie Kling moved and Miranda Gold seconded to authorize Matt Stoll to solicit nominations from Ada County for the 2025 Board of Directors' Secretary/Treasurer position.** Motion passed unanimously.

## **INFORMATION/DISCUSSION ITEMS**

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

Lila Klopfenstein, COMPASS, and Chris Proud, HDR, presented an update on the High-Capacity Transit Planning and Environmental Linkages (PEL) Study and the upcoming open houses in Ada and Canyon Counties.

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

Trevor Chadwick noted the memos regarding the Regional Transportation Advisory Committee were provided in the meeting packet.

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

Jay Gibbons moved and Miranda Gold seconded to move into Executive Session pursuant to Idaho Code [74-206 (a)] at 2:31 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, Bre Brush for Lauren McLean, Joe Stear and Jarom Wagoner.

The committee convened back into session at 2:36 p.m. No action was taken in the Executive Session.

**ADJOURNMENT**

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

**Approved this 15th 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**



**EXECUTIVE COMMITTEE MEETING  
OCTOBER 15, 2024  
COMPASS  
SECOND FLOOR LARGE CONFERENCE ROOM AND ZOOM  
700 NE 2<sup>ND</sup> STREET  
MERIDIAN, IDAHO**

**\*\*CORRECTED MINUTES\*\***

**ATTENDEES:**

Rod Beck, Commissioner, Ada County, **Vice Chair**, in person  
Trevor Chadwick, Mayor, City of Star, **Chair**, in person  
Jay Gibbons, Commissioner, Highway District #4, **Chair Elect**, via ZOOM  
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**, via ZOOM  
Mary May, Councilmember, City of Eagle, in person  
Kathy Corless 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:**

Gregor Deica, in person  
Teri Gregory, COMPASS, in person  
Rhonda Jalbert, in person  
Lindy Lindstrom, Commissioner, Boise County, in person  
Amy Luft, COMPASS, in person  
Megan Sonnen, COMPASS, in person  
Matt Stoll, Executive Director, COMPASS, in person  
Clay Tucker, Commissioner, Boise County, in person

**CALL TO ORDER**

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

**OPEN DISCUSSION/ANNOUNCEMENTS**

Trevor Chadwick introduced Gregor Deica, an exchange student from the German Parliament Exchange Program. Trevor Chadwick also introduced Boise County Commission Chair Clay Tucker, Commissioner Lindy Lindstrom, and resident Rhonda Jalbert.

**CONSENT AGENDA**

**A. Approve September 10, 2024, Executive Committee Meeting Minutes**

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

**ACTION ITEMS**

**A. Consideration of a Recommendation of COMPASS Board of Directors' Approval of Boise County's Request for COMPASS Membership**

Matt Stoll presented a request from Boise County for COMPASS Membership.

After discussion, **Robert Simison moved and Mary May seconded to recommend COMPASS Board of Directors' approval of Boise County's request for membership.** Motion passed with Miranda Gold and Kathy Corless abstaining.

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

**Robert Simison moved and Mary May seconded to move into Executive Session pursuant to Idaho Code [74-206 (a)] at 1:55 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, Kathy Corless for Lauren McLean, and Jarom Wagoner.**

The committee convened back into session at 2:00 p.m. No action was taken in the Executive Session.

**ADJOURNMENT**

Chair Trevor Chadwick adjourned the meeting at 2:02 p.m.

**Approved this 12th day of November 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  
AUGUST 15, 2024  
COMPASS 2ND FLOOR LARGE CONFERENCE ROOM AND ZOOM**

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

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

**MEMBERS ABSENT:**  
NONE

**OTHERS PRESENT:**  
Morgan Browning, Harris CPAs, via ZOOM  
Ashley Cannon, COMPASS, in person  
Teri Gregory, COMPASS, in person  
Gus Loeffelholz, Federal Highway Administration, via ZOOM  
Amy Luft, COMPASS, in person  
Meg Sonnen, COMPASS, in person  
Kendra Stillwaugh, Harris CPAs, via ZOOM  
Matt Stoll, COMPASS, in person

**CALL TO ORDER:**

Vice Chair Robert Simison called the meeting to order at 12:02 p.m. Chair Jarom Wagoner attended the meeting via ZOOM until his arrival at the COMPASS 2<sup>nd</sup> floor large conference room, at which time he took over the meeting.

**OPEN DISCUSSION/ANNOUNCEMENTS**

There were no announcements.

**CONSENT AGENDA**

**A. Approve July 11, 2024, Finance Committee Meeting Minutes**

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

**INFORMATION/DISCUSSION ITEM**

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

Meg Sonnen presented the disbursements made in the reporting period, July 4, 2024, through July 19, 2024, which was provided in the packet for information.

**ACTION ITEMS**

**A. Approve FY2024 Audit Process**

Meg Sonnen, with assistance from Morgan Browning and Kendra Stillwaugh, Harris CPAs, presented the FY2024 audit process.

After discussion, **Jay Gibbons moved and Rod Beck seconded to authorize Finance Committee Chair Jarom Wagoner to sign the letter of engagement on behalf of COMPASS for the FY2024 audit.** Motion passed unanimously.

**B. Approve Variance Report for October 1, 2023 – June 30, 2024**

Meg Sonnen presented the variance report for October 1, 2023 – June 30, 2024.

After discussion, **Zach Brooks moved and Rod Beck seconded to approve the variance report for October 1, 2023 – June 30, 2024, as presented.** Motion passed unanimously.

**C. Recommend Approval of Revision 3 of the FY2024 Unified Planning Work Program and Budget**

Meg Sonnen presented Revision 3 of the FY2024 Unified Planning Work Program and Budget.

**Robert Simison moved and Victor Rodriguez seconded to recommend COMPASS Board of Directors' approval of Revision 3 of the FY2024 Unified Planning Work Program and Budget as presented.** Motion passed unanimously.

**ADJOURNMENT**

Chair Jarom Wagoner adjourned the meeting at 12:27 p.m.

**Approved this 21<sup>st</sup> day of November 2024.**

By:   
Jarom Wagoner, Chair

**Attest:**

By:   
Robert Simison, Vice Chair

## COMPASS BOARD AGENDA ITEM III-D

Date: December 16, 2024

### 2025 Regional Transportation Advisory Committee

The Regional Transportation Advisory Committee (“RTAC”) is intended to provide advice to the COMPASS Board of Directors on regional transportation and related planning issues.

RTAC shall be composed of key staff or otherwise qualified representatives of members of COMPASS, preferably having a transportation-related technical background.

The COMPASS Board of Directors shall appoint members to RTAC. COMPASS members shall have the right to designate the individuals to be appointed to RTAC by the Board. The number of appointments by a COMPASS member shall be limited to the number of Board seats allotted to the requesting COMPASS member under that certain Third Restated and Amended Joint Powers Agreement and Articles of Reformation and Organization of COMPASS, as amended. Additionally, the COMPASS Public Participation Workgroup shall be entitled to appoint one member to sit on RTAC.

<b>Member Agency</b>	<b>Participants</b>	<b>Votes</b>
Ada County Development Services	Stacy Dupuis Leon Letson Brent Moore	3
Ada County Highway District	Tom Ferch Tom Laws Dave Rader	3
Boise State University	Gabe Finkelstein	1
Canyon County Development Services	Michelle Barron Dan Lister Deb Root	3
Capital City Development Corporation	Zach Piepmeyer	1
City of Boise	Bre Brush Deanna Dupuy Tessa Greegor	3
City of Caldwell	Hallie Hart Wayne Herbel	2
City of Eagle	Nichoel Baird Spencer Andrew Glaspell	2
City of Garden City	Hanna Veal	1
City of Greenleaf	Lee Belt	1
City of Kuna	Troy Behunin Doug Hanson	2
City of Melba	Brent Arte	1
City of Meridian	Hether Hill Caleb Hood Brian McClure	3
City of Middleton	Jason VanGilder	1

<b>Member Agency</b>	<b>Participants</b>	<b>Votes</b>
City of Nampa	Crystal Craig Clemente Salinas Mark Steuer	3
City of Notus	Rob Hartsock	1
City of Parma	Brett Laird	1
City of Star	Shawn Nickel	1
City of Wilder	Chelsie Johnson	1
Highway District No. 4	Joe McMullin	1
Idaho Department of Environmental Quality	Michael Toole	1
Idaho Transportation Department	Vince Trimboli	1
Public Participation Workgroup	Jason Wilde	1
Valley Regional Transit	Stephen Hunt	1
West Ada School District	Miranda Carson	1
<b>Ex Officio Members</b>	<b>Participants</b>	<b>Votes</b>
Central District Health Department	Curtis Loveless	N/A
COMPASS	Austin Miller/Megan Sonnen/Amy Luft/Toni Tisdale (rotates every 3 mos)	N/A
Governor's Office	Jamie Neill	N/A

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## COMPASS BOARD AGENDA ITEM III-E

December 16, 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 04-2025 (Attachment 1) modifying the FY2024-2030 and FY2025-2031 TIPs at the request of the City of Nampa, COMPASS, the Idaho Transportation Department (ITD), and the Ada County Highway District (ACHD). The Regional Transportation Advisory Committee recommended approval on November 20, 2024.

#### **Background/Summary**

Action is needed from the COMPASS Board of Directors when a project is proposed to be added to the TIP or when construction is advanced from beyond the first four years of the TIP.

- The City of Nampa requested to add a project to widen **Northside Boulevard** between Karcher Boulevard and Birch Lane. The project is funded through a nationally competitive grant through the Economic Development Administration.
- The City of Nampa requested to add two safety projects funded through a nationally competitive grant through the Federal Highway Administration's Safe Streets and Roads for All program. The first is a demonstration project to identify vulnerable users and determine safety improvements along the **12<sup>th</sup> Avenue corridor**. The second is a project to conduct a road safety assessment at the intersection of **Northside Boulevard and 2<sup>nd</sup> Street South**.
- COMPASS requested to add a safety project funded through the same Safe Streets and Roads for All program to develop a system-wide prioritized **deployment plan** for leading pedestrian intervals, accessible pedestrian signals, and other low-cost operational improvements to enhance the safety of vulnerable road users in the Treasure Valley.
- The City of Nampa requested a correction to the **Middleton Road** project between State Highway 55 (Karcher Road) and Flamingo Avenue to advance construction from preliminary development to FY2025.
- ITD requested to add a sealcoat project on **US 95** between State Highway 55 and State Highway 19 in Canyon and Owyhee Counties.
- ACHD requested to add a project for pavement preservation and sidewalk improvements on **Discovery Way** between US 20/26 (Chinden Boulevard) and Bridger Street in the City of Boise. The concept level design was under a different key number, but ACHD requested to split the final design and construction into a separate key number to fund with local funds, due to increased costs. Funds would be eligible to convert to federal if they become available.

A public comment period was held October 28 through November 11, 2024, to address the proposed amendments to the FY2024-2030 and FY2025-2031 TIPs. A total of five individuals commented during the public comment period. Verbatim comments are provided in Attachment 2. Staff does not recommend changes to the FY2024-2030, nor FY2025-2031, TIP amendments based on the 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 1: Resolution 04-2025
- 2) Attachment 2: Public Comments
- 3) For detailed information contact: Toni Tisdale, Resource Development Team Lead, at 208/475-2238 or [ttisdale@compassidaho.org](mailto:ttisdale@compassidaho.org).

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**RESOLUTION NO. 04-2025**

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 October 28, 2024, through November 11, 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 16<sup>th</sup> day of December 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 #6 for the FY2024-2030 Regional Transportation Improvement Program (TIP)  
 Amendment #2 for the FY2025-2031 TIP**

Key Number	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								
NEW4	Northside Boulevard, Karcher Boulevard to Birch Lane, Nampa	City of Nampa	\$0	\$6,120,740	\$6,120,740	100.00%	Discretionary	2025	Construction	\$0	\$2,998,410	Add project funded by a grant through the Economic Development Administration. Description: Widen Northside Boulevard from Karcher Road to Birch Lane in the City of Nampa from two lanes to five lanes. Work includes a crossing of the Union Pacific Rail Road and improvements to the intersection at Birch Lane, as well as bringing pedestrian facilities to current standards.
							Local Participating	2025	Construction	\$0	\$3,122,330	
NEW5	Vulnerable User Identification and Safety Demonstration, Nampa	City of Nampa	\$0	\$1,500,000	\$1,500,000	100.00%	Discretionary	2024	Construction	\$0	\$1,500,000	Add project funded by a grant through the Safe Streets and Roads for All program. Description: Implement safety based technology along 12th Avenue corridor in the City of Nampa. Demonstration improvements will occur at six locations, four signalized intersections and two Pedestrian Hybrid Beacons (PHB), to identify safety issues, apply countermeasures, and measure the safety benefits using data collected. Successful elements of the project will provide information for possible similar improvements to other locations across the Treasure Valley.
NEW6	Safety Assessment, Northside Boulevard and 2nd Street South, Nampa	City of Nampa	\$0	\$290,375	\$290,375	100.00%	Discretionary	2025	Design	\$0	\$290,375	Add project funded by a grant through the Safe Streets and Roads for All program. Description: Develop a road safety assessment of the intersection of Northside Boulevard and 2nd Street South in the City of Nampa. The assessment will identify and evaluate countermeasures that will mitigate fatalities and serious injuries of pedestrians at the intersection.
NEW7	Safe Pedestrian Intersection Prioritization for Enhanced Road Safety, COMPASS	COMPASS	\$0	\$345,000	\$345,000	100.00%	Discretionary	2025	Design	\$0	\$345,000	Add project funded by a grant through the Safe Streets and Roads for All program. Description: Develop a system wide prioritized deployment plan for leading pedestrian intervals (LPI), accessible pedestrian signals (APS) and other low-cost operational improvements to enhance the safety of vulnerable road users within Ada and Canyon Counties. The project will supplement the Regional Safety Action Plan, which addresses the disproportionate impact of crashes on pedestrians, bicyclists, and non-motor-vehicle road users.

Key Number	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								
24229	Middleton Road, SH-55 (Karcher Road) to Flamingo Avenue, Nampa	City of Nampa	\$4,131,000	\$4,179,000	\$48,000	1.16%	Advanced Construction (Local)	2025	Construction	\$0	\$2,475,000	Make corrections to advance construction to FY2025 and mirror the FY2025-2031 TIP update amounts.
							Advanced Construction (Local)	PD	Construction	\$0	(\$2,475,000)	
							Local Participating	2025	Construction	\$0	\$1,674,000	
							Local Participating	PD	Construction	\$1,674,000	\$0	
							STBG-LU	PD	Construction	\$2,427,000	\$2,475,000	
24580	US 95, SH-55 to SH-19, Sealcoat, Canyon and Owyhee Counties	ITD	\$0	\$849,454	\$849,454	100.00%	NHPP	2027	Design	\$0	\$23,816	Add project. Description: Add sealcoat treatment on US 95 from State Highway 55 near the City of Marsing in Owyhee County to State Highway 19 near the City of Wilder in Canyon County. (69% Owyhee County and 31% Canyon County)
							NHPP	2031	Construction	\$0	\$825,638	
24698	Discovery Way, US 20/26 (Chinden Boulevard) to Bridger Street, Boise	ACHD	\$0	\$1,340,000	\$1,340,000	100.00%	Advanced Construction (Local)	2025	Construction	\$0	\$1,340,000	Add project. Description: Supplement the local pavement preservation program to complete pavement improvements on federal-aid roadway on Discovery Way, Bridger Street to US 20/26 (Chinden Boulevard) in the City of Boise. Work includes improvements to adjoining sidewalks to meet Americans with Disabilities Act (ADA) requirements. (This project was designed under key number 21896.)

\* Current Total - Previous TIP total.

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

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

Only information proposed to change is included in this action.

**Acronyms:**

ACHD = Ada County Highway District  
 ADA = Americans with Disabilities Act  
 APS = Accessible Pedestrian Signals  
 COMPASS = Community Planning Association of Southwest Idaho  
 FY = Fiscal Year  
 ITD = Idaho Transportation Department

LPI = Leading Pedestrian Intervals  
 LU = Large Urban  
 NEW = Temporary Key Number (or outside of ITD system)  
 NHPP = National Highway Performance Program  
 PD = Preliminary Development

PHB = Pedestrian Hybrid Beacon  
 SH = State Highway  
 STBG = Surface Transportation Block Grant  
 TIP = Transportation Improvement Program  
 US = United States (highway)

# Public Comments Received (Verbatim)

## **Amendment #6 to the FY2024-2030 and Amendment #2 to the FY2025-2031 Regional Transportation Improvement Programs (TIPs)**

Public Comment Period: October 28 – November 11, 2024  
Total number of comments received by COMPASS: 5

### **Topics:**

The proposal would add six projects, four through nationally competitive grants and two through state and local programs. Additionally, the proposal would advance a project to rebuild Middleton Road from State Highway 55 (Karcher Road) to Flamingo Avenue in the City of Nampa to FY2025.

<b>Comment</b> (The comments below are verbatim, as submitted by the commenter. As such, typographical errors have not been corrected.)	<b>Staff Response</b>	<b>Name, Zip Code, Affiliation</b>
Need another exit between Caldwell and Nampa off of 84.	Thank you for your comments; they will be shared with the Idaho Transportation Department, the City of Caldwell, the City of Nampa, and the COMPASS Board of Directors.	NA
All proposed projects are warranted. Would like to see some priority to widen Middleton Rd north of the Blvd all the way to 20/26, widen SH55 from Sunnyslope to Middleton Rd, widen Ustick in all areas not currently addressed by other projects, and finish widening Linder in Meridian along with the proposed I84 overpass.	Thank you for your comments; they will be shared with the Idaho Transportation Department, the City of Nampa, the City of Caldwell, the City of Middleton, the Ada County Highway District, and the COMPASS Board of Directors.	Patricia Matthews
There needs to be more options in Caldwell. The VRT on demand is not reliable nor accessible. Caldwell is currently not fit for public transportation as the city is laid scattered and wide.	Thank you for your comments; they will be shared with Valley Regional Transit, the City of Caldwell, and the COMPASS Board of Directors.	Selena Acosta
Please consider street beautification opportunities such as but not limited to street trees, street "furniture" (lamp posts, benches, etc) and street trees in raised medians.	Thank you for your comments; they will be shared with the COMPASS Board of Directors.	Jamison Nakaya
I just do not understand why rail transportation has not been a priority here in the Valley. Instead, millions of dollars go to widening roads for additional lanes. Too much traffic, more and more accidents, more pollution while cities in other states long ago embraced rail and have been successful. Is there someone who has a	Thank you for your comments; they will be shared with Valley Regional Transit, the City of Boise, and the COMPASS Board of Directors.  Here is some background on rail service in the region and current planning efforts. Back in the	Nancy Powers

<p style="text-align: center;"><b>Comment</b></p> <p>(The comments below are verbatim, as submitted by the commenter. As such, typographical errors have not been corrected.)</p>	<p style="text-align: center;"><b>Staff Response</b></p>	<p style="text-align: center;"><b>Name, Zip Code, Affiliation</b></p>
<p>bit of time to enlighten me? I came from a suburb of Chicago 36 years ago to Boise and immediately wondered why there isn't any rail service here. There are tracks and I know they need work and there's tons of work and money that would need to go in to providing rail. But, I think we are "behind the times" in making rail a reality.</p>	<p>early 1900's, a privately operated streetcar called the Interurban provided service in the Treasure Valley, but like many other US cities competition with cars led to that company going out of business. Until 1997, Amtrak ran a long-distance rail service from Salt Lake to Seattle with a stop at the Boise Depot, but the route was discontinued in 1997 due to cuts in federal funding for passenger rail. The tracks that run through the Treasure Valley today are owned by Union Pacific – a freight rail company – and move goods.</p> <p>Since rail service ended in 1997, COMPASS and our member agencies have been studying high-capacity transit options such as light rail, commuter rail, and bus rapid transit, that connect Caldwell, Nampa, Meridian, and Boise. We are currently in the middle of a major study called <i>Let's Ride Treasure Valley</i> to evaluate the technical feasibility of any future high-capacity transit service. One of the options we are evaluating is commuter rail service on the existing tracks. The next public comment period for the study will be in February 2025. If you are not already signed up for the COMPASS <a href="#">mailing list</a> or socials – I encourage you to do so! That's the best way to receive updates for the study. More about the study here: <a href="https://compassidaho.org/public-transportation-high-capacity-transit/">https://compassidaho.org/public-transportation-high-capacity-transit/</a>.</p> <p>Please also note that the state of Idaho does not have a dedicated funding source for public transportation, which is needed to operate any sort of high-capacity transit system. Without dedicated funding, work on any type of high-capacity service will remain in the planning stages.</p>	



## COMPASS BOARD AGENDA ITEM III-F

December 16, 2024

### **Topic: COMPASS/Valley Regional Transit (VRT) Memorandum of Understanding (MOU)**

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

COMPASS staff seeks COMPASS Board of Directors' authorization for Executive Director Matt Stoll to sign an updated MOU between COMPASS and VRT (attached). Due to timing, the MOU has been included in the December 10, 2024, Executive Committee packet for recommendation simultaneous with this request for approval.

#### **Background/Summary**

Federal law requires that metropolitan planning organizations, such as COMPASS, and providers of public transportation, such as VRT, document their respective roles and responsibilities in a written agreement. COMPASS and VRT have an existing MOU to meet this requirement, but it is 15 years old and out of date.

In COMPASS' 2022 federal certification review, the Federal Highway and Transit Administrations issued a corrective action to bring the agreement up to date and include detail to more "clearly outline roles and responsibilities."

COMPASS and VRT staff have worked closely to update the agreement, including adding the requested additional detail, and have developed the attached final draft for your review and recommendation. It has been reviewed by legal counsel.

If the MOU is not recommended for approval by the Executive Committee in its December 10, 2024, meeting, it will be pulled from the December 16, 2024, Board agenda and brought back at a later date.

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

Completion of the updated MOU is required to address the corrective action in COMPASS' 2022 federal certification review.

#### **More Information:**

- 1) Attachment: Draft VRT/COMPASS MOU
- 2) For detailed information contact: Amy Luft, Communication Team Lead, at 208/475-2229 or [aluft@compassidaho.org](mailto:aluft@compassidaho.org).

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MEMORANDUM OF UNDERSTANDING  
Between  
THE COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO (COMPASS)  
And  
VALLEY REGIONAL TRANSIT (VRT)

**PURPOSE**

This Memorandum of Understanding (hereinafter referred to as "MOU") is entered into this \_\_\_\_ day of \_\_\_\_\_, 2024, by the Community Planning Association of Southwest Idaho, hereinafter referred to as "COMPASS," and Valley Regional Transit, hereinafter referred to as "VRT." COMPASS and VRT be collectively referred to in this MOU as the "Parties" or the "Agencies."

The purpose of this MOU is to identify and define the process by which COMPASS, the regional metropolitan planning organization, and VRT, the regional transit authority, will coordinate and conduct public transportation planning within Ada and Canyon Counties, Idaho.

This MOU represents a commitment by both agencies to use teamwork and foster positive relationships to develop and deliver high quality plans and projects to improve the public transportation system and meet the needs of Ada and Canyon County residents. COMPASS and VRT will coordinate on planning and programming activities within their joint planning/service area of Ada and Canyon Counties. While this MOU provides a formal framework for the agencies to collaborate and coordinate, it should be regarded as describing the minimum level of cooperation, with the goal of broader partnership.

The partnering process recognizes that each agency has a unique role to play and requires understanding and respect for each agency's specific goals, processes, and requirements. In addition to the overall goal of improving the public transportation system, partnering, coupled with open, ongoing communication, leads to additional positive outcomes, including innovative solutions, stronger relationships among staff, and reduced delays.

**1. BASIS FOR ORGANIZATION AND BOUNDARIES**

**1.1 Authorities**

**Metropolitan Planning Organization (MPO)**

COMPASS, a joint powers entity in accordance with Title 67, Chapter 23, Idaho Code, is the single metropolitan planning organization (MPO) designated by the Governor of Idaho to fulfill the requirements of Title 23 USC 134 and Title 49 USC 5303 (23 CFR 450.310) to establish a planning entity for urban areas defined as "a geographic area with a population of 50,000 or more, as designated by the Bureau of Census" (23 USC 134(b)(7) and 23 CFR 450.310(a)).

COMPASS has the legal authority to enter into this agreement per Section 67-2328, Idaho Code, and any other provisions of state or federal law, regulation or policy directly pertaining to this MOU.

**Regional Transit Authority**

VRT is the duly established regional public transportation entity under Idaho Code, Chapter 21, Title 40 and as a result of the approval of voters in Ada and Canyon Counties in November 1998, with exclusive jurisdiction over all publicly funded or publicly subsidized transportation services and programs in Ada and Canyon County, except those under the jurisdiction of public school districts or law enforcement agencies.

VRT has the legal authority to enter into this agreement per section 40-2108, Idaho Code, to make contracts as may be necessary or convenient for the purposes of the Regional Public Transportation Authority Act.

## **1.2 Boundaries**

Per COMPASS' Joint Powers Agreement, the agency may conduct planning in any of the 10 counties in southwest Idaho. Idaho Code 40-2091 gives VRT exclusive jurisdiction regarding the coordination of public transportation services within Ada and Canyon Counties.

This MOU applies only to activities in areas where COMPASS' planning area and VRT's service area overlap.

## **1.3 Ability to Contract and Receive Grants**

COMPASS, under the authority of Title 67, Chapter 23, Idaho Code, is empowered to make and enter contracts in its own name and to accept grants, gifts, donations, and other monies to carry out its purpose and functions.

VRT is empowered under Chapter 21, Title 40 of Idaho Code (40-2108) to raise and expend funds and to enter into contracts.

## **2. PARTNERING**

### **2.1 Mutual Support**

Each agency will make a good faith effort to support the other's activities and work products by sharing data, responding to requests for assistance or information in a timely manner, and providing other assistance as requested.

Both agencies agree to use consistent data, modeling, and assumptions in their planning processes and products, including, but not be limited to:

- COMPASS' demographic estimates and forecasts
- Outputs from COMPASS' regional travel demand model
- GIS data layers
- Mutually selected public transportation planning software, subject to annual Board appropriation
- Communications, marketing, and public participation efforts
- Other data, modeling inputs/outputs, and assumptions as appropriate

### **2.2 Ongoing Communication**

To help facilitate this process, senior COMPASS and VRT staff will meet quarterly to discuss current and upcoming projects, potential issues of concern, and other topics as needed. The agencies will alternate yearly to take the lead in scheduling, organizing, hosting, and facilitating the meetings, including developing the agenda and distributing meeting notes, if needed.

### **2.3 Issue Resolution**

COMPASS and VRT share a commitment to adhere to the responsibilities outlined in this MOU and its appendices, and when needed, to address and resolve issues and problems promptly and at the lowest level possible. However, both agencies recognize that this commitment does not guarantee that all issues will be resolved easily. Therefore, the agencies agree on the escalation levels and process outlined below.

1. Staff level to staff level
2. Team lead to team lead
3. Director to Chief
4. Executive Director to CEO

Every effort will be made to resolve issues in a timely manner and at the lowest level possible. As resolutions are elevated, lower-level staff will be informed and involved as necessary. If issues are not resolved within three months, the Executive Director and CEO will meet to determine whether and how to elevate the issue to Executive Committee/Executive Board and/or Board of Directors level.

### **3. PLANS AND PROGRAMS**

#### **3.1 Relationship among Planning and Programming Products**

COMPASS and VRT each have their own unique role in planning the future public transportation system for Ada and Canyon Counties. COMPASS is tasked with long-range (20 years+) multimodal transportation planning and with developing and managing the regional transportation improvement program (TIP), which includes public transportation projects. VRT, on the other hand, develops shorter-range plans, asset management plans, service plans, and more, as well as its annual Program of Projects, which feeds into COMPASS' TIP.

The plans and programs developed by both agencies are intricately linked and feed into one other. It is imperative that the two agencies work closely together on these plans to ensure their consistency and cohesiveness.

Each of these plans and programs are briefly described below; details outlining roles, responsibilities, and timelines for each can be found in the appendices of this MOU.

#### **Regional Long-Range Transportation Plan**

*Definition/Purpose:* COMPASS develops a regional long-range transportation plan for its planning area every five years. The long-range planning process is the process for identifying, prioritizing, and funding needed projects and studies, including public transportation projects/studies, for the next 5 – 20+ years. See Appendix A.

#### **Valley Regional Transit's Long-Range Transit Plan (*Valley Connect*)**

*Definition/Purpose:* The purpose of Valley Regional Transit's Long-Range Transit Plan is to lay out future transit routes, other transportation services, and fleet and facility upgrades that will be necessary to meet the travel demands of the growing population of the Treasure Valley. The plan will outline how VRT will advance the region's vision for public transit and public mobility and inform the development of the Transportation Development Plan and *Communities in Motion*. See Appendix B.

#### **Transportation Development Plan**

*Definition/Purpose:* The Transportation Development Plan (TDP) is the five-year work plan for the regional public transportation system. The TDP outlines a service implementation plan and capital improvement program, as well as mobility support investments, that will guide VRT's investments in the coming years. See Appendix C.

#### **Regional Transportation Improvement Program**

*Definition/Purpose:* Annually, in cooperation with VRT, COMPASS develops a regional transportation improvement program (TIP), which is a short-term budget of federally funded and regionally significant transportation projects in Ada and Canyon Counties. The purpose of COMPASS' TIP is to implement the investment priorities identified in the region's long-range transportation plan. Therefore, projects in the TIP should first be identified as priorities in the long-range transportation plan. See Appendix D.

#### **Transit Asset Management Plan**

*Definition/Purpose:* The Transit Asset Management Plan (TAM) is a tool to achieve and maintain a state of good repair for all public transportation assets in the region. This includes the strategic and systemic practice of procuring, operating, inspecting, maintaining, rehabilitating, and replacing transit capital assets to manage their performance, risk, and costs over their life cycles for the purpose of providing safe, cost effective, and reliable transportation. VRT is a Tier II provider that manages less than 101 vehicles across all fixed routes or in non-fixed route mode. See Appendix E.

## **Coordinated Public Transit-Human Services Transportation Plan (“Coordinated Plan”)**

*Definition/Purpose:* A Coordinated Plan is required for project proposals to be eligible to receive funding from the Federal Transit Administration’s (FTA’s) Section 5310 program - Enhanced Mobility of Seniors and Individuals with Disabilities. The Coordinated Plan identifies the unmet transportation needs of target populations (persons with disabilities, persons with low incomes, and older adults, at a minimum), provides strategies to meet these needs, and prioritizes transportation services for funding and implementation. See Appendix F.

## **Program of Projects**

*Definition/Purpose:* The Program of Projects (POP) is the list of federally funded public transportation projects in VRT’s annual budget; the projects are also included in COMPASS’ transportation improvement program (TIP). See Appendix G.

## **Service Changes/Implementation**

*Definition/Purpose:* Valley Regional transit will regularly make changes to service. Service changes are how all transit service and plans are implemented. Incremental route adjustments and timing changes within current budgets will be undertaken internally within VRT and require less extensive processes and will include reports of any changes to COMPASS at least annually. Periodically, those changes will be extensive, as such, those service changes come at the end of an extensive planning process that considers long-term goals, public input, available funding, and current route performance including productivity and on-time performance. Those changes will include more robust communication between VRT and COMPASS. See Appendix H.

## **Unified Planning Work Program (UPWP)**

*Definition/Purpose:* The UPWP is COMPASS’ annual statement of work identifying the planning priorities and activities to be carried out within COMPASS’ planning area. See Appendix I.

## **Planning Efforts, Studies, and Related Projects**

*Definition/Purpose:* COMPASS and VRT conduct planning studies as part of their planning processes. COMPASS and VRT should consult and/or coordinate with each other to conduct these studies, as appropriate, and coordinate on other related projects to ensure mutual benefit. See Appendix J.

## **4. GENERAL PROVISIONS**

### **4.1 Effective Date**

This MOU shall become effective upon signature of the Executive Director of COMPASS and the CEO of VRT, whichever is most recent. This MOU shall remain in full force and effect from the effective date for a period of five (5) years unless it is amended or terminated by either Party as provided in this MOU. This MOU supersedes and replaces any existing memoranda of understanding.

### **4.2 Termination**

Prior to providing notice of termination of this MOU, the Parties shall follow the process described in the Issue Resolution provision of this MOU. In the event the issue resolution process fails to produce a resolution, either Party may terminate this MOU at any time, with or without cause, upon ninety (90) calendar days prior written notice to the other Party specifying the date of termination.

Between the date written notice of termination is provided and the termination date, COMPASS and VRT shall develop a written Termination Agreement to be signed by the Parties. The Termination Agreement shall identify and allocate between the Parties all responsibilities, obligations, liabilities, and procedures that must be honored up to and after the termination date.

#### **4.3 Amendments**

This MOU may be extended, amended, changed, or modified upon written agreement of the Parties. However, no extension, amendment, change, or modification of this MOU shall be effective unless in writing and executed by both Parties.

#### **4.4 Governing Law and Severability**

This MOU shall be construed in accordance with and governed by the laws of the State of Idaho. Any action to enforce the provisions of this MOU shall be brought in state district court in Boise, Ada County, Idaho. In the event any term of this MOU is held to be invalid or unenforceable by a court, the remaining terms of the MOU will remain in force and the Parties may re-negotiate the terms affected by the severance in accordance with the process for amendments and modifications provided in the MOU.

#### **4.5 Officials, Agents, and Employees of Client Not Personally Liable**

It is agreed by and between the Parties hereto that in no event shall any official, officer, employee, or agent of the VRT or COMPASS be in any way liable or responsible for any covenant or agreement, whether expressed or implied, nor for any statement, representation or warranty made in or in connection with this MOU. In particular, and without limitation of the foregoing, no full-time or part-time agent or employee of VRT or COMPASS shall have any personal liability or responsibility under this MOU, and the sole responsibility and liability for the performance of this MOU and all of the provisions and covenants contained in this MOU shall rest in and be vested with VRT and COMPASS.

#### **4.6 Limitations**

Nothing in this MOU shall be construed as limiting or expanding the statutory or regulatory responsibilities of COMPASS or VRT in performing functions granted to them by law.

Nothing in this MOU shall be construed as requiring either entity to expend any sum in excess of its respective appropriation.

Each provision of this MOU is subject to the laws and regulations of the State of Idaho and of the United States.

Neither Party shall be required to provide indemnification of the other Party.

Nothing in this MOU shall be construed as expanding the liability of either party. In the event of a liability claim, each party shall defend their own interests.

COMPASS and VRT shall maintain and protect all confidential information as may be required by state and federal law and regulations. The Parties mutually acknowledge that any records or documents shared between the two Parties may be open to public inspection and copying unless exempt under the Idaho Public Records Act (Idaho Code section 74-102 *et seq.*) The obligations under this section shall survive termination of this MOU.

**SIGNATURES:**

VALLEY REGIONAL TRANSIT

By \_\_\_\_\_ Date \_\_\_\_\_  
Elaine Clegg, CEO

COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO

By \_\_\_\_\_ Date \_\_\_\_\_  
Matthew J. Stoll, Executive Director

## Appendix A. COMPASS' Regional Long-Range Transportation Plan

Definition/Purpose: COMPASS develops a regional long-range transportation plan for its planning area every five years. The long-range planning process is the process for identifying, prioritizing, and funding needed projects and studies, including public transportation projects/studies, for the next 5 – 20+ years.

Applicable Federal Regulations: 23 CFR 450.324

Trigger for Updating or Amending the Long-Range Transportation Plan:

- Update
  - Scheduled five-year update cycle
- Periodic Amendments
  - Changes in federal laws
  - Changes in available funding for projects identified in the plan
  - Unanticipated substantive changes

Process and Responsibilities:

<b>COMPASS</b>	<b>Timing*</b>	<b>VRT</b>
<p>Develop the scope of work for the plan update, establish the growth forecast for the horizon year, and develop an initial financial forecast to the horizon year.</p> <p>Potentially solicit public input^.</p> <p>Coordinate with VRT to set state of good repair targets for transit capital and update Transit Asset Management (TAM) performance measures, as needed.</p>	Year 1	<p>Review, provide feedback, recommend, and approve the scope of work, growth forecast, and financial forecast as part of COMPASS workgroups, the Regional Transportation Advisory Committee (RTAC), and the Board of Directors.</p> <p>Provide data on anticipated revenues, costs, and deferred maintenance on VRT's system in Ada and Canyon Counties to feed into COMPASS' financial forecast in June, in coordination with financial data provided for COMPASS' TIP.</p> <p>Provide input into, and assist with, public involvement through COMPASS' Public Participation Workgroup, as needed.</p> <p>Coordinate with COMPASS to update the TAM plan (Appendix D).</p>
<p>Establish the horizon-year growth and transportation vision, determine plan goals, conduct needed studies and analyses, and update the financial forecast, as needed.</p> <p>Potentially solicit public input^.</p>	Year 2	<p>Review, provide feedback, recommend, and approve the growth and transportation vision and plan goals as part of COMPASS workgroups, RTAC, and the Board of Directors; collaborate on studies as appropriate.</p> <p>Provide data on anticipated revenues, costs, and deferred maintenance in Ada and Canyon Counties to feed into COMPASS' financial forecast in June, in coordination with financial data provided for COMPASS' TIP.</p> <p>Provide input into, and assist with, public involvement through COMPASS' Public Participation Workgroup, as needed.</p> <p>Coordinate with COMPASS on the development of the Valley Connect plan (Appendix B).</p>
<p>Conduct needed studies and analyses, update the financial forecast, as needed, and establish the plan's funding policy.</p> <p>Potentially solicit public input^.</p> <p>Establish prioritization processes for all transportation needs based on performance-based planning principles, the congestion management process, equity considerations, and other factors.</p>	Year 3	<p>Provide data on anticipated revenues, costs, and deferred maintenance in Ada and Canyon Counties to feed into COMPASS' financial forecast in June, in coordination with financial data provided for COMPASS' TIP.</p> <p>Review, provide feedback, recommend, and approve the funding policy as part of RTAC and the Board of Directors; collaborate on studies as appropriate.</p> <p>Provide input into, and assist with, public involvement through COMPASS' Public Participation Workgroup, as needed.</p> <p>Review, provide feedback, recommend, and approve the prioritization process as part of COMPASS workgroups, RTAC, and the Board of Directors.</p>



COMPASS	Timing*	VRT
<p>Update the financial forecast, as needed.</p> <p>Prioritize funded projects and unfunded needs across all modes using the approved prioritization processes.</p> <p>Specifically for public transportation projects:</p> <ul style="list-style-type: none"> <li>• Work with VRT, RTAC, and the Public Transportation Workgroup.</li> <li>• Use Valley Connect and VRT's Transportation Development Plan (TDP) to inform prioritization of funded and unfunded projects.</li> <li>• Share the draft prioritized funded and unfunded public transportation project lists with VRT.</li> </ul> <p>Identify the scope, location, timing, and cost of needed transportation improvements out to the horizon year of the plan (all modes, funded and unfunded projects, studies).</p> <p>Potentially solicit public input<sup>^</sup>.</p>	Year 4	<p>Provide data on anticipated revenues, costs, and deferred maintenance in Ada and Canyon Counties to feed into COMPASS' financial forecast in June, in coordination with financial data provided for COMPASS' TIP.</p> <p>Prioritize funded projects and unfunded needs across all modes using the approved prioritization processes as a member of RTAC and COMPASS workgroups.</p> <p>Share the draft prioritized funded and unfunded public transportation project lists with the VRT Board for acceptance.</p> <p>Approve the prioritized funded and unfunded lists as a member of the COMPASS Board of Directors.</p> <p>Provide input into, and assist with, public involvement through COMPASS' Public Participation Workgroup, as needed.</p>
<p>Write the draft plan and associated documents.</p> <p>Solicit public comment on the draft plan (30 days minimum)<sup>^</sup>.</p> <p>Update the draft plan based on public feedback; request RTAC recommendation and Board of Directors' adoption of the final plan.</p>	Year 5	<p>Provide input into, and assist with, soliciting public comment on the draft plan through COMPASS' Public Participation Workgroup.</p> <p>Recommend and adopt the final plan as a member of RTAC and the COMPASS Board of Directors.</p>
<p>Implement the plan through conducting studies, developing plans, and funding projects as identified in the plan; collaborate with VRT as appropriate on studies, plans, seeking funding, and funding projects.</p> <p>Amend the plan as needed to meet new federal requirements, add new funded projects, or address other substantive changes as they arise; follow TIP amendment process</p>	Periodically/ Ongoing	<p>Collaborate with COMPASS as appropriate on studies, plans, seeking funding, and funding projects.</p> <p>Notify COMPASS of any unfunded projects proposed for funding or changes to funded projects within five days of the decision to move forward to allow for timely plan amendments.</p>

*\*Each long-range plan update is unique, and the exact timing and nature of each step varies; therefore, the process described above is illustrative only*

*<sup>^</sup>Public involvement is guided by COMPASS' Participation Plan and occurs at multiple stages of the development process; exact timing, methods, and topics varies from plan to plan, but always include a minimum 30-day public comment period on the draft plan*

**Final Product:**

- A fiscally constrained multimodal regional long-range transportation plan that outlines regional needs to the horizon year and meets all federal planning requirements.

## Appendix B. VRT’s Long-Range Transit Plan (*Valley Connect*)

Definition/Purpose: The purpose of the *Valley Connect* plan is to lay out future transit routes, other transportation services, and fleet and facility upgrades that will be necessary to meet the travel demands of the growing population of the Treasure Valley. The plan will outline how VRT will advance the region’s vision for public transit and public mobility and inform the development of the Transportation Development Plan and *Communities in Motion*.

Applicable Federal Regulations: None

Trigger for Updating or Amending the Plan:

- Update
  - Every five years, with a two-year process.
  - Align timing so that *Valley Connect* is adopted two years prior to the adoption of COMPASS’ regional long-range transportation plan
- Periodic Amendments
  - As new studies or plans are developed that change conditions
  - Significant growth or employment changes
  - Significant changes in funding

Process and Responsibilities:

<b>COMPASS</b>	<b>Timing</b>	<b>VRT</b>
Provide feedback on the scope of work and work with VRT to accommodate technical service requests, to the extent possible.	Year 1	Develop scope of work for plan update. Solicit feedback from partners, including COMPASS. Work with COMPASS to identify the scope and schedule for technical assistance needed.
	Year 1	Follow procurement process and select consultant. Appoint steering committee, including a COMPASS representative.
Participate in committee meetings and provide comments to VRT. Provide data and technical support to VRT as identified in the scope of work.	Years 1-2	Provide available data, studies, and plans to consultant. Schedule committee meetings and keep VRT Board informed of progress. Conduct planning process and public engagement.
	Year 2	Adopt the plan.
Incorporate new routes and services into the long-range transportation plan. Conduct COMPASS Public Transportation Workgroup meetings to identify elements from <i>Valley Connect</i> including routes, services, and infrastructure that should be in funded and unfunded scenarios for the term of the long-range plan (20+ year horizon).	Two years prior to adoption of updated long-range transportation plan	Review <i>Valley Connect</i> as part of the long-range transportation plan update to identify new routes, services and infrastructure to incorporate in the long-range transportation plan. Work with the COMPASS Public Transportation Workgroup to identify elements from <i>Valley Connect</i> for inclusion in the long-range transportation plan.
	Every two years	Review <i>Valley Connect</i> for projects (routes, services, fleet, or facilities) that are a high priority, have local funding support, or need to be considered for Transportation Development Plan updates.

Final Product:

- A narrative document that outlines a future vision for public transportation and includes goals and objectives, route scenarios based on growth, and chapters providing guidance on other transportation services and topics contributing to transit planning.

## Appendix C. VRT’s Transportation Development Plan

Definition/Purpose: The Transportation Development Plan (TDP) is the five-year work plan for the regional public transportation system. The TDP outlines a service implementation plan and capital improvement program, as well as mobility support investments, that will guide VRT’s investments in the coming years.

Applicable Federal Regulations: None

Triggers for Updating Plan:

- Scheduled update, every one or two years (one-year process)

Process and Responsibilities:

COMPASS	Timing	VRT
	Winter/Spring	Discuss anticipated projects for the next five years with partners. The next years projects and costs serve as the foundation for beginning the annual budget process. Coordinate internally on anticipated projects, budget, and match.
Score projects using the process outlined in the annual COMPASS Application Guide; provide scores to VRT to inform project prioritization in the TDP.	Spring	Share draft TDP project list with COMPASS for scoring. Prioritize routes, services, fleet, facilities, and other projects identified in the TDP; use local funding support and COMPASS scoring to inform prioritization. Identify local and federal funding assumptions, including whether any changes would be needed in the TIP.
Incorporate new routes and services in COMPASS’ TIP (document), travel demand model, and transit planning software.	Summer	Develop preliminary budgets for each year and adjust the cost allocation model as needed. Move projects to various years to align with expected VRT budget.
Provide opportunities for VRT to update COMPASS’ Public Transportation Workgroup on development of the TDP.	Summer	Periodically update the COMPASS Public Transportation Workgroup on the development of the TDP and solicit public input.
Include unfunded projects (from previous fall/spring applications) in the COMPASS Resource Development Plan; request RTAC review and recommendation and COMPASS Board of Directors adoption.	Summer/Fall	Review, recommend, and approve COMPASS’ Resource Development Plan as a member of the RTAC and COMPASS Board of Directors.
	Fall	Adopt the fiscal year budget and adjust TDP as necessary. Adopt TDP.
	During COMPASS funding application periods; annually in late fall and spring	Submit Phase I (and Phase II if needed) funding applications for prioritized projects, as identified above.
Provide an opportunity for VRT to update COMPASS’ Public Transportation Workgroup and RTAC on the newly adopted TDP and discuss local priorities.	Winter	Update to the COMPASS Public Transportation Workgroup and RTAC on the newly adopted TDP and discuss local priorities.
Provide grant research, writing, letters of support, and other assistance to obtain grants for VRT projects identified in the Resource Development Plan.	Ongoing	Request grant application assistance for projects identified in the Resource Development Plan. Submit requests for assistance a minimum of two weeks prior to due dates.

Final Product:

- A fiscally constrained five-year plan with annual projects including total expenses, and directly generated, local and federal revenues.

## Appendix D. Regional Transportation Improvement Program

Definition/Purpose: Annually, in cooperation with VRT, COMPASS develops a regional transportation improvement program (TIP), which is a short-term budget of federally funded and regionally significant transportation projects in Ada and Canyon Counties. The purpose of COMPASS' TIP is to implement the investment priorities identified in the region's long-range transportation plan. Therefore, projects in the TIP should first be identified as priorities in the long-range transportation plan.

VRT also develops a five-year Transportation Development Plan (TDP) and annual Program of Projects (POP). The POP is referenced in TIP project descriptions for more detailed information.

Applicable Federal Regulations: 23 CFR 450.326

Triggers for Updating or Amending the TIP:

- Annual Update
  - Annual process
- Periodic Amendments
  - Changes in the scopes of funded projects, as defined in the COMPASS TIP amendment policy<sup>1</sup>
  - Unanticipated needs or funding that necessitate adding or removing projects
  - Changes in federal or state laws or regulations

Process and Responsibilities – Annual Update:

<b>COMPASS</b>	<b>Timing</b>	<b>VRT</b>
Prepare for update and call for projects, including: <ul style="list-style-type: none"> <li>• Updating COMPASS' application guide.</li> <li>• Holding joint meetings with COMPASS/VRT member agencies to discuss needs and the application process.</li> </ul>	Summer/fall	Participate in COMPASS' process by: <ul style="list-style-type: none"> <li>• Recommending and approving the application guide as a member of the Regional Transportation Advisory Committee (RTAC) and COMPASS Board of Directors.</li> <li>• Participating in joint meetings with COMPASS/VRT member agencies.</li> <li>• Provide COMPASS with a list of priority transit corridors; update as needed.</li> </ul>
Develop TIP project list: Re-share project scores previously developed for the TDP (Appendix C) with VRT to inform project applications. Solicit funding applications from VRT for programs managed by COMPASS* (Funding assumptions and criteria are described in the long-range transportation plan funding policy and annual application guide). Work with RTAC: <ul style="list-style-type: none"> <li>• Identify projects on priority transit corridors (using the list from above); share with VRT for input</li> <li>• Prioritize applications for projects in the COMPASS planning area using criteria in the COMPASS Application Guide</li> <li>• Develop a funding plan.</li> <li>• Incorporate any project applications that were not prioritized for TIP inclusion into the Resource Development Plan.</li> </ul> Review the draft TIP project list with RTAC and the COMPASS Board of Directors prior to public comment; share project scores for all projects, including VRT projects (scored during TDP process) Compare the draft TIP (Appendix C) to the TDP to ensure alignment.	November – June	Participate in COMPASS' process: <ul style="list-style-type: none"> <li>• Review proposed projects on priority transit corridors; provide input as appropriate.</li> <li>• Prioritize local projects in the COMPASS planning area, approve initial prioritization, and approve the funding plan for programs managed by COMPASS as a member of RTAC</li> <li>• No later than April 1, provide COMPASS with VRT's draft project list from the TDP and POP (see Appendices C and G), including new projects, changes to existing projects, and carry-over funding.</li> <li>• Review COMPASS' draft TIP as a member of RTAC and the COMPASS Board corridors.</li> </ul> Compare the TDP (Appendix C) to the draft TIP to ensure alignment.
Develop the TIP report to accompany the TIP project list; include demonstration of fiscal constraint and performance measure targets and analyses from the previous year.	June - September	Provide data on anticipated revenues, costs, and deferred maintenance in Ada and Canyon Counties to feed into COMPASS' financial forecast (June; within 2 weeks of request).

<sup>1</sup> COMPASS: <https://compassidaho.org/resourcedevelopment/#FundPol>

COMPASS	Timing	VRT
<p>Solicit public comment on the draft TIP</p> <ul style="list-style-type: none"> <li>Align timing with VRT's POP public comment period and co-promote whenever possible.</li> <li>Share comments received on VRT projects with VRT within 10 days of close of comment period.</li> </ul>	July; minimum 30 days	<p>When asked, provide responses to COMPASS regarding questions/comments from the public within three business days of receipt when possible.</p> <p>Solicit public comment on the draft POP</p> <ul style="list-style-type: none"> <li>Align timing with COMPASS' TIP public comment period and co-promote whenever possible.</li> <li>Share comments received on projects in the POP with COMPASS within 10 days of close of comment period.</li> </ul>
Recommend and approve the final TIP project list	August-September	Recommend the TIP project list as a member of RTAC and approve as a member of the COMPASS Board of Directors.
Submit final TIP report to ITD	September	Receive approved TIP project list from COMPASS and finalize VRT budget materials.
<p>Compile the annual list of projects, showing obligation status of all projects with programmed funding in the previous fiscal year.</p> <p>Post on COMPASS website no later than December 31.</p>	November / December	Provide COMPASS with transit project obligation data for inclusion in annual list of projects (November, within two weeks of request).
Update TIP amendment policy as needed; work with RTAC and COMPASS Board of Directors for review/recommendation/approval.	As needed	Recommend and approve updates to COMPASS' TIP amendment policy as a member of RTAC and the COMPASS Board of Directors.

Process and Responsibilities – Amendments and Modifications:

COMPASS	Timing	VRT
<p>Incorporate VRT's project needs regarding scope changes or funding and process changes through the balancing process, an amendment, or administrative modification, as appropriate. Needs will be added to the Needs List.</p>	Ongoing	Notify COMPASS when needs arise (typically by submitting an official letter of request) to change the scope of a project or when funding needs are realized to amend the TIP and other documents as needed. The notification should include a brief description and the funding source desired.
<p>Determine the type of action needed per COMPASS' amendment policy within three days and develop action plan; share with VRT.</p> <p>Follow one of the two processes in italics below; details outlined in COMPASS' TIP amendment policy</p>	Upon receipt of all needed information	
<p><i>Administrative Modification:</i> Prepare documentation for COMPASS Executive Director signature.</p>	Monthly	
<p><i>Amendment:</i> Solicit public comment.</p> <p>Process amendment through RTAC for recommendation and the COMPASS Board for approval.</p>	Total: 6 – 8 weeks, including public comment COMPASS Board adoption: even numbered months	<p>Review public comment materials to ensure the intent of the change is captured.</p> <p>Assist in promoting public comment, when amendment includes a VRT project.</p> <p>Attend RTAC and COMPASS Board of Directors' meeting to respond to questions, if asked, concerning the proposed changes. Share any known questions or concerns with COMPASS staff prior to the meetings.</p>
Enter obligations or changes to COMPASS-managed or transit programs into ITD's project database.	Within 10 business days of approvals	Notify VRT staff that project changes that have been entered.
Keep all programs balanced	Ongoing	Understand COMPASS policies and how VRT's projects are considered in the process Participate in balancing actions through involvement in RTAC
Facilitate funding through the End-of-Year and Redistribution Programs <sup>2</sup>	Annually; May - August	Participate in the End-of-Year and Redistribution Program through involvement in RTAC and the COMPASS Board <sup>2</sup>

<sup>2</sup> End-of-Year and Redistribution is limited regarding transferring funds to FTA. Only projects that could remain within FHWA oversight will be considered for these programs.

\*Programs managed by COMPASS include:

- Carbon Reduction Program (CRP) (Transportation Management Area [TMA], Large Urban [LU])
- Planning programs (TMA, LU)
- Surface Transportation Block Grant (STBG) (TMA, LU)
- Transit Enhanced Mobility of Seniors and Individuals with Disabilities Program (5310) (SU)
- Transit Bus and Bus Facilities Program (5339) (SU)
- Transportation Alternatives Program (TAP) (TMA)

*Final Product:*

- Regional transportation improvement programs, including project lists, reports, and Board resolutions.

## Appendix E. VRT's Transit Asset Management Plan

**Definition/Purpose:** The Transit Asset Management Plan (TAM) is a tool to achieve and maintain a state of good repair for all public transportation assets in the region. This includes the strategic and systemic practice of procuring, operating, inspecting, maintaining, rehabilitating, and replacing transit capital assets to manage their performance, risk, and costs over their life cycles for the purpose of providing safe, cost effective, and reliable transportation. VRT is a Tier II provider that manages less than 101 vehicles across all fixed routes or in non-fixed route mode.

**Applicable Federal Regulations:** 49 U.S.C. Chapter 53, 49 C.F.R. Part 625

**Triggers for Updating or Amending the Plan:**

- Regular Updates
  - Every four years: Update TAM Plan including aspirational performance targets
  - Annually: Conduct inventory and assessment of assets and reconfirm performance targets.
- Periodic Amendments
  - If scores are too far above or below the target and need re-adjustment
  - As federal rules change
  - When VRT manages over 101 vehicles and becomes Tier I
  - Changes in policies or industry best practices

**Process and Responsibilities:**

COMPASS	Timing	VRT
	Spring (annual)	Conduct annual inventory of rolling stock, facilities, and equipment belonging to VRT and members of the group plan (Ada County Highway District Commuteride, Boise State University, WITCO).
	Spring (at least every four years)	Review performance targets and reset as needed.
Provide the opportunity for VRT to share the performance targets with COMPASS' Public Transportation Workgroup (PTWG) for feedback.	Summer (annual)	Report performance targets for the upcoming year to the VRT Board and COMPASS PTWG. Report previous years' scores and targets to the Federal Transit Administration's (FTA's) National Transit Database. Provide annual asset scoring for acceptance and performance targets for approval to the VRT Board. Submit TAM scoring and performance targets to COMPASS.
Provide updated aspirational TAM targets, when changes are made, to the COMPASS Board for acceptance.	Summer/fall (at least every four years)	Recommend new aspirational TAM targets to the VRT and COMPASS Boards. Submit the finalized TAM plan to the FTA.
Include TAM scoring and performance targets in the COMPASS Change in Motion scorecard (every two years).	Fall (every two years)	

**Final Products:**

- A plan that sets criteria for prioritizing replacement of rolling stock, facilities, and equipment.
- An annual inventory of public transportation assets and performance targets.

## Appendix F. Coordinated Public Transit-Human Services Transportation Plan (“Coordinated Plan”)

**Definition/Purpose:** A Coordinated Plan is required for project proposals to be eligible to receive funding from the Federal Transit Administration’s (FTA’s) Section 5310 program - Enhanced Mobility of Seniors and Individuals with Disabilities. The Coordinated Plan identifies the unmet transportation needs of target populations (persons with disabilities, persons with low incomes, and older adults, at a minimum), provides strategies to meet these needs, and prioritizes transportation services for funding and implementation.

**Applicable Federal Regulations:** 49 U.S.C. 5310

**Trigger for Updating or Amending the Coordinated Plan:**

- Update
  - Scheduled five-year update cycle
  - 12-month process; begins in Year 4 of the development of the regional long-range transportation plan and culminates with adoption in Year 5 of the development of the long-range transportation plan (Appendix A)
- Periodic Amendments
  - Changes in federal laws
  - Unanticipated substantive changes within the region

**Process and Responsibilities:**

COMPASS	Timing*		VRT
	Coordinated Plan	Long-Range Transportation Plan Update Cycle	
No significant activity.	NA	Years 1 and 2	No significant activity.
Lead agency (COMPASS or VRT) develops a scope of work and project schedule in coordination with the other agency.	NA	Year 3	Lead agency (VRT or COMPASS) develops a scope of work and project schedule in coordination with the other agency.
Lead agency initiates update per the project schedule in coordination with the other agency.	Month 1	Year 4	Lead agency initiates update per the project schedule in coordination with the other agency.
	≈ Month 2		Update list of existing transportation services, programs, and providers.
With VRT, work with VRT’s Regional Advisory Council (RAC) to identify transportation needs of target populations.	≈ Months 3 - 5		With COMPASS, work with the RAC to identify transportation needs of target populations.
With VRT, work with the RAC to identify and prioritize strategies, activities, and/or projects in the plan.	≈ Months 6 - 8		With COMPASS, work with the RAC to identify and prioritize strategies, activities, and/or projects in the plan.
Lead agency develops draft plan in coordination with the other agency and reviews with VRT’s RAC and COMPASS’ Regional Transportation Advisory Committee (RTAC).	≈ Month 9		Lead agency develops draft plan in coordination with the other agency and reviews with RAC and RTAC.
Lead agency develops a public participation plan in coordination with the other agency and reviews it with RAC and COMPASS’ Public Participation Workgroup.	≈ Month 9		Lead agency develops a public participation plan in coordination with the other agency and reviews it with RAC and COMPASS’ Public Participation Workgroup.
Lead agency conducts public and stakeholder outreach on the draft plan; other agency provides support as needed.	≈ Month 10		Lead agency conducts public and stakeholder outreach on the draft plan; other agency provides support as needed.
Participate as a key partner in the development of the plan.	≈ Month 11		Present the draft Coordinated Plan to the RAC for recommendation to VRT Board.



COMPASS	Timing*		VRT
	Coordinated Plan	Long-Range Transportation Plan Update Cycle	
Present the draft Coordinated Plan to RTAC for recommendation to the COMPASS Board.	≈ Month 11	Year 4	Review, discuss, and vote on the plan as a member of RTAC.
Participate as a key partner in the development of the plan.	≈ Month 11		Lead agency initiates update per the project schedule in coordination with the other agency.
Present the Coordinated Plan to COMPASS Board of Directors for adoption	≈ Month 12		Review, discuss, and vote on the plan as a member of the COMPASS Board
Work with VRT to determine the lead agency responsible for developing the <u>next</u> Coordinated Plan.	NA	Year 5	Work with COMPASS to determine the lead agency responsible for developing the <u>next</u> Coordinated Plan.

\* The Coordinated Plan is developed to align with the timing of the regional long-range transportation plan (*Communities in Motion*), which is updated on a five-year cycle. This column reflects the timing of the Coordinated Plan itself as well as in relation to the long-range plan.

Final Product:

- A Coordinated Public Transit-Human Services Transportation Plan for Ada and Canyon Counties that identifies the transportation needs of target populations and prioritizes strategies to meet those needs.

## Appendix G. VRT's Program of Projects

Definition/Purpose: The Program of Projects (POP) is the list of federally funded public transportation projects in VRT's annual budget; the projects are also included in COMPASS' transportation improvement program (TIP).

Applicable Federal Regulations: 49 U.S.C. 5307

Triggers for Updating or Amending the Program:

- Update
  - Annually
- Periodic Amendments or Modifications
  - As funding changes
  - When required by federal review

Process and Responsibilities:

<b>COMPASS</b>	<b>Timing</b>	<b>VRT</b>
Provide VRT with draft program totals (by key number) from the draft TIP (Appendix D).	Spring	Develop the draft POP based on the draft federal budget for the upcoming fiscal year, then compare the draft TIP program totals from COMPASS to budgetary needs.
Ensure key numbers and funding amounts in the TIP for the upcoming fiscal year match the POP.	May/Spring	Submit draft POP, referenced by key number, to COMPASS for inclusion in the draft TIP for the upcoming fiscal year. Ensure funding amounts in the POP for the upcoming fiscal year match the TIP.
Solicit public comment on the draft TIP <ul style="list-style-type: none"> <li>• Align timing with VRT's POP public comment period and co-promote whenever possible.</li> <li>• Share comments received on VRT projects with VRT within 10 days of close of comment period.</li> </ul>	July; minimum 30 days	When asked, provide responses to COMPASS regarding questions/comments from the public within three business days of receipt when possible. Solicit public comment on the draft POP <ul style="list-style-type: none"> <li>• Align timing with COMPASS' TIP public comment period and co-promote whenever possible.</li> <li>• Share comments received on projects in the POP with COMPASS within 10 days of close of comment period.</li> </ul>
Incorporate comments from the public, as appropriate.	August	Incorporate comments from the public, as appropriate.
	Summer/Fall	Create project sheets for federally funded projects based on the TIP totals.
	Fall/Winter	Build federally funded grants in TRAMS based on project sheets and budget.
Incorporate carry-over changes in the updated TIP.	October-November	Review needed carryover projects/ funds based on obligations that were not approved in the previous fiscal year. Update the POP and notify COMPASS.
	Winter	Request VRT Board adoption. Post adopted POP online.
Provide monthly obligation updates to RTAC as information.	Monthly	Update the current year POP with submittals and obligations for RTAC review.

Final Product:

- A detailed, one-year list of federally funded transit projects.

## Appendix H. VRT Service Changes/Implementation

Definition/Purpose: Valley Regional transit will regularly make changes to service. Service changes are how all transit service and plans are implemented. Incremental route adjustments and timing changes within current budgets will be undertaken internally within VRT and require less extensive processes and will include reports of any changes to COMPASS at least annually. Periodically, those changes will be extensive, as such, those service changes come at the end of an extensive planning process that considers long-term goals, public input, available funding, and current route performance including productivity and on-time performance. Those changes will include more robust communication between VRT and COMPASS.

Applicable Federal Regulations: 49 U.S.C. 5307 (c)(1)(I), FTA Circular 4702.1B and 9030.1E

### Trigger for conducting service changes:

- Regular
  - Adjustments to travel times
  - Adjustments to routing on existing services
- Planned
  - Implementation of new services
  - Increases in service levels
  - Network restructures
  - Discontinuation of services
  - Changes in funding levels
  - Changes to the road network
  - Long-term road construction impacts
- Unplanned
  - Unanticipated changes in funding levels
  - Emergency changes to the road network
  - Discontinuation of services
  - Changes in costs
  - Safety concerns

### Process and Responsibilities for Planned Changes\*:

COMPASS	Timing**	VRT
	32-24 months before	Review projects in the Transportation Development Plan (TDP) with all funding partners. Confirm funding assumptions and service needs. If new projects are identified from Valley Connect, COMPASS' long range plan, or unanticipated current needs, add those projects to the TDP.  Communicate planned services with the Federal Transit Administration (FTA) and COMPASS.
	20 months before	Confirm funding priorities with funding partner and work with funding partner to ensure funding change is included in the up-coming fiscal year's budget building process.
Provide comments during public involvement, if applicable.	17 months before	Conduct first round of public outreach about planned changes. Identify potential environmental review requirements of planned service change. Evaluate Title VI implications of service changes. Communicate potential service changes with FTA.
	14 months before	Prepare final draft of changes based on initial round of public and stakeholder comment. Solicit final round of comments. Begin environmental review processes if possible.
Review public comments for implications to the long-range transportation plan.	11 months before	Review public and stakeholder feedback and finalize service changes for VRT Board consideration. Re-evaluate any Title VI implications if necessary.  Provide public comments to COMPASS.
	8 months before	Adopt service change begin implementation processes including any remaining required environmental reviews.  Communicate final service changes with FTA.

COMPASS	Timing**	VRT
	2-6 months before	Begin final public outreach and notifications.
<p>Update route geography in COMPASS' travel demand model and transit planning software.</p> <p>Update the long-range transportation plan and/or transportation improvement program with new projects, if necessary.</p> <p>Identify the impact of new projects on long-term funded public transportation projects in the long-range transportation plan.</p>	Post change	<p>Provide COMPASS with all updated routing details, stop locations, route schedules, etc., including timing of implementation.</p> <p>Provide details of any new VRT projects using federal funds. Identify the impact of new projects on long-term funded public transportation projects in the long-range transportation plan.</p>

*\*Regular changes do not require this extensive of outreach/coordination efforts. All regular changes will be reported to COMPASS each year. Unplanned changes, including those that result from unanticipated funding levels, may be implemented in a shorter timeframe. VRT will take all steps to ensure services are successfully coordinated with COMPASS prior to implementation.*

*\*\*Each service change implementation is unique, and the exact timing and nature of each step varies; therefore, the process described above is intended to be illustrative or typical.*

**Final Product:**

- New service and infrastructure in operation.

## Appendix I. COMPASS' Unified Planning Work Program (UPWP)

Definition/Purpose: The UPWP is COMPASS' annual statement of work identifying the planning priorities and activities to be carried out within COMPASS' planning area.

Applicable Federal Regulations: 23 CFR 450.308

Triggers for Updates:

- Annual update:
  - Sufficient time to prepare for COMPASS' Board of Directors adoption in August of each year, to ensure adequate time for ITD and federal approval by October 1; this process typically begins in January/February.
- Periodic revisions:
  - Proposed changes to the COMPASS budget, planning priorities, or planned activities, or new regional studies implemented in the COMPASS planning area.

Process and Responsibilities:

<b>COMPASS</b>	<b>Timing</b>	<b>VRT</b>
Solicit other member agency projects for the upcoming fiscal year when over five days of COMPASS assistance is anticipated.	February	Assist COMPASS with ensuring accurate scope, timing, etc., are reflected for VRT projects, if any.
Work with the Regional Transportation Advisory Committee (RTAC) to prioritize member agency project requests. Update five-year projections of planned activities and present to the COMPASS Finance Committee.	March	Participate in the prioritization process as a member of RTAC.
Present the draft UPWP to the Finance Committee for review. Request a list of ongoing and completed studies from VRT for inclusion in the UPWP and the COMPASS website. Request the Public Transportation Supplement for the UPWP.	June	
Present the draft UPWP to the Finance Committee for recommendation to the COMPASS Board.	July	Provide COMPASS with the list of ongoing and completed studies for inclusion in the UPWP and the COMPASS website.
Present the UPWP to the COMPASS Board for approval. Submit the Board-approved UPWP to the Idaho Transportation Department's (ITD's) Planning and Development Services office for approval.	August	Review, discuss, and vote on the UPWP as a member of the COMPASS Board of Directors. Provide COMPASS with the Public Transportation Supplement for inclusion in the UPWP, including workdays, expenditures, and revenues.
Revise as needed; submit to the Finance Committee for recommendation and COMPASS Board of Directors for approval.	As needed, based on triggers	Review, discuss, and vote on the revised UPWP as a member of the COMPASS Board of Directors.
Submit the revised Board-approved UPWP to ITD's Planning and Development Services office for approval.	Within one week of Board approval	

Final Product:

- Complete, adopted UPWP document, including a signed resolution.

## Appendix J. Planning Efforts, Studies, and Related Projects

Definition/Purpose: COMPASS and VRT conduct planning studies as part of their planning processes. COMPASS and VRT should consult and/or coordinate with each other to conduct these studies, as appropriate, and coordinate on other related projects to ensure mutual benefit.

Applicable Federal Regulations: 23 CFR 450.318

Triggers:

- Scheduled development or update of regional plans, studies, or related projects
- Needs identified through other planning processes, requests or direction from other government bodies, or changes to policies, development patterns, funding, etc.
- Changes in federal laws
- Availability of competitive grants or new funding sources

COMPASS	Timing	VRT
<p>Initiate discussions with VRT staff independently and through the Regional Transportation Advisory Committee (RTAC) to identify needed public transportation planning studies within the time frame of the next long-range transportation plan (Appendix A).</p>	<p>During long-range transportation plan update</p>	<p>Identify needed funded and unfunded public transportation planning studies and share with COMPASS for inclusion in the long-range transportation plan.</p>
<p>Review identified planning studies with RTAC; work with VRT (or study sponsor, if not COMPASS or VRT) to identify the appropriate type of study and level of effort; identify as short-term programmed, long-term funded, or unfunded; prioritize as appropriate.</p> <p>Include in the long-range transportation plan, based on information above.</p>	<p>During long-range transportation plan update</p>	<p>Work with COMPASS (or study sponsor, if not COMPASS or VRT) to identify the appropriate type of study and level of effort.</p> <p>Participate in review, prioritization, etc., as a member of RTAC.</p> <p>Recommend and approve priority funded and unfunded studies to be included in the long-range transportation plan as a member of RTAC and the COMPASS Board of Directors. Include all funded studies in the Transportation Development Plan (TDP).</p>
<p>When funded, add to COMPASS' regional transportation improvement program (TIP) following the standard TIP update or amendment process.</p> <p>Include in the list of regional studies in COMPASS' Unified Planning Work Program and Budget (UPWP; Appendix I).</p>	<p>During annual TIP/POP update or amendment process</p>	<p>When funded, if it is a VRT study, add to VRT's Program of Projects (POP) and notify COMPASS, as needed, for inclusion in the UPWP.</p>
<p>Develop project scopes and prioritize projects for COMPASS assistance for inclusion in COMPASS' UPWP if COMPASS assistance is anticipated in the next fiscal year, following the standard UPWP process; include studies in the list of regional studies in the UPWP.</p>	<p>February – August</p>	<p>Work with COMPASS staff to confirm scope, needed assistance, and estimated number of COMPASS workdays for VRT projects, when COMPASS assistance is anticipated.</p> <p>Participate in UPWP development and approval, following the standard UPWP process.</p> <p>Provide COMPASS with a list and URLs of ongoing and completed studies for the COMPASS UPWP when requested.</p>

<b>COMPASS</b>	<b>Timing</b>	<b>VRT</b>
<p>Coordinate with VRT on COMPASS-managed public transportation studies and related projects. Coordination may include co-managing projects, including VRT staff on project-related committees and workgroups, and requesting VRT input and review.</p> <p>Provide assistance to VRT for VRT-managed public transportation studies and other projects as requested, including grant writing/letters of support, modeling, benefit/cost analyses, data, and GIS analysis in a timely manner.</p> <p>Provide VRT with COMPASS' official, approved demographic, roadway, and transit data, and land use assumptions for Ada and Canyon Counties, for use in planning studies and related projects.</p> <p>Share results of planning studies and related projects with VRT.</p>	Ongoing	<p>Coordinate with COMPASS on VRT-managed planning studies and related projects. Coordination may include co-managing projects, including COMPASS staff on project-related committees and workgroups, and requesting COMPASS input and review.</p> <p>Provide assistance, including data and background information, to COMPASS for COMPASS-managed planning studies and other projects as requested in a timely manner.</p> <p>Work with COMPASS to ensure plans and studies in Ada and Canyon Counties use COMPASS' official, approved demographic, roadway, and transit data, and land use assumptions.</p> <p>Share results of planning studies and related projects with COMPASS.</p>
<p>Work with the Idaho Transportation Department (ITD) to ensure that COMPASS-assisted VRT grant applications are provided to ITD to submit to the Idaho Division of Financial Management (DFM) prior to submission to the grantor.</p>	Ongoing	<p>Ensure that VRT grant applications are submitted to DFM for approval via ITD; provide DFM/ITD acknowledgement response to COMPASS.</p>

*Final Products:*

- Planning studies included in the long-range transportation plan, TIP, UPWP, TDP, and POP.
- Completed regional public transportation planning studies and other related projects developed with mutual cooperation and input.

## COMPASS BOARD AGENDA ITEM IV-B

Date: December 16, 2024

### **Topic: High-Capacity Transit (Let's Ride Treasure Valley) Planning and Environmental Linkages (PEL) Study Public Comments Received to Date**

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

This is an information item only.

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

In January 2024, COMPASS began the High-Capacity Transit (Let's Ride Treasure Valley) PEL Study. Consistent with the regional vision and goals outlined in *Communities in Motion 2050*, this study examines a future high-capacity transit connection west to east across Canyon and Ada Counties south of the Boise River. From September 22 to October 11 COMPASS held a public comment period on the purpose and need for high-capacity transit, range of routes, and Tier 1 screening results. As part of the public outreach, public meetings were held in Boise on September 24, 2024, and in Caldwell on September 25, 2024. A detailed summary of the public comments received is provided in the Board supplemental (link below).

In total, COMPASS received 341 survey responses and 26 comments via email. In general:

- More than 90 percent of respondents agreed or mostly agreed with the questions asked.
- Public support and agreement with the purpose and need was very strong with only two to four percent of respondents indicating that they were not in agreement with elements of the purpose and need.
- Respondents ranked "expanding travel choices and mobility" and "improving transit connectivity and mode share" as top goals for the service.
- Four to seventeen percent of respondents disagreed with or suggested changes to the objectives for the service; suggested changes will either be included in a future phase of the study or are out of the scope of analysis.
- Seven to twenty-nine percent of respondents disagreed with not advancing Chinden Boulevard, Ustick Road, Overland Road, and Victory/Powerline Road to Tier 2. Commenters suggested keeping these routes due to significant population growth along those corridors. The project team has identified that while population growth is expected, these corridors did not connect destinations with the high likelihood of transit use, such as downtowns.

The project team did not find the comments received warranted changes to the purpose and need for high-capacity transit, range of routes, or Tier 1 screening results.

#### **More Information:**

- 1) Engagement Phase One Summary: [https://compassidaho.org/wp-content/uploads/12162024\\_Board\\_Supp\\_LetsRideTVEngagementPhaseISummary.pdf](https://compassidaho.org/wp-content/uploads/12162024_Board_Supp_LetsRideTVEngagementPhaseISummary.pdf)
- 2) For detailed information contact: Lila Klopfenstein, Associate Planner, at [lklopfenstein@compassidaho.org](mailto:lklopfenstein@compassidaho.org).

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## COMPASS BOARD AGENDA ITEM V-B

Date: December 16, 2024

### **Topic: Revision 1 of the FY2025 Unified Planning Work Program and Budget**

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

COMPASS staff seeks COMPASS Board of Directors' adoption of Resolution 05-2025, approving Revision 1 of the FY2025 Unified Planning Work Program and Budget (UPWP).

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

At its November 21, 2024, meeting, the COMPASS Finance Committee recommended approval of Revision 1 of the FY2025 UPWP by the COMPASS Board of Directors as presented.

Federal metropolitan planning rules require that COMPASS produce a UPWP, which is periodically amended to accommodate changes in revenues, expenses, staffing, and scope. These amendments are usually accomplished through a Board resolution with subsequent distribution of the approved resolution and documents to the Idaho Transportation Department (ITD), the Federal Highway Administration, and the Federal Transit Administration for approval.

The following revisions to revenues are proposed in Revision 1 of the FY2025 UPWP:

- Remove \$54,250 of carried over FY2024 Consolidated Planning Grant (CPG) funds. FY2024 CPG funds were fully spent in FY2024 and there is no carryover.
- Decrease FY2025 CPG by \$43,795. With the addition of the Magic Valley Metropolitan Planning Organization to Idaho, the amount of planning funds available to COMPASS is less than previously budgeted.
- Remove \$13,436 in carryover of Surface Transportation Block Grant – Transportation Management Area (STBG – TMA) funds for the fiscal impact tool data update. These funds were fully spent in FY2024 and there is no carryover.
- Remove \$18,532 in carryover of Surface Transportation Area – TMA funds for *Communities in Motion 2050* (CIM 2050). CIM 2050 was completed, and the remaining funds were transferred to the STBG-TMA funding for CIM 2055.
- Increase carryover of STBG-TMA for CIM 2055 by \$80,306 to reflect funds transferred from CIM 2050 and reimbursement for expenses accrued in FY2024 and billed in FY2025.
- Decrease carryover of STBG-TMA funds for the High-Capacity Transit Corridor Planning and Environmental Linkages (HCT PEL) by \$82,388. More funds for this project were spent in FY2024 than originally anticipated.
- Increase carryover of FHWA funds for the Regional Safety Action Plan by a net amount of \$17,703. This amount includes reimbursement in FY2025 for expenses incurred in FY2024, offset by a lesser amount of activity remaining on the project than originally anticipated.
- Add \$276,000 in grant funding and \$69,000 in draw from fund balance for match on the FHWA grant awarded to COMPASS for Safe Pedestrian Intersection Prioritization for Enhanced Road Safety (SPEARS). The draw from fund balance is offset by a reduced amount needed to cover shortfall.
- Add \$33,317 in draw from fund balance for expenses for the second of three years on the benefit cost software license. The full amount was paid in FY2024, but the cost is recognized over three years.

The following revisions to expenses are proposed in Revision 1 of the FY2025 UPWP:

- Add carryover of \$25,425 to wrap up the transportation funding study.
- Reduce budget for the project development program by \$50,000. Only two projects were awarded, and no additional applications were received.
- Increase the amount of carryforward to FY2026 for currently unprogrammed CIM 2055 expenses by \$21,243. These expenses will be programmed in a future year.
- Decrease the amount needed to finish the fiscal impact tool data update by \$22,075. More of the project was completed in FY2024 than originally anticipated.
- Carryover \$8,000 of the unexpended public involvement dollars for CIM 2055 from FY2024. These funds were added to the public involvement budget for FY2025.
- Decrease budgeted expenses for the HCT PEL by \$88,914. More of the work was completed in FY2024 than originally anticipated.
- Decrease budgeted expenses for the Regional Safety Action Plan by \$88,914. More of the work was completed in FY2024 than originally anticipated.
- Add \$345,000 in expenses for work associated with the FHWA SPEARS grant awarded to COMPASS.
- Add \$33,317 in expenses for the second of three years on the benefit cost software license. The cost is recognized over three years.
- Carryover \$9,900 of the unexpended dollars from FY2024 for safety public service announcements. These funds were added to the safety public service announcement budget for FY2025.
- Reduce budget for CIM implementation grants by \$20,000. Two projects were awarded, and no additional applications were received.
- Decrease total payroll costs by \$124,502. Open positions will be held vacant temporarily, pending decisions by the new Executive Director.
- Add \$75,000 for contracted modeling support that may be needed, given modeler position vacancy.
- Carryover \$47,800 of the unexpended dollars from FY2024 for model enhancements and traffic counts. These funds were added to the modeling budget for FY2025.
- Add \$6,815 to cover cost increases for licenses and transmission fees for bike counters, GIS software and transit network planning software.
- Decrease indirect costs by a net amount of \$1,053 to cover increased audit fees and insurance costs and reduced phone expenses.

The following revisions to workdays are proposed in Revision 1 of the FY2025 UPWP:

- Reduce total workdays by 230 to reflect position vacancy. The programs primarily effected are Demographics, Long Range Planning, Membership Services and Regional Travel Demand Model. Contracted support will be used to temporarily cover the staffing shortfall.

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

Without COMPASS Board of Directors' adoption of Revision 1 of the FY2025 UPWP, the agency cannot make full use of available revenues.

**More Information:**

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



**RESOLUTION NO. 05-2025**

**FOR THE PURPOSE OF APPROVING REVISION 1 OF THE  
FY2025 UNIFIED PLANNING WORK PROGRAM AND BUDGET**

**WHEREAS**, the FY2025 Unified Planning Work Program and Budget was adopted by the Community Planning Association of Southwest Idaho Board of Directors under Resolution 16-2024, dated August 19, 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 1 of the FY2025 Unified Planning Work Program and Budget and is made a part hereof.

**NOW, THEREFORE, BE IT RESOLVED**, that the Community Planning Association of Southwest Idaho Board of Directors approves by resolution Revision 1 of the FY2025 Unified Planning Work Program and Budget; and

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

**DATED** this 16<sup>th</sup> day of December 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**

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**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO**  
**Recommended Changes for FY2025 - Revision 1**  
**Summary**

<b>FY2025 UPWP Revenues</b>		<b>5,869,162</b>	<b>FY2025 UPWP Expenses</b>		<b>5,869,162</b>
1	Delete carryover of FY2024 CPG (KN22108); funding was fully spent in FY2024	(54,250)			
2	Decrease FY2025 CPG (KN22494); inclusion of new MVMPO to Idaho decreased the amount of planning dollars for COMPASS	(43,795)	Add expenses to complete transportation funding study	25,425	
			Decrease costs for project development program; only 2 projects awarded	(50,000)	
3	Delete carryover of STBG-TMA (KN 22395) funds for the fiscal impact tool data update; funding was fully spent in FY2024	(13,436)			
4	Delete carryover of STP-TMA CIM 2050 (KN19571); funding transferred to CIM 2055	(18,532)			
5	Adjust STBG-TMA CIM 2055 (KN20271) carryover to correct amount; includes transfer of funds from CIM 2050 and reimbursement for expenses accrued in FY24	80,306	Adjust CIM 2055 carryforward for unprogrammed expenses	21,243	
			Adjust remaining expenses for fiscal impact tool update	(22,075)	
			Carryover unexpended CIM 2055 public involvement expenses from FY24	8,000	
6	Adjust carryover of STBG-TMA funds for High-Capacity Transit PEL Study (KN13046) to correct amount	(82,388)	Adjust HCT PEL expenses; more work completed in FY2024 than originally anticipated	(88,914)	
7	Adjust FHWA Regional Safety Action Plan carryover to correct amount	17,703	Adjust Regional Safety Action Plan expenses; more work completed in FY2024 than originally anticipated	(19,425)	
8	Add funding for the FHWA grant awarded for Safe Pedestrian Intersection Prioritization for Enhanced Road Safety (SPEARS) work	276,000	Add direct costs for SPEARS work	345,000	
	Add draw from fund balance of \$69,000 for SPEARS funding; reduce fund balance needed to cover shortfall	51,606			
9	Draw from fund balance; benefit cost software, year 2 of 3 year license. Paid in FY2024, expensed over 3 years	33,317	Draw from fund balance; benefit cost software, year 2 of 3 year license. Paid in FY2024, expensed over 3 years	33,317	
10			Carryover unexpended safety PSA funding	9,900	
11			Decrease costs for CIM implementation grant program; only 2 grants awarded	(20,000)	
12			Decrease total payroll costs; positions held vacant temporarily	(124,502)	
13			Add costs for contracted modeling support	75,000	
14			Carryover unexpended dollars from prior year for model enhancements and traffic counts	47,800	

15			Increase budget to cover cost increases for bike counter data transmission costs, GIS software maintenance, website maintenance, and transit network planning software	6,815
16			Net decrease to indirect costs; reduce phone expense, increase audit fee and building insurance	(1,053)
<b>Recommended Adjustments to Revenues</b>		<b>246,531</b>	<b>Recommended Adjustments to Expenses</b>	<b>246,531</b>
<b>Adjusted Revenues - Revision 1</b>		<b>6,115,693</b>	<b>Adjusted Expenses - Revision 1</b>	<b>6,115,693</b>

**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO  
REVISION 1 FY2025 UNIFIED PLANNING WORK PROGRAM AND BUDGET  
REVENUE AND EXPENSE SUMMARY**

REVENUE	FY2025 UPWP	FY2025 Rev 1 UPWP
<b>GENERAL MEMBERSHIP</b>		
Ada County	259,594	259,594
Ada County Highway District	259,594	259,594
Canyon County	128,633	128,633
Canyon Highway District No. 4	50,240	50,240
City of Boise	110,254	110,254
City of Caldwell	32,371	32,371
City of Eagle	16,556	16,556
City of Garden City	5,899	5,899
City of Greenleaf	362	362
City of Kuna	13,884	13,884
City of Meridian	62,975	62,975
City of Melba	309	309
City of Middleton	5,816	5,816
City of Nampa	52,565	52,565
City of Notus	278	278
City of Parma	979	979
City of Star	8,981	8,981
City of Wilder	776	776
Subtotal	1,010,066	1,010,066
<b>SPECIAL MEMBERSHIP</b>		
Boise State University	10,100	10,100
Capital City Development Corporation	10,100	10,100
Idaho Department of Environmental Quality	10,100	10,100
Idaho Transportation Department	10,100	10,100
Valley Regional Transit	10,100	10,100
West Ada School District	10,100	10,100
Subtotal	60,600	60,600
<b>GRANTS AND SPECIAL PROJECTS</b>		
<b>FHWA/FTA - Consolidated Planning Grants</b>		
CPG - FY2023 K# 22108; Ada County		
CPG - FY2023 K# 22108; Canyon County		
CPG - FY2024 K# 22494 Ada County	40,145	-
CPG - FY2024 K# 22494 Canyon County	14,105	-
CPG - FY2025 K# 22998 Ada County	1,340,880	1,255,426
CPG - FY2025 K# 22998 Canyon County	471,120	512,779
Sub Total CPG Grants	1,866,250	1,768,205
STBG-TMA & STBG-U - K# 21889; FY2024 off-the-top funds for Planning	306,705	306,705
STBG-U - K# 23026/23313 Permanent Automated Counters	7,413	7,413
STBG-TMA - K# 22395 Fiscal Impact Tool Update (carryover)	13,436	-
STP TMA - K# 19571, CIM 2050 (carryover)	18,532	-
STBG TMA - K# 20271, CIM 2055	463,300	543,606
STBG-TMA K#13046 PEL, High-Capacity Transit Corridor	803,362	720,974
CRP-TMA K#24233 Carbon Reduction Strategy	166,788	166,788
FHWA Regional Safety Action Plan	105,000	122,703
FHWA Spears		276,000
STBG-TMA K#22394 Data Purchase and Analysis	138,990	138,990
STBG-TMA K#23312 Coordinate Local Waterway-Pathway Plans	111,192	111,192
Subtotal	2,134,718	2,394,371
<b>OTHER REVENUE SOURCES</b>		
Orthophotography - Participant Contributions FY25 Flight	125,000	125,000
Interest Income	60,000	60,000
Subtotal	185,000	185,000
<b>TOTAL REVENUE; Dues, Federal Funds, and Other miscellaneous</b>	<b>5,256,634</b>	<b>5,418,242</b>
Draw From Fund Balance (CIM Implementation Grants)	100,000	80,000
Draw From Fund Balance - CIM 2055 carry forward match	18,401	19,961
Draw From Fund Balance (match on PEL high capacity transit)	63,638	57,112
Draw From Fund Balance for Fiscal Impact Tool Data Update	2,532	-
Draw From Fund Balance match on transportation funding study	-	1,866
Draw From Fund Balance (20% match safe streets and roads for all)	26,250	91,365
Draw From Fund Balance - match on carbon reduction strategy	13,212	13,212
Draw From Fund Balance - match waterway pathway plan	-	8,808
Draw From Fund Balance - match data purchase	-	11,010
Draw from Fund Balance - expense 2nd of 3 years on software	-	33,317
Draw From Fund Balance to cover shortfall	388,495	380,800
Subtotal	612,528	697,451
<b>54</b>	<b>5,869,162</b>	<b>6,115,693</b>

EXPENSE	FY2024 Rev 3 UPWP	FY2025 UPWP
<b>SALARY, FRINGE &amp; CONTINGENCY</b>		
Salary	1,856,644	1,750,400
Payroll taxes and employee benefits	814,250	795,992
Contingency (Overtime, Bonus, and Sick Time Trade)	22,000	22,000
Subtotal	2,692,894	2,568,392
<b>INDIRECT OPERATIONS &amp; MAINTENANCE</b>		
Indirect Costs	311,243	310,190
Subtotal	311,243	310,190
<b>DIRECT OPERATIONS &amp; MAINTENANCE</b>		
620001, Demographics and Growth Monitoring	-	-
653001, Communication and Education	51,350	61,250
661001, Long-Range Planning	834,500	867,093
661005, Safe Streets and Roads for All	131,250	456,825
661006, High Capacity Transit PEL	867,000	778,086
661008, Bike Counter Management	27,840	29,300
685001, Transportation Improvement Program	6,500	6,500
685002, Project Development Program	150,000	100,000
685003, Grant Research and Development	30,000	30,000
685004, CIM Implementation Grants	100,000	80,000
760001, Government Affairs	119,250	119,250
801001, Staff Development	50,000	50,000
820001, Committee Support	2,000	2,000
836001, Regional Travel Demand Model	177,200	300,000
860001, Geographic Information System Maintenance	189,160	191,080
990001, Direct Operations and Maintenance	128,975	165,727
Subtotal	2,865,025	3,237,111
<b>TOTAL EXPENSE</b>	<b>5,869,162</b>	<b>6,115,693</b>

REVENUE AND EXPENSE SUMMARY		
TOTAL REVENUE	5,869,162	6,115,693
LESS: TOTAL EXPENSES	5,869,162	6,115,693
REVENUE EXCESS/(DEFICIT)	-	-

	Work Days	Labor & Indirect Cost	Direct Cost	Total Cost	FY25 CPG Ada County K# 22998 (71%) 0% match safety; 7.34% match other	FY25 CPG Lanyon County K# 22998 (29%) 0% match safety; 7.34% match other	STP-TMA Off The Top K# 22387 7.34% match	STBG-TMA CIM 2055 K# 20271; 7.34% match	STBG-TMA PEL, High Capacity Transit KN13046	STBG-TMA Data Purchase and Analysis K#22394; 7.34% Match	STBG-TMA Local Waterways Pathway Plans K# 23312; 7.34% Match	STBG-TMA Permanent Automated Counters K#23313 7.34% Match	CRP-TMA Carbon Reduction Strategy KN24233	FHWA Safe Streets and Roads for All 20% match	FHWA Spears 20% match	Total Federal Funds	Required Match	Local Funds/FB	Other Revenue	Total Local & Other	TOTAL FUNDING SOURCES
601001 UPWP/Budget Development and Federal Assurances	73	90,881	-	90,881	44,842	18,316	21,053									84,211	6,670.00			6,670.00	90,881
620001 Demographics and Growth Monitoring	145	117,119	-	117,119	57,788	23,604	27,131									108,523	8,596.00			8,596.00	117,119
653001 Communication and Education Long-Range Planning	195	145,342	61,250	206,592												-		206,592.00		206,592.00	206,592
661001 General Project Management	615	498,284	595,150	1,093,434	281,664	115,046	88,558	291,624			111,192		166,788			1,054,872	83,562.00	(45,000.00)		38,562.00	1,093,434
661002 Active Transportation - Complete Streets	100	17,953	-	17,953	11,811	4,824										16,635	1,318.00			1,318.00	17,953
661002 Active Transportation - Complete Streets; 0% Match; max. of \$37,000					37,000	37,000										37,000	-			-	37,000
661005 Safe and Accessible Transportation (SS4A Action Plan)	89	92,586	456,825	549,411	60,911	24,879										484,493	106,472.00	(41,553.00)		64,919.00	549,411
661006 High-Capacity Transit PEL	201	168,253	778,086	946,339	83,018	33,909	38,976	720,974								876,877	69,462.00			69,462.00	946,339
661008 Bike Counter Management	171	93,969	29,300	123,269	46,366	18,938	21,768					7,413				94,485	7,484.00	21,300.00		28,784.00	123,269
685001 Transportation Improvement Program	395	325,194	6,500	331,694	164,732	67,285	75,331									307,348	24,346.00			24,346.00	331,694
685002 Project Development Program	29	29,492	100,000	129,492	80,341	32,815	6,832									119,988	9,504.00			9,504.00	129,492
685003 Grant Research and Development	186	185,812	30,000	215,812														215,812.00		215,812.00	215,812
685004 CIM Implementation Grants	16	15,821	80,000	95,821	7,806	3,188	3,665									14,659	1,162.00	80,000.00		81,162.00	95,821
<b>TOTAL PROJECTS</b>	<b>2,215</b>	<b>1,817,706</b>	<b>2,137,111</b>	<b>3,954,817</b>	<b>865,549</b>	<b>353,534</b>	<b>283,314</b>	<b>291,624</b>	<b>720,974</b>	<b>-</b>	<b>111,192</b>	<b>7,413</b>	<b>166,788</b>	<b>122,703</b>	<b>276,000</b>	<b>3,199,091</b>	<b>318,576.00</b>	<b>437,151.00</b>	<b>-</b>	<b>755,727.00</b>	<b>3,954,818</b>
701001 Membership Services	98	100,974	-	100,974	49,822	20,350	23,391									93,563	7,411.00			7,411.00	100,974
703001 Public Services	8	7,911	-	7,911	5,205	2,126										7,331	580.00			580.00	7,911
705001 Transportation Liaison Services	48	54,030	-	54,030	35,546	14,519										50,065	3,965.00			3,965.00	54,030
760001 Government Affairs	60	97,694	119,250	216,944												-		216,944.00		216,944.00	216,944
<b>TOTAL SERVICES</b>	<b>214</b>	<b>260,609</b>	<b>119,250</b>	<b>379,859</b>	<b>90,573</b>	<b>36,995</b>	<b>23,391</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>150,959</b>	<b>11,956.00</b>	<b>216,944.00</b>	<b>-</b>	<b>228,900.00</b>	<b>379,859</b>
801001 Staff Development	119	100,975	50,000	150,975	99,324	40,569										139,893	11,082.00			11,082.00	150,975
820001 Committee Support	258	216,869	2,000	218,869	142,675	58,276										200,951	15,918.00	2,000.00		17,918.00	218,869
836001 Regional Travel Demand Model	67	70,456	300,000	370,456	57,305	23,405			138,990							219,700	17,403.00	133,353.00		150,756.00	370,456
842001 Congestion Management Process	66	69,404	-	69,404	-	-										-	-	69,404.00		69,404.00	69,404
860001 Geographic Information System Maintenance	396	342,562	191,080	533,642	-	-										-	-	408,642.00	125,000.00	533,642.00	533,642
<b>TOTAL SYSTEM MAINTENANCE</b>	<b>906</b>	<b>800,266</b>	<b>543,080</b>	<b>1,343,346</b>	<b>299,304</b>	<b>122,250</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>138,990</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>560,544</b>	<b>44,403.00</b>	<b>613,399.00</b>	<b>125,000.00</b>	<b>782,802.00</b>	<b>1,343,346</b>
990001 Direct Operations / Maintenance	-	-	165,727	165,727												-		105,727.00	60,000.00	165,727.00	165,727
661001 CIM 2055 Carry forward (unprogrammed dollars)	-	-	271,943	271,943				251,982								251,982	19,961.00			19,961.00	271,943
991001 Support Services Labor	989	-	-	-												-				-	-
999001 Indirect Operations/Maintenance	-	-	-	-												-				-	-
<b>TOTAL INDIRECT/OVERHEAD</b>	<b>989</b>	<b>-</b>	<b>437,670</b>	<b>437,670</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>251,982</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>251,982</b>	<b>19,961.00</b>	<b>105,727.00</b>	<b>60,000.00</b>	<b>185,688.00</b>	<b>437,670</b>
<b>GRAND TOTAL</b>	<b>4,324</b>	<b>2,878,581</b>	<b>3,237,111</b>	<b>6,115,692</b>	<b>1,255,426.00</b>	<b>512,779.00</b>	<b>306,705.00</b>	<b>543,606</b>	<b>720,974</b>	<b>138,990</b>	<b>111,192</b>	<b>7,413</b>	<b>166,788</b>	<b>122,703</b>	<b>276,000</b>	<b>4,162,576</b>	<b>394,896.00</b>	<b>1,373,221.00</b>	<b>185,000.00</b>	<b>1,953,117.00</b>	<b>6,115,693</b>

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

DESCRIPTION	TOTAL DIRECT	PROFESSIONAL SERVICES	EQUIPMENT / SOFTWARE	TRAVEL / EVENTS / EDUCATION	PRINTING	OTHER	PUBLIC INVOLVEMENT	MEETING SUPPORT	LEGAL / LOBBYING	CARRY-FORWARD
		(830)	(834)	(840)	(860)	(863)	(864)	(865)	(872)	
653001 Communication and Education	61,250	26,500			700		34,050			
661001 Long Range Planning: CIM 2055	529,243	182,200			2,100		73,000			271,943
661001 LRP CIM 2055: Fiscal Impact Tool Update	12,425	12,425								
661001 LRP: Transportation Funding Study	25,425	25,425								
661001 LRP: Waterways Pathways Study	120,000	120,000								
661001 LRP: Carbon Reduction Strategy	180,000	180,000								
661005 LRP: Regional Safety Action Plan	111,825	111,825								
661005 LRP: Safety - SPEARS	345,000	345,000								
661006 LRP: PEL High Capacity Transit	778,086	764,961					13,125			
661008 Bike Counter Management	29,300		29,300							
685001 Transportation Improvement Program	6,500						6,500			
685002 Project Development Program	100,000	100,000								
685003 Grant Research and Development	30,000	30,000								
685004 CIM Implementation Grants	80,000	80,000								
760001 Government Affairs	119,250	100,000		18,000					1,250	
801001 Staff Development	50,000			50,000						
820001 Committee Support	2,000							2,000		
836001 Regional Travel Demand Model	300,000	300,000								
860001 Geographic Information System Maintenance	191,080	125,000	66,080							
990001 Direct Operations / Maintenance										
Website Maintenance	1,440	1,440								
New/replacement hardware and software	10,000		10,000							
Transit network planning software	21,245		21,245							
TIP Software (carried over from FY2024)	58,000		58,000							
Benefit cost analysis software, 2nd of 3 years	33,317		33,317							
CUBE	16,125		16,125							
AICP and APBP Webinar series	1,600			1,600						
Membership dues for COMPASS	17,000								17,000	
Other: board lunch, staff gifts, meeting refreshments, misc.	7,000							7,000		
<b>GRAND TOTAL</b>	<b>3,237,111</b>	<b>2,504,776</b>	<b>234,067</b>	<b>69,600</b>	<b>2,800</b>	<b>-</b>	<b>126,675</b>	<b>9,000</b>	<b>18,250</b>	<b>271,943</b>



**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO  
 REVISION 1 FY2025 UNIFIED PLANNING WORK PROGRAM AND BUDGET  
 INDIRECT OPERATIONS AND MAINTENANCE EXPENSE SUMMARY**

CATEGORY	ACCOUNT CODE	FY2025	FY2025 Rev 1
Professional Services	930	71,700	71,700
Equipment Repair / Maintenance	936	510	510
Publications	943	2,570	2,570
Employee Professional Membership	945	3,600	3,600
Postage	950	920	920
Telephone	951	20,390	16,000
Building Maintenance and Reserve for Major Repairs	955	67,863	69,800
Printing	960	1,540	1,540
Advertising	962	3,090	3,090
Audit	970	20,600	22,000
Insurance	971	26,590	26,590
Legal Services	972	5,000	5,000
General Supplies	980	7,720	7,720
Computer Supplies	982	14,420	14,420
Computer Software / Maintenance	983	36,050	36,050
Vehicle Maintenance	991	8,750	8,750
Utilities	992	13,900	13,900
Local Travel	993	1,030	1,030
Other / Miscellaneous	995	5,000	5,000
<b>TOTAL</b>		<b>311,243</b>	<b>310,190</b>

**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO  
REVISION 1 FY2025 UNIFIED PLANNING WORK PROGRAM AND BUDGET  
WORKDAY ALLOCATION SUMMARY**

WORK PROGRAM DESCRIPTION		LEAD STAFF	DIRECTORS	PLANNING	COMMUNICATIONS	OPERATIONS	TOTAL
601001	UPWP/Budget Development and Federal Assurances	ML	37	8	2	26	73
620001	Demographics and Growth Monitoring	AM	-	140	5	-	145
653001	Communication and Education	AL	14	15	166	-	195
	Long-Range Planning						
661001	General Project Management	AM	11	530	74	-	615
661002	Active Transportation - Complete Streets	AM	-	100	-	-	100
661005	Safe and Accessible Transportation (SS4A Action Plan)	HM	-	85	4	-	89
661006	High-Capacity Transit PEL	LK	6	168	27	-	201
661008	Bike Counter Management	AM	-	170	1	-	171
	Resource Development/Funding						
685001	Transportation Improvement Program	TT	11	362	22	-	395
685002	Project Development Program	MC	-	27	2	-	29
685003	Grant Research and Development	MC	6	173	7	-	186
685004	CIM Implementation Grants	MC	-	14	2	-	16
<b>TOTAL PROJECTS</b>			<b>85</b>	<b>1,792</b>	<b>312</b>	<b>26</b>	<b>2,215</b>
701001	Membership Services	MW	3	82	13	-	98
703001	Public Services	MW	-	5	3	-	8
705001	Transportation Liaison Services	MS	15	22	11	-	48
760001	Government Affairs	MS	55	-	5	-	60
<b>TOTAL SERVICES</b>			<b>73</b>	<b>109</b>	<b>32</b>	<b>-</b>	<b>214</b>
801001	Staff Development	ML	10	75	22	12	119
820001	Committee Support	AL	10	80	168	-	258
836001	Regional Travel Demand Model	MW	-	67	-	-	67
842001	Congestion Management Process	MW	-	65	1	-	66
860001	Geographic Information System Maintenance	EA	-	396	-	-	396
860002	GIS - Orthophotography processing for sales	EA	-	-	-	-	-
<b>TOTAL SYSTEM MAINTENANCE</b>			<b>20</b>	<b>683</b>	<b>191</b>	<b>12</b>	<b>906</b>
<b>TOTAL DIRECT</b>			<b>178</b>	<b>2,584</b>	<b>535</b>	<b>38</b>	<b>3,335</b>
991001	Support Services Labor	ML	282	130	155	422	989
<b>TOTAL INDIRECT/OVERHEAD</b>			<b>282</b>	<b>130</b>	<b>155</b>	<b>422</b>	<b>989</b>
<b>TOTAL LABOR</b>			<b>460</b>	<b>2,714</b>	<b>690</b>	<b>460</b>	<b>4,324</b>

<b>PROGRAM NO.</b>	<b>601</b>				<b>CLASSIFICATION:</b>	<b>Project</b>
<b>TITLE:</b>	<b>UPWP Budget Development and Monitoring</b>					
<b>TASK / PROJECT DESCRIPTION:</b>	Monitor and amend, as necessary, the FY2025 Unified Planning Work Program and Budget (UPWP) and related transportation grants for the metropolitan planning organization (MPO). Develop and obtain COMPASS Board approval for the FY2026 UPWP. Attain compliance on all federal requirements of transportation planning implemented under applicable federal transportation bills.					
<b>PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:</b>	The UPWP is a comprehensive work plan that coordinates federally funded transportation planning and transportation related planning activities in the region and identifies the related planning budget.					
<b>FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW</b>	Federal Code 23 CFR § 450.308 (b) An MPO shall document metropolitan transportation planning activities performed with funds provided under title 23 U.S.C. and title 49 U.S.C. Chapter 53 in a unified planning work program (UPWP) or simplified statement of work in accordance with the provisions of this section and 23 CFR part 420.					
<b>FY2025 BENCHMARKS</b>						
<b>MILESTONES / PRODUCTS</b>						
<b>FY2025 UPWP</b> Process and track revenues and expenditures for the FY2025 UPWP and related transportation grants Process required state and local agreements and other required paperwork for transportation grants						Ongoing As Needed
<b>Process and obtain Board approval of FY2025 UPWP revisions</b> Distribute revisions of the FY2025 UPWP to the Idaho Transportation Department for tracking purposes Distribute revisions of the FY2025 UPWP to the Federal Highway Administration and the Federal Transit Administration for approval						As Needed
<b>FY2026 UPWP Development</b> Develop process and schedule for the FY2026 UPWP Solicit membership input on possible transportation planning projects and associated needs for FY2026 Submit initial revenue assessment for FY2026 to the Finance Committee for input Obtain Board approval on FY2026 General and Special membership dues						Nov Jan-Feb Mar Apr
<b>Present FY2026 UPWP</b> Present draft FY2026 UPWP to Finance Committee for input and feedback Present draft FY2026 UPWP to Finance Committee for recommendation Submit FY2026 UPWP to Board for adoption Submit and obtain approval from Federal Highway Administration of FY2026 UPWP Distribute FY2026 UPWP to the Idaho Transportation Department and Federal Transit Administration						Jun Jul Aug Aug Aug
<b>Track Federal requirements as related to Self-Certification</b> Compliance with federal requirements						Ongoing
<b>Track federal requirements as related to Regional Transportation Improvement Program and the Long-Range Transportation Plan</b> Monitor federal changes through the Federal Register						Ongoing
LEAD STAFF: Meg Larsen						<b>Expense Summary</b>
END PRODUCTS: FY2025 UPWP revisions; FY2026 UPWP; and maximize funding opportunities.						
Total Workdays: 73						
Salary \$ 57,509 Fringe 26,084 Overhead 7,288 Total Labor Cost: 90,881						
ESTIMATED DATE OF COMPLETION: September-2025						<b>DIRECT EXPENDITURES:</b>
<b>Funding Sources</b>				<b>Participating Agencies</b>		
	Ada	Canyon	Special	Total	Member Agencies	
CPG, K22494	\$ -	\$ -		\$ -	Federal Highway Administration	
CPG, K22998	44,842	18,316		63,158	Federal Transit Administration	
STP-TMA, 22387			21,053	21,053		
Local / Fund Bal	3,551	1,450	1,668	6,669		
<b>Total:</b>	<b>\$ 48,393</b>	<b>\$ 19,766</b>	<b>\$ 22,721</b>	<b>90,881</b>		
						Total Direct Cost: \$ -
						601 Total Cost: \$ 90,881

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<b>PROGRAM NO.</b>	<b>620</b>				<b>CLASSIFICATION:</b>	<b>Project</b>		
<b>TITLE:</b>	<b>Demographics and Growth Monitoring</b>							
<b>TASK / PROJECT DESCRIPTION:</b>	To collect, analyze, and report on growth and transportation patterns related to goals in the regional long-range transportation plan. This includes providing demographic data, such as population and employment estimates, providing relevant information for local decision-making, and updating demographic forecasts based on new entitlements and policies.							
<b>PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:</b>	Tracking and monitoring growth and system demands are critical to several planning efforts: 1) <i>Communities in Motion</i> as well as other corridor, subarea, and alternative analyses depend on accurate data and assumptions about current and future transportation, housing, and infrastructure demands; 2) The travel demand model also requires current and accurate housing and employment data; 3) Accessing, mapping, and disseminating census data and training enables member agencies to have data for studies, grants, land use allocation demonstration modeling, and other analyses, and is an often requested member service, and 4) Development review, including the fiscal impact analysis, enables local decision-makers to bridge regional and local planning efforts to provide growth supportive of <i>Communities in Motion</i> .							
<b>FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:</b>	Federal Code 23 CFR § 450.322 (b) -- Long-range plans require valid forecasts of future demand for transportation services that are based on existing conditions that can be included in the travel demand model. In updating the transportation plan, the MPO shall use the latest available estimates and assumptions for population, land use, travel, employment, congestion, and economic activity. "The metropolitan transportation plan shall, at a minimum, include (1) The projected transportation demand of persons and goods in the metropolitan planning area over the period of the transportation plan...."							
<b>FY2025 BENCHMARKS</b>								
<b>MILESTONES / PRODUCTS</b>								
<b>Population and Employment Estimates</b> Data collection and geocoding of building permits Complete 2024 employment data Complete 2024 Development Monitoring Report Complete 2025 population estimates and receive Board acceptance						Ongoing Mar Mar Apr		
<b>Development Forecasting, Tracking, and Reconciliation</b> Update preliminary plat files and other entitled development						Ongoing		
<b>Demographics Support</b> Respond to member requests for census data Provide development and policy reviews and checklists Include fiscal impact analysis with development checklist per policy Development checklist report						Ongoing Ongoing Ongoing Mar		
<b>LEAD STAFF:</b> Austin Miller					<b>Expense Summary</b>			
<b>END PRODUCT:</b> Demographic products: 1) 2025 population estimates; 2) 2025 employment estimates; 3) 2024 Development Monitoring Report updated; 4) annual demographic reconciliation; and 5) development checklist report								
					Total Workdays: 170			
					Salary \$ 74,113			
					Fringe 33,614			
					Overhead 9,392			
					Total Labor Cost: 117,119			
<b>ESTIMATED DATE OF COMPLETION:</b> September-2025					<b>DIRECT EXPENDITURES:</b> Professional Services Legal / Lobbying Equipment Purchases Travel / Education Printing Public Involvement Meeting Support Other			
<b>Funding Sources</b>				<b>Participating Agencies</b>				
	Ada	Canyon	Special	Total			Member Agencies Housing authorities and other housing stakeholders	
CPG, K22494	\$ -	\$ -		\$ -				
CPG, K22998	57,788	23,604		81,392				
STP-TMA, 22387			27,131	27,131				
Local / Fund Bal	4,578	1,870	2,149	8,597				
<b>Total:</b>	<b>\$ 62,366</b>	<b>\$ 25,474</b>	<b>\$ 29,280</b>	<b>117,119</b>				
					Total Direct Cost: \$ -			
					<b>620</b>	<b>Total Cost: \$ 117,119</b>		

<b>PROGRAM NO.</b>	<b>653</b>				<b>CLASSIFICATION:</b>	<b>Project</b>
<b>TITLE:</b>	<b>Communication and Education</b>					
<b>TASK / PROJECT DESCRIPTION:</b>	The Communication and Education task broadly includes external communications, public relations, public involvement, public education, and ongoing COMPASS Board education. Specific elements of the task include, but are not limited to, managing the ongoing COMPASS education series, the annual COMPASS 101 workshop, periodic Board workshops, and the Leadership in Motion awards program; writing the annual report, <i>Keeping Up With COMPASS</i> newsletter, brochures, web content, news releases, and other documents; managing COMPASS' social media channels; supporting the Public Participation Workgroup; and representing COMPASS at open houses and other events.					
<b>PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:</b>	The Communication and Education program helps COMPASS facilitate public involvement in, and understanding of, transportation and related planning efforts by planning and implementing an integrated communications/education and public participation strategy.					
<b>FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:</b>	Federal Code 23 CFR § 450.316 requires public input and involvement in metropolitan planning organization planning activities. Public involvement for specific programs (e.g., regional transportation improvement program, regional long-range transportation plan [ <i>Communities in Motion</i> ]) is planned and budgeted under those programs. The Communication and Education task supports that outreach and involvement through developing and updating the COMPASS participation plan, coordinating outreach efforts, and providing more general (non-program specific) opportunities for the public to learn about transportation, planning, financial, and related issues to support federally required public involvement efforts.					
<b>FY2025 BENCHMARKS</b>						
<b>MILESTONES / PRODUCTS</b>						
<b>General</b> Continue work with media -- set up interviews, develop story ideas, respond to inquiries, write/distribute news releases Support work of Public Participation Workgroup Implement the COMPASS participation plan; work toward goals established in the plan Provide outreach/public speaking support and training to staff						Ongoing Ongoing Ongoing Ongoing
<b>Develop tools, such as electronic and print materials, designed for most effective means of communication</b> Maintain and enhance COMPASS social media channels Continually update the COMPASS website to improve usability and keep content up to date Develop the FY2025 annual report, annual budget summary, and annual communication summary Write and distribute the monthly Keeping Up With COMPASS newsletter Update/develop other print materials as appropriate Continue to produce the "In Motion" COMPASS podcast, with a minimum of one episode every other month						Ongoing Ongoing Oct - Dec Ongoing Ongoing Ongoing
<b>Education and community outreach</b> Develop and implement the FY2025 public education series Support and collaborate with other agencies' outreach and education efforts and programs Participate in community events to share planning-related information Attend/support member agencies at public meetings Manage/support the Leadership in Motion awards program Plan and host the annual "COMPASS 101" workshop Present information about COMPASS and our programs to stakeholders and community groups as requested Continue to lead an interagency regional safety education campaign						Jan - Sep Ongoing Ongoing Ongoing Aug - Dec Jan - Feb Ongoing Ongoing
<b>LEAD STAFF:</b> Amy Luft					<b>Expense Summary</b>	
<b>END PRODUCT:</b> Public involvement in, and understanding of, transportation planning and related issues.					Total Workdays: 195	
					Salary \$ 91,972	
					Fringe 41,715	
					Overhead 11,655	
					Total Labor Cost: 145,342	
<b>ESTIMATED DATE OF COMPLETION:</b> September-2025					<b>DIRECT EXPENDITURES:</b>	
<b>Funding Sources</b>				<b>Participating Agencies</b>		Professional Services \$ 26,500
	Ada	Canyon	Special	Total	Legal / Lobbying	
CPG, K22494				\$ -	Equipment Purchases	
CPG, K22998					Travel / Education	
			206,592	206,592	Printing 700	
Local / Fund Bal				-	Public Involvement 34,050	
					Meeting Support	
					Other	
					Total Direct Cost: \$ 61,250	
	\$ -	\$ -	\$ 206,592	\$ 206,592	653	Total Cost: 206,592

<b>PROGRAM NO.</b>	<b>661</b>			<b>CLASSIFICATION:</b>	<b>Project</b>
<b>TITLE:</b>	<b>Long Range Planning</b>				
<b>TASK / PROJECT DESCRIPTION:</b>	This project encompasses the activities to identify regional transportation needs and solutions, and prepare a regional long-range transportation plan, <i>Communities in Motion</i> (CIM), for Ada and Canyon Counties. This task also incorporates implementation support for the adopted long-range transportation plan and ongoing long-range planning activities.				
<b>PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:</b>	<i>Communities in Motion</i> (CIM) is developed in cooperation with member agencies, local governments and the Idaho Transportation Department by a continuing, cooperative, and comprehensive planning process. This performance and outcome-based planning will help guide resources to infrastructure and service projects that collectively help achieve the regional (CIM) goals.				
<b>FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:</b>	Federal Code 23 CFR § 450 "Infrastructure Investment and Jobs Act" (IIJA) requires that the regional long-range transportation plan be updated every four years in air quality maintenance areas, otherwise every five years. 23 USC 150-- establishes national goals and a performance program, in consultation with stakeholders, including metropolitan planning organizations. The purpose is to provide a means to the most efficient investment of federal transportation funds.				
<b>FY2025 BENCHMARKS</b>					
<b>MILESTONES / PRODUCTS</b>					
<b>General Project Management</b> Monitor legislative, funding, etc. changes and provide updates Update financial analysis Transportation funding study					Ongoing Oct-Mar May-June
<b>Land Use</b> Review comprehensive plans					Ongoing Ongoing FY24-FY25
<b>Active Transportation (bicycle and pedestrian)</b> Review micromobility Update regional pathway network Develop coordinated regional waterway-pathway plan Intergrate bicycle pedestrian count program into planning process					FY24-FY25
<b>Freight</b> Update freight study Develop freight rail analysis					FY24-FY25
<b>Public Transportation</b> Coordinate high capacity transit planning and environmental linkages (PEL) study Update regional public transportation network Update coordinated plan Conduct first and last mile needs analysis Develop park and ride coordination plan					FY24-FY25
<b>Roadways</b> Update congestion management process, strategies and implementation Update regional transportation demand management policy/strategy Analyze smart cities/intelligent transportation systems corridor intergration opportunities Develop carbon reduction strategy					FY24-FY25
<b>Safety</b> Develop regional safety action plan					FY24-FY25
<b>Equity</b> Analysis of transportation underfunding Update disadvantaged groups needs analysis					FY24-FY25
<b>Environment, Natural Resources, and Resiliency</b> Update environmental mitigation strategies Develop resiliency improvement plan					FY24-FY25
<b>Economic Activity</b> Update travel and tourism					FY24-FY25
<b>Emerging technology and security</b> Develop regional transportation security education and support Develop electric vehicles alternative fuels infrastructure deployment study Develop autonomous vehicles preparedness study					FY24-FY25
<b>Performance Management</b> Update asset management information as needed Update federally required performance targets as needed					Mar Ongoing
<b>Public Involvement</b> Conduct public involvement according to the work plan					Ongoing
<b>Bike Counter Management</b> Manage portable counter requests Manage permanent counter program and COMPASS Data Bike Manage and report data					Ongoing Ongoing Ongoing
<b>LEAD STAFF:</b> Austin Miller					<b>Expense Summary</b>
<b>END PRODUCT:</b> 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.					
<b>ESTIMATED DATE OF COMPLETION:</b> September-2025					<b>Total Workdays:</b> 1,201
					Salary \$ 574,611
					Fringe 260,618
					Overhead 72,816
					<b>Total Labor Cost:</b> 908,045
					<b>DIRECT EXPENDITURES:</b>
					Professional Services \$ 1,741,836
					Legal / Lobbying
					Equipment Purchases 29,300
					Travel / Education
					Printing 2,100
					Public Involvement 86,125
					Carry-Forward
					<b>Total Direct Cost:</b> \$ 1,859,361
					<b>661 Total Cost:</b> 2,767,406
<b>Funding Sources</b>		<b>Participating Agencies</b>			
	Ada	Canyon	Special	Total	Member Agencies
CPG, K22494	-	-	-	-	ITD
CPG, K22998	483,770	197,596	-	681,366	FHWA
CPG, K22998 NO MATCH	26,270	10,730	-	37,000	FTA
STP-TMA, 22387	-	-	149,302	149,302	Housing authorities and other housing stakeholders
STBG-TMA, K22395	-	-	-	-	
STBG-TMA, K19571	-	-	-	-	
STBG-TMA, K20271	-	-	291,624	291,624	
STBG-TMA, K23312	-	-	111,192	111,192	
STBG-TMA, K13046	-	-	720,974	720,974	
STBG-TMA, K23313	-	-	7,413	7,413	
CRP-TMA, K24233	-	-	166,788	166,788	
FHWA	-	-	398,703	398,703	
Local / Fund Bal	38,322	15,652	149,069	203,043	
<b>Total:</b>	<b>548,362</b>	<b>223,978</b>	<b>1,995,065</b>	<b>2,767,406</b>	

<b>PROGRAM NO.</b>	<b>685</b>				<b>CLASSIFICATION:</b>	<b>Project</b>		
<b>TITLE:</b>	<b>Resource Development/Funding</b>							
<b>TASK / PROJECT DESCRIPTION:</b>	Develop a FY2026-2032 Regional Transportation Improvement Program (TIP) for Ada and Canyon Counties that complies with all federal, state, and local regulations and policies to fund transportation projects. Process amendments and provide project tracking and monitoring for the FY2025-2031 TIP. With consultant assistance, COMPASS staff will assist member agencies in transforming project ideas into well-defined projects with cost estimates, purpose and need statements, environmental scans, and public information plans. Grant research, development, and grant administration are expected to secure additional funding into the region. COMPASS will award <i>Communities in Motion</i> (CIM) Implementation Grants to member agencies after appropriate outreach, prioritization, and contract due diligence.							
<b>PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:</b>	Implement requested projects by member agencies, and leverage local dollars. Well defined and scoped projects with accurate project costs and schedules allow strong grant applications, linked closely with CIM 2050 goals and performance measures, increase the delivery of funded projects on time and on budget. These efforts provide the necessary federal documentation for member agencies to obtain federal funding for transportation projects. Staff provides assistance to member agencies to ensure projects meet deadlines and do not lose federal funding through project monitoring and committee participation.							
<b>FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:</b>	The task is designed to help identify additional revenue sources for member agencies, assist in funding improvements and maintenance of the transportation system, and assist member agencies in implementing the regional long-range transportation plan and the annual TIP. Under 23 CFR § 450, COMPASS is required to develop a TIP in cooperation with ITD and public transportation operators. Certain additional requirements are required in the Boise Urbanized Area because it is considered a Transportation Management Area (TMA). The TIP is required to be updated every four years; however, COMPASS follows the update cycle of ITD's Statewide Transportation Improvement Program (STIP), which is updated annually. All projects receiving federal funding or considered regionally significant must be consistent with the regional long-range transportation plan. The TIP is also scrutinized in the federal Certification Review.							
<b>FY2025 BENCHMARKS</b>								
<b>MILESTONES / PRODUCTS</b>								
<b>685001 Transportation Improvement Program</b> Update funding application process Conduct member outreach Solicit project applications Assist members with developing complete applications Facilitate ranking of project applications Assign projects to funding programs through a prioritization process Develop the final FY2026-2032 Regional Transportation Improvement Program Incorporate reporting methods for federal performance targets, prior to deadlines Monitor, track, and process changes to the FY2025-2031 Regional Transportation Improvement Program Balance federal-aid programs managed by COMPASS, as changes occur Provide assistance to member agencies with federal-aid funding concerns Provide funding and programming assistance to Valley Regional Transit (VRT) Update the Resource Development Plan						Oct-Sept		
<b>685002 Project Development Program</b> Award projects through a prioritization process Select, contract with, and manage consultants Manage project development teams Review/revise, approve, and disseminate reports						Oct-Sept		
<b>685003 Grant Research and Development</b> Seek funding for project needs listed in the Resource Development Plan Monitor grant sources; share grant information Match grant sources with unfunded members needs Write/assist member agencies with grant applications, such as INFRA, RAISE, CDBG, etc.						Oct-Sept		
<b>685004 CIM Implementation Grants</b> Award projects through a prioritization process Administer contracting/reporting/billing processes Manage projects to ensure completion on time and on budget						Oct-Sept		
<b>LEAD STAFF:</b> Toni Tisdale					<b>Expense Summary</b>			
<b>END PRODUCTS:</b> Current-year TIP amendments and TIP update. Annual Resource Development Plan. Project Development Program pre-concept reports. Application assistance. CIM Implementation Grants.								
					Total Workdays: 629			
					Salary \$ 352,039			
					Fringe 159,669			
					Overhead 44,611			
					Total Labor Cost: 556,319			
<b>ESTIMATED DATE OF COMPLETION:</b> September-2025					<b>DIRECT EXPENDITURES:</b>			
<b>Funding Sources</b>				<b>Participating Agencies</b>				
	Ada	Canyon	Special	Total			Member Agencies	
CPG, K22494	-	-	-	-				
CPG, K22998	\$ 252,879	103,288	-	\$ 356,167				
STP-TMA, 22387	-	-	85,828	85,828				
Local / Fund Bal	20,032	8,182	302,611	330,824				
<b>Total:</b>	<b>\$ 272,911</b>	<b>\$ 111,470</b>	<b>\$ 388,439</b>	<b>\$ 772,820</b>	Professional Services \$ 216,500			
					Legal / Lobbying			
					Equipment Purchases			
					Travel / Education			
					Printing			
					Public Involvement			
					Meeting Support			
					Other			
					Total Direct Cost: \$ 216,500			
					685	Total Cost: \$ 772,820		





<b>PROGRAM NO.</b>	<b>703</b>				<b>CLASSIFICATION:</b>	<b>Service</b>
<b>TITLE:</b>	<b>Public Services</b>					
<b>TASK / PROJECT DESCRIPTION:</b>	To provide data, mapping, demographic, and other assistance to the public and non-member entities, as appropriate. For some products, such as maps, there is a charge for the product. When data or other information are not "off-the-shelf" and staff time is needed for research, a labor charge may be applied consistent with COMPASS policy.					
<b>PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:</b>	COMPASS responds to questions from the public and provides a number of products to the public and other entities: demographic data, development information, traffic counts and projections, maps, and geographic information system analyses.					
<b>FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:</b>	There are no federal or state requirements concerning provision of services to the public. However, these services support COMPASS' vision, mission, roles, and values, including: "...serve as a source of information and expertise..." (COMPASS Mission), "serve as the regional technical resource..." (Role #3 Expert), and "perform and share quality analyses" (Role #3 Expert).					
<b>FY2025 BENCHMARKS</b>						
<b>MILESTONES / PRODUCTS</b>						
<b>Provide assistance to public and non-member entities, as requested, in the areas of:</b> Geographic Information Systems (GIS) (maps, data, and analyses) Data and travel demand modeling for proposed developments Demographic, development, and related information Traffic counts and related information Travel time data and analysis Other general requests for information						Ongoing
<b>LEAD STAFF:</b> Mary Ann Waldinger					<b>Expense Summary</b>	
<b>END PRODUCT:</b> Information assistance to the general public.					<b>Total Workdays:</b> 18	
					Salary \$	5,006
					Fringe	2,271
					Overhead	634
					<b>Total Labor Cost:</b>	<b>7,911</b>
<b>ESTIMATED DATE OF COMPLETION:</b> September-2025					<b>DIRECT EXPENDITURES:</b> \$ -	
<b>Funding Sources</b>				<b>Participating Agencies</b>		
	<b>Ada</b>	<b>Canyon</b>	<b>Special</b>	<b>Total</b>	Member Agencies  Professional Services Legal / Lobbying Equipment Purchases Travel / Education Printing Public Involvement Meeting Support Other	
CPG, K22998	\$ 5,205	\$ 2,126		\$ 7,331		
Local / Fund Bal	412	168		\$ 581		
<b>Total:</b>	<b>\$ 5,617</b>	<b>\$ 2,294</b>	<b>\$ -</b>	<b>\$ 7,911</b>		
					<b>Total Direct Cost:</b> \$	<b>-</b>
					<b>703</b>	<b>Total Cost:</b> \$ <b>7,911</b>

<b>PROGRAM NO.</b>	705				<b>CLASSIFICATION:</b>	Service	
<b>TITLE:</b>	Transportation Liaison Services						
<b>TASK / PROJECT DESCRIPTION:</b>	To provide adequate staff liaison time at member agency meetings and coordinate transportation-related planning activities with member agencies.						
<b>PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:</b>	Transportation liaison services ensure staff representation and coordination with membership on transportation-related planning. Requests that exceed four days may require COMPASS Board approval of a new work program.						
<b>FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:</b>	Achieve better inter-jurisdictional coordination of transportation and land use planning. Documentation of other significant transportation planning projects occurring within the Treasure Valley through the Unified Planning Work Program and Budget.						
<b>FY2025 BENCHMARKS</b>							
<b>MILESTONES / PRODUCTS</b>							
Attend member agency meetings and coordinate transportation-related planning activities with member agencies							Ongoing
<b>LEAD STAFF:</b> Matt Stoll					<b>Expense Summary</b>		
<b>END PRODUCT:</b> Ongoing staff liaison role to member agencies.					Total Workdays: 48		
					Salary \$ 34,190		
					Fringe 15,507		
					Overhead 4,333		
					Total Labor Cost: 54,030		
<b>ESTIMATED DATE OF COMPLETION:</b> September-2025					<b>DIRECT EXPENDITURES:</b>		
<b>Funding Sources</b>				<b>Participating Agencies</b>			
	Ada	Canyon	Special	Total	Member Agencies Professional Services \$ - Legal / Lobbying Equipment Purchases Travel / Education Printing Public Involvement Meeting Support Other		
CPG, K22494				\$ -			
CPG, K22998	35,546	14,519		\$ 50,065			
				-			
Local / Fund Bal	2,816	1,150		3,966			
	-			-	Total Direct Cost: \$ -		
<b>Total:</b>	<b>\$ 38,362</b>	<b>\$ 15,669</b>		<b>\$ 54,030</b>	705	<b>Total Cost: \$ 54,030</b>	

<b>PROGRAM NO.</b>	<b>760</b>			<b>CLASSIFICATION:</b>	<b>Service</b>
<b>TITLE:</b>	<b>Government Affairs</b>				
<b>TASK / PROJECT DESCRIPTION:</b>	Identify, review, monitor, advocate and report to the COMPASS Board on pending state and federal legislation that directly or indirectly relates to COMPASS priorities and activities.				
<b>PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:</b>	To secure funding and influence policies on relevant transportation-related legislation at the federal and state levels.				
<b>FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:</b>	There is no federal requirement for this process. The Board works together to identify and prioritize needs and projects.				
<b>FY2025 BENCHMARKS</b>					
<b>MILESTONES / PRODUCTS</b>					
<b>Federal Legislative Priorities</b> Obtain COMPASS Board approval of 2025 federal legislative priorities Educate and advocate on 2025 federal legislative priorities Work with COMPASS Executive Committee to identify 2026 federal priorities and positions Obtain COMPASS Board approval of 2026 federal legislative priorities					Oct Oct-Aug Apr-Jul Aug
<b>State Legislative Priorities</b> Educate and advocate on FY2025 legislative priorities Plan and initiate a road useage charge education program Work with Executive Committee to identify possible priorities and position statements for FY2026 legislative session Obtain Board endorsement of FY2026 legislative priorities					Oct-Aug Oct-Sep Apr-Aug Aug
<b>LEAD STAFF:</b> Matt Stoll					<b>Expense Summary</b>
<b>END PRODUCT:</b> An effective advocacy program for legislative issues and positions that have been approved by the Board.					Total Workdays: 60
					Salary \$ 61,821
					Fringe 28,039
					Overhead 7,834
					Total Labor Cost: 97,694
<b>ESTIMATED DATE OF COMPLETION:</b>				September-2025	
<b>Funding Sources</b>				<b>Participating Agencies</b>	
	Ada	Canyon	Special	Total	Member Agencies
				\$ -	
Local / Fund Bal			216,944	\$ 216,944	
				-	
<b>Total:</b>	\$ -	\$ -	\$ 216,944	\$ 216,944	
					DIRECT EXPENDITURES:
					Professional Services 100,000
					Legal / Lobbying \$ 1,250
					Equipment Purchases
					Travel / Education 18,000
					Printing
					Public Involvement
					Meeting Support
					Other
					Total Direct Cost: \$ 119,250
					760 Total Cost: 216,944

<b>PROGRAM NO.</b>	801			<b>CLASSIFICATION:</b>	System Maintenance
<b>TITLE:</b>	Staff Development				
<b>TASK / PROJECT DESCRIPTION:</b>	To provide staff with resources necessary to keep them informed of federal and state regulations, current transportation planning technologies, and best practices and activities nationally.				
<b>PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:</b>	The activities of this task are part of the overall continuous process to enhance technical and professional capacity. It is important that staff be informed and educated on new regulations and practices to develop and maintain a responsive transportation program.				
<b>FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:</b>	There are no federal or state requirements concerning provision of staff training; however, COMPASS provides staff with opportunities for training and education. Training examples include attending workshops and conferences sponsored by Federal Highway Administration, National Association of Regional Councils, American Planning Association, Western Planner, Association of Metropolitan Planning Organizations, the Transportation Research Board, etc., to keep staff well informed.				
<b>FY2025 BENCHMARKS</b>					
				<b>MILESTONES / PRODUCTS</b>	
Staff training and development				Ongoing	
<b>LEAD STAFF:</b> Meg Larsen				<b>Expense Summary</b>	
<b>END PRODUCT:</b> Maintain staff knowledge of federal grant requirement needs and changes and build a strong team through national and local seminars, workshops, conferences, and educational classes.				Total Workdays: 124	
				Salary \$ 63,897	
				Fringe 28,981	
				Overhead 8,097	
				Total Labor Cost: 100,975	
<b>ESTIMATED DATE OF COMPLETION:</b> September-2025				<b>DIRECT EXPENDITURES:</b>	
<b>Funding Sources</b>				<b>Participating Agencies</b>	
	Ada	Canyon	Special	Total	Professional Services \$ -
CPG, K22494				-	Legal / Lobbying
CPG, K22998	99,324	40,569		139,893	Equipment Purchases
					Travel / Education 50,000
Local / Fund Bal	7,867	3,215		11,082	Printing
				-	Public Involvement
				-	Meeting Support
				-	Other
<b>Total:</b>	<b>\$ 107,191</b>	<b>\$ 43,784</b>	<b>\$ -</b>	<b>\$ 150,975</b>	Total Direct Cost: \$ 50,000
					801 Total Cost: \$ 150,975

<b>PROGRAM NO.</b>	<b>820</b>			<b>CLASSIFICATION:</b>	<b>System Maintenance</b>
<b>TITLE:</b>	<b>Committee Support</b>				
<b>TASK / PROJECT DESCRIPTION:</b>	To provide support to the COMPASS Board and standing committees as defined by the COMPASS Bylaws and Joint Powers Agreement.				
<b>PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:</b>	Provide coordination and communication among member agencies' staff and elected officials in transportation and land use planning, through meeting materials, agendas, and minutes, which are a historical record of events leading to the decision-making processes.				
<b>FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:</b>	The COMPASS Joint Powers Agreement, Section 4.1.6(K), states, "Open Meeting Law: All meetings of the Board shall be governed under the provisions of the Open Meeting Law, Chapter 2, Title 74, Idaho Code, and any amendments and/or recodification thereof."				
<b>FY2025 BENCHMARKS</b>					
<b>MILESTONES / PRODUCTS</b>					
Provide meeting coordination, materials, and follow-up to the Board, standing committees, and workgroups.					Ongoing
<b>LEAD STAFF:</b> Amy Luft					
<b>END PRODUCT:</b> Ongoing support of committees to promote involvement and communication.					
					<b>Expense Summary</b>
					Total Workdays: 263
					Salary \$ 137,235
					Fringe 62,244
					Overhead 17,391
					Total Labor Cost: 216,869
<b>ESTIMATED DATE OF COMPLETION:</b>				September-2025	
<b>Funding Sources</b>				<b>Participating Agencies</b>	
	Ada	Canyon	Special	Total	Member Agencies
CPG, K22494				\$ -	
CPG, K22998	142,675	58,276		\$ 200,951	
Local / Fund Bal	11,302	4,616	2,000	17,918	
				-	
<b>Total:</b>	<b>\$ 153,977</b>	<b>\$ 62,892</b>		<b>\$ 218,869</b>	
					DIRECT EXPENDITURES:
					Professional Services \$ -
					Legal / Lobbying
					Equipment Purchases
					Travel / Education
					Printing
					Public Involvement
					Meeting Support 2,000
					Other
					Total Direct Cost: \$ 2,000
					820 Total Cost: 218,869

<b>PROGRAM NO.</b>	<b>836</b>	<b>CLASSIFICATION:</b>	<b>System Maintenance</b>
<b>TITLE:</b>	<b>Technical Support: Regional Travel Demand Model</b>		
<b>TASK / PROJECT DESCRIPTION:</b>	Upkeep of the regional travel demand model is an ongoing task needed to maintain the model as a useful tool in planning activities. It also provides vital information for the required process of air quality conformity demonstration and all benefit-cost evaluations.		
<b>PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:</b>	The model outputs are used to test and plan transportation projects, support capital improvement plans and impact fee and/or proportionate share programs for member agencies, conduct air quality conformity of the Regional Transportation Improvement Program (TIP) and regional long-range transportation plan, provide area of influence model runs to inform the traffic impact study process, and respond to various special member requests.		
<b>FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:</b>	Federal Code 23 CFR § 450.324 -- Long-range transportation plans require valid forecasts of future demand for transportation services which are provided by a travel demand model. Outputs from the model are also necessary for transportation conformity determinations of the TIP and long-range plan and evaluating the impacts of alternative transportation investments. In updating the transportation plan, (e) "the MPO shall base the update on the latest available estimates and assumptions for population, land use, travel, employment, congestion, and economic activity" (f) "The metropolitan transportation plan shall, at a minimum, include (1) The current and projected transportation demand of persons and goods in the metropolitan planning area over the period of the transportation plan;..."		

**FY2025 BENCHMARKS** **MILESTONES / PRODUCTS**

<b>Key Elements</b>	
Maintain and update traffic count database	Ongoing
Maintain the structure and integrity of the regional travel demand model for use in the Transportation Economic Development Impact System (TREDIS)	Ongoing
Provide travel demand modeling assistance to support member agency needs and special projects	Ongoing
Provide technical and modeling support as needed for regional long range transportation plan	Ongoing
Work with and use ITD's required protocols to update of the Federal Aid Functional Classification Systems after adjusted urban area boundaries are approved by IT Board and FHWA - Boise Division	Oct-Aug

<b>Special Tasks and Model Improvements</b>	
Provide technical analysis on member agency requests vetted through RTAC	Ongoing
Provide modeling and technical assistance to ITD's corridor and environmental studies	Ongoing
Provide technical analysis on unanticipated member agency requests	Ongoing
Maintain the data foundation system and continue to incorporate into other data sources	Ongoing

<b>LEAD STAFF:</b> Mary Ann Waldinger	<b>Expense Summary</b>
<b>END PRODUCT:</b> Reasonable and reliable regional travel demand model using the latest available information and forecasts for various types of projects, studies, and analyses.	
	Total Workdays: 176
	Salary \$ 44,585
	Fringe 20,222
	Overhead 5,650
	Total Labor Cost: 70,456

<b>ESTIMATED DATE OF COMPLETION:</b> September-2025					<b>DIRECT EXPENDITURES:</b>
<b>Funding Sources</b>					
	<b>Ada</b>	<b>Canyon</b>	<b>Special</b>	<b>Total</b>	Professional Services \$ 300,000
CPG, K22494				\$ -	Legal / Lobbying
CPG, K22998	57,305	23,405		80,710	Equipment Purchases
STCH-TMA, K22394			138,990	138,990	Travel / Education
				-	Printing
Local / Fund Bal	4,539	1,854	144,363	150,756	Public Involvement
				-	Meeting Support
				-	Other
<b>Total:</b>	<b>\$ 61,844</b>	<b>\$ 25,259</b>	<b>\$ 283,353</b>	<b>\$ 370,456</b>	Total Direct Cost: \$ 300,000
					836 Total Cost: \$ 370,456

<b>PROGRAM NO.</b>	842			<b>CLASSIFICATION:</b>	System Maintenance	
<b>TITLE:</b>	Congestion Management Process					
<b>TASK / PROJECT DESCRIPTION:</b>	Maintain a functional congestion management process (CMP) for the Treasure Valley. Conduct data collection, update the congestion management process as needed, produce the Annual Congestion Management Report, maintain regional intelligent transportation system (ITS) architecture and inventory. Research, provide, and monitor transportation demand management (TDM) strategies. Work with member agencies to identify regional congestion issues, identify congestion management needs, and recommend congestion management strategies.					
<b>PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:</b>	The Congestion Management Process (CMP) is a systematic, cyclical, and regionally accepted approach for managing congestion that generates current information regarding regional congestion, outlines methods for identifying congestion management needs, identifies strategies to mitigate congestion, defines performance measures and targets related to congestion, and defines the path for implementing strategies through COMPASS' transportation improvement program (TIP) and regional long-range transportation plan.					
<b>FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:</b>	Federal Code 23 CFR § 450.322 -- A congestion management process is federally required for areas with populations exceeding 200,000, known as Transportation Management Areas. While only a portion of COMPASS' planning area is subject to this requirement (the Boise Urbanized Area), COMPASS' CMP covers its entire planning area. (a) "The transportation planning process in a TMA shall address congestion management through a process that provides for safe and effective integrated management and operation of the multimodal transportation system, based on a cooperatively developed and implemented metropolitan-wide strategy, of new and existing transportation facilities eligible for funding under title 23 U.S.C. and title 49 U.S.C. Chapter 53 through the use of travel demand reduction (including intercity bus operators, employer-based commuting programs such as a carpool program, vanpool program, transit benefit program, parking cash-out program, shuttle program, or telework program), job access projects, and operational management strategies..."					
<b>FY2025 BENCHMARKS</b>						
<b>MILESTONES / PRODUCTS</b>						
<b>Congestion Management and Travel Time Data</b> Complete the Congestion Management Annual Report using the National Performance Measure Research Data Set (NPMRDS) for 2024 Maintain the Congestion Management Process Technical Document Publish congestion management annual report to digital format (web map/story map) Work with Regional Operations Workgroup and other COMPASS workgroups to identify congestion issues, congestion management needs, and congestion management strategies  <b>NPMRDS Travel Time Data and Process</b> Develop process for evaluating effectiveness of congestion mitigation projects using the NPMRDS and INRIX travel time data sets  <b>Transportation System Management and Ops (TSMO) and ITS Plan Update</b> Maintain the regional ITS inventory and TSMO/ITS projects list Refine the integration of management and operation strategies and TSMO projects into the long range plan						June-Sept Ongoing June-Sept Ongoing  Ongoing  Ongoing Ongoing
<b>LEAD STAFF:</b> Mary Ann Waldinger						<b>Expense Summary</b>
END PRODUCT: Maintenance of the congestion management process, congestion management annual report (congestion issues, needs, strategies), current year travel time data collection and analysis, and an updated TSMO/ITS projects list and inventory.						Total Workdays: 66
						Salary \$ 43,919
						Fringe 19,920
						Overhead 5,566
						Total Labor Cost: 69,404
<b>ESTIMATED DATE OF COMPLETION:</b>				September-2025		<b>DIRECT EXPENDITURES:</b>
<b>Funding Sources</b>				<b>Participating Agencies</b>		Professional Services
	Ada	Canyon	Special	Total		Legal / Lobbying
CPG, K22108				\$ -	Highway Districts	Equipment Purchases
CPG, K22494	-	-		-	Member Agencies	Travel / Education
				-	Federal Highways Administration	Printing
				-		Public Involvement
Local / Fund Bal	-	-	69,404	69,404		Meeting Support
				-		Other
<b>Total:</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 69,404</b>	<b>\$ 69,404</b>		Total Direct Cost: \$ -
					842	Total Cost: \$ 69,404

<b>PROGRAM NO.</b>	<b>860</b>	<b>CLASSIFICATION:</b>	<b>System Maintenance</b>		
<b>TITLE:</b>	<b>Geographical Information System Maintenance (GIS)</b>				
<b>TASK / PROJECT DESCRIPTION:</b>	Planning activities depend on current and accurate geographic information. For data to be available in a quality suitable for planning, continual data acquisition is necessary. This involves partnering with other GIS stakeholders, data maintenance, editing, and creating new data from GPS and orthophotography.				
<b>PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:</b>	GIS data and technology are used for internal budget support. COMPASS also provides this geographic information to its members and the general public in the form of maps, data, and analysis. COMPASS works in conjunction with its member agencies via the Regional Geographic Advisory Workgroup (RGAWG) to create regional data that can be used for many purposes.				
<b>FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW, REFERENCE TO STRATEGIC PLAN:</b>	Federal Code 23 CFR § 450.324 (f)-- In updating the transportation plan, the MPO shall use the latest available estimates and assumptions for population, land use, travel, employment, congestion, and economic activity. "The metropolitan transportation plan shall, at a minimum, include (1) The projected transportation demand of persons and goods in the metropolitan planning area over the period of the transportation plan...."				
<b>FY2025 BENCHMARKS</b>					
<b>MILESTONES / PRODUCTS</b>					
<b>Provide GIS Data Maintenance and Support for COMPASS Projects</b> Data analysis, and maintenance for performance reporting and other planning needs Enterprise database maintenance Data integration GIS Technology Census BAS					Ongoing
<b>GIS Cooperation</b> Continue participation in the Treasure Valley GIS User Group and Canyon Spatial Data Cooperative (SDC) meetings					Quarterly/as needed
<b>Regional Geographic Advisory Committee</b> Host the Regional Geographic Advisory Workgroup to enable regional cooperation of GIS data					Quarterly/as needed
<b>Regional Data Center</b> Expand and maintain authoritative regional GIS data Conduct data accuracy checks and metadata on regional data sets					Ongoing
<b>Transportation Improvement Program</b> Provide ongoing support					Ongoing
<b>2024 Orthophotography Project</b> Finalize 2024 orthophotography acquisition Distribute final data products to participants					December
<b>2025 Orthophotography Project</b> Conduct 2025 orthophotography flight Conduct QC on preliminary data Continue to plan for future orthophotography acquisition and funding					March - October
<b>LEAD STAFF:</b> Eric Adolfson <b>END PRODUCT:</b> 1) An expanded use of GIS technology and data for regional planning; and 2) Continued GIS coordination and development of the most accurate and up-to-date information possible.					<b>Expense Summary</b>
					Total Workdays: 396
					Salary \$ 216,773
					Fringe 98,319
					Overhead 27,470
					Total Labor Cost: 342,562
<b>ESTIMATED DATE OF COMPLETION:</b> September-2025					<b>DIRECT EXPENDITURES:</b>
<b>Funding Sources</b>				<b>Participating Agencies</b>	
	Ada	Canyon	Special	Total	All Member Agencies
CPG, K22108				\$ -	Professional Services \$ 125,000
CPG, K22494				-	Legal / Lobbying
				-	Equipment Purchases 66,080
				-	Travel / Education
				-	Printing
				-	Public Involvement
			533,642	533,642	Meeting Support
Local / Fund Bal				-	Other
				-	Carry-Forward
				-	Total Direct Cost: \$ 191,080
<b>Total:</b>	\$ -	\$ -	\$ 533,642	\$ 533,642	<b>860 Total Cost: 533,642</b>



<b>PROGRAM NO.</b>	<b>990</b>	<b>CLASSIFICATION:</b>	<b>Indirect / Overhead</b>
<b>TITLE:</b>	<b>Direct Operations &amp; Maintenance</b>		
<b>TASK / PROJECT DESCRIPTION:</b>	To provide local dollars for expenditures that do not qualify for reimbursement under the federal guidelines. Program dollars for professional services for COMPASS Board related events, meeting expenses, and equipment/software needs.		
<b>PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:</b>	Adequately cover expenses needed to support the Board, Executive Director, and agency outside of federally funded projects.		
<b>FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:</b>	There are no federal or state requirements concerning these provisions; however, the Finance Committee oversees and approves these accounts and expenditures.		

<b>FY2025 BENCHMARKS</b>	<b>MILESTONES / PRODUCTS</b>
Provide local dollars for expenditures not federally funded. Planned FY2025 equipment and software expenditures Transit network planning software Transportation improvement program management software Benefit-cost analysis software Transportation modeling software	Ongoing

<b>LEAD STAFF:</b> Meq Larsen					<b>Expense Summary</b>	
END PRODUCT: Adequately cover the direct expenses needed to support the Board, Executive Director, equipment needs, and COMPASS operations.					Total Workdays: 0	
					Salary \$ -	
					Fringe -	
					Overhead -	
					Total Labor Cost: \$ -	
<b>ESTIMATED DATE OF COMPLETION:</b> September-2025					<b>DIRECT EXPENDITURES:</b>	
<b>Funding Sources</b>				<b>Participating Agencies</b>		
	Ada	Canyon	Special	Total	Member Agencies	
CPG, K22108				\$ -		Professional Services 1,440
CPG, K22494						Legal / Lobbying \$ 17,000
Other			165,727	165,727		Equipment Purchases 138,687
Local / Fund Bal						Travel / Education 1,600
						Printing
						Public Involvement
						Meeting Support 7,000
<b>Total:</b>	\$ -	\$ -	\$ 165,727	\$ 165,727		<b>Total Direct Cost: \$ 165,727</b>
					990	<b>Total Cost: \$ 165,727</b>

<b>PROGRAM NO.</b>	<b>991</b>	<b>CLASSIFICATION:</b>	<b>Indirect / Overhead</b>
<b>TITLE:</b>	<b>Support Services Labor</b>		
<b>TASK / PROJECT DESCRIPTION:</b>	To provide labor to support the ongoing administrative functions of COMPASS. Areas include: personnel management, financial management, information technology management, procurement, contracting, and general administration. Work with independent auditor on annual audit.		
<b>PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:</b>	To maintain payroll, accounts payable/receivable, benefits, recruitment, building and vehicle maintenance, general ledger bank reconciliation, cash flow, annual audit, and development of the computer system.		
<b>FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:</b>	<p>The Office of Management and Budget (OMB) requires that a single audit be performed to ensure federal funds are being expended properly. The most recent OMB regulation issued for this purpose is Title 2 U.S. Code of Federal Regulations (CFR) Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance). It includes uniform cost principles and audit requirements for federal awards to nonfederal entities and administrative requirements for all federal grants and cooperative agreements.</p> <p>Memorandum of Understanding 04-01, Operation and Financing of the Metropolitan Planning Organization in the Boise and Nampa Urbanized Areas -- between COMPASS and the Idaho Transportation Department states and agrees to allow indirect costs as outlined in the agreement.</p>		
<b>FY2025 BENCHMARKS</b>		<b>MILESTONES / PRODUCTS</b>	
<b>General Administration</b>		Review standing agreements	Aug
		Conduct appropriate procurement processes and prepare contracts, as needed	As needed
		Update COMPASS operational policies as needed	As needed
		Monitor general workplace and personnel needs	Ongoing
		Provide administrative assistance for agency needs	Ongoing
<b>Personnel Management</b>		Prepare and complete recruitment processes	As needed
		Conduct employee annual evaluations	
		Renew insurance policies	
		Pursue FY2025 benefit options	
<b>Financial Management</b>		Close FY2024 financial records and begin FY2025	Oct-Nov
		Provide annual audit support and complete financial reports	Oct-Dec
		Complete COMPASS annual Audit Report	Jan
		Prepare and distribute year-end payroll reports	Jan
		Complete budget variance information and report to the Finance Committee quarterly	Quarterly
		Maintain inventory of furniture, equipment, hardware and software	Ongoing
<b>Information Technology</b>		Manage Information Technology consultant and coordinate work efforts	Ongoing
		Prioritize needs, analyze costs, make recommendations and implement system improvements	
		Coordinate with staff to configure equipment and software to meet the needs of each position	
		Maintain security and integrity of IT systems, and perform appropriate back ups	
		Coordinate systems with member agencies	Oct - Dec
<b>LEAD STAFF:</b>	Meg Larsen		<b>Expense Summary</b>
<b>END PRODUCT:</b>	An agency where administrative support, personnel management, financial management, and general administrative needs are fully met and whose activities are effectively monitored and communicated to the Board.		<b>Total Workdays:</b> 999
			Salary \$ -
			Fringe -
			Overhead -
			<b>Total Labor Cost:</b> \$ -
<b>ESTIMATED DATE OF COMPLETION:</b>	September-2025		<b>DIRECT EXPENDITURES:</b>
<b>Funding Sources</b>		<b>Participating Agencies</b>	Professional Services \$ -
	Ada	Canyon	Legal / Lobbying
			Equipment Purchases
			Travel / Education
			Printing
			Public Involvement
			Meeting Support
			Other
			<b>Total Direct Cost:</b> \$ -
<b>Total:</b>	\$ -	\$ -	991 <b>Total Cost:</b> \$ -

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	Program Worksheets	Rev Exp Summary	
Salary	1,821,566	1,772,400	(49,166)
Fringe	826,182	795,992	(30,190)
Ovh	230,833	310,190	79,357
	2,878,581	2,878,582	1
Direct exp	2,965,168	3,237,111	271,943
Funding	5,843,750	6,115,693	(271,943)

CIM 2055  
271943 Carry Forward  
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## COMPASS BOARD AGENDA ITEM V-C

Date: December 16, 2024

### **Topic: *Communities in Motion 2055* Population Forecast Growth Allocation**

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

Approve the *Communities in Motion 2055* population forecast growth allocation.

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

One of the initial steps in updating a long-range transportation plan, such as *Communities in Motion*, is forecasting and allocating future growth. The *Communities in Motion 2055* demographic forecast is being developed in three main phases: 1) establish a control total, 2) allocate growth throughout the region, and 3) reconcile the forecast annually to account for new, entitled developments.

Phase one was completed in December 2023, when the COMPASS Board of Directors approved a two-county 2055 population control total of 1.3 million. In coordination with the Demographic Advisory Workgroup, COMPASS staff have been working on the second phase – allocating the approved control total across Ada and Canyon Counties – over the past year.

The allocation process compared current development patterns to the previously approved *Communities in Motion 2050* Vision. This was coupled with a detailed review of changes to land use plans and pending entitlements. For this step, COMPASS staff relied on support from member agency staff to verify findings specific to their individual jurisdictions.

The resulting population forecast growth allocation is attached. Following Board approval of the technical allocation, the map will be finalized and combined with other visual elements to form the full *Communities in Motion 2055* Vision map and description.

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

The allocation of the population forecast is one of the first steps in developing a regional transportation plan and provides a baseline for analyzing transportation service deficiencies, calculating housing demand, and planning for infrastructure needs.

#### **More Information:**

- 1) Attachment 1: Population by Area of City Impact
- 2) Attachment 2: Total Population and Household Growth by Areas of City Impact
- 3) For detailed information contact: Austin Miller, Planning Team Lead, at 208/475-2239 or [amiller@compassidaho.org](mailto:amiller@compassidaho.org).

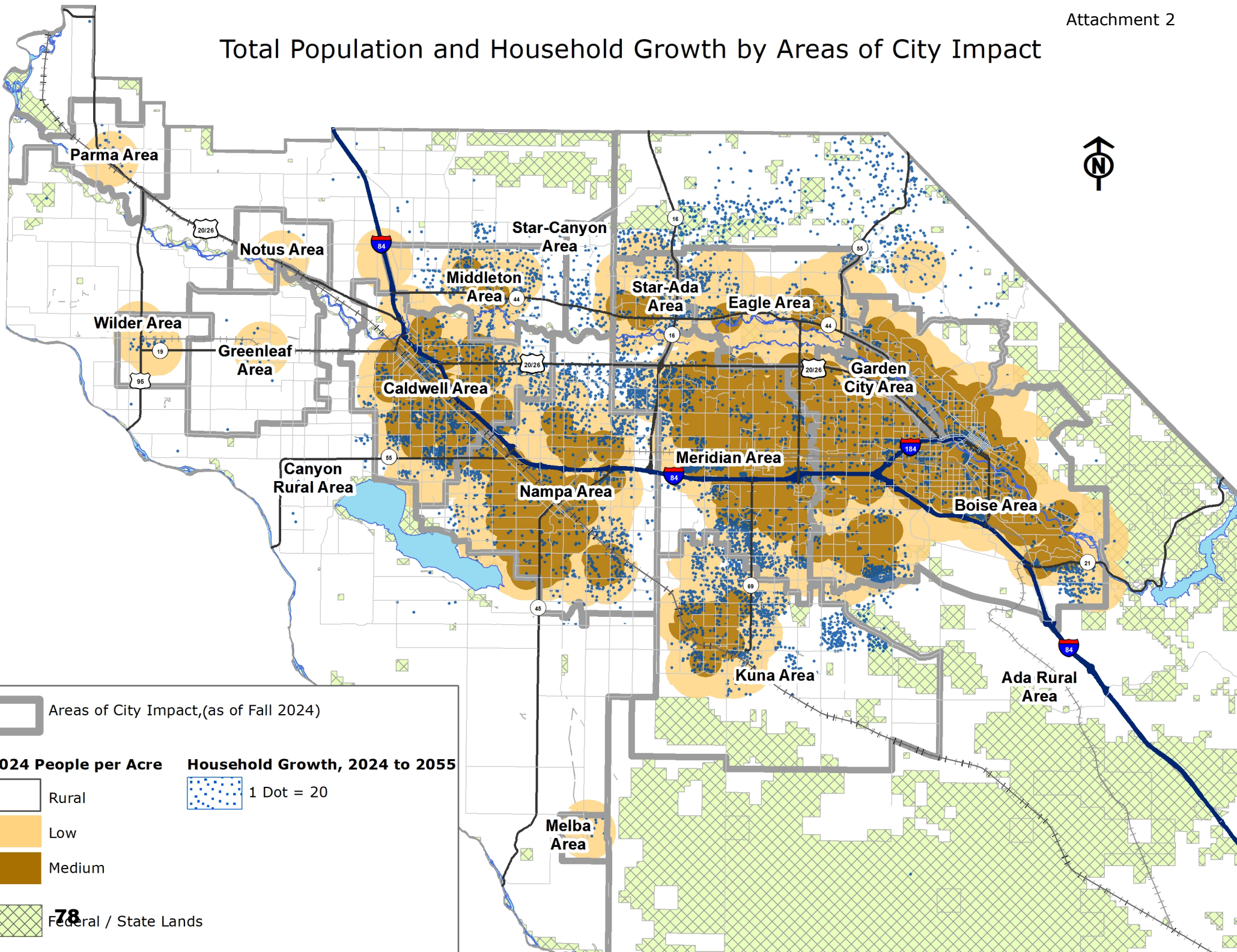
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## Population by Area of City Impact

Area of City Impact	Total Population 2024	Total Population 2055 DRAFT	Population Growth 2024 to 2055 Numerical	Population Growth 2024 to 2055 Percentage
<b>Ada</b>				
Boise	284,861	360,326	75,465	26%
Eagle	39,059	61,378	22,319	57%
Garden City	13,444	24,031	10,587	79%
Kuna	39,534	96,824	57,290	145%
Meridian	147,165	236,759	89,594	61%
Star-Ada	19,225	37,408	18,183	95%
Ada Rural	14,298	56,796	42,498	297%
<i>Ada County Total</i>	<i>557,586</i>	<i>873,522</i>	<i>315,936</i>	<i>57%</i>
<b>Canyon</b>				
Caldwell	79,181	138,225	59,044	75%
Greenleaf	3,399	4,286	887	26%
Melba	1,077	1,884	807	75%
Middleton	17,696	41,093	23,397	132%
Nampa	131,317	192,197	60,880	46%
Notus	985	1,817	832	84%
Parma	2,787	3,965	1,178	42%
Star-Canyon	1,898	8,392	6,494	342%
Wilder	2,187	4,022	1,835	84%
Canyon Rural	24,780	30,597	5,817	23%
<i>Canyon County Total</i>	<i>265,307</i>	<i>426,478</i>	<i>161,171</i>	<i>61%</i>
<b>Regional Total</b>	<b>822,893</b>	<b>1,300,000</b>	<b>477,107</b>	

\*Total Population 2024 will differ from the 2024 Population Estimates by City Limits adopted by COMPASS Board on April 15, 2024 due to differing geographic areas.

# Total Population and Household Growth by Areas of City Impact





## COMPASS BOARD AGENDA ITEM V-D

Date: December 16, 2024

### **Topic: 2025 COMPASS Board Officer Slate**

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

Approve 2025 COMPASS Board Officer slate as recommended by COMPASS Executive Committee.

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

The COMPASS Bylaws specify the succession, nomination, consideration, election, and duties of Board Officers as follows:

**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.

**The COMPASS Executive Committee met on Tuesday, November 12, 2024, to consider the nominations submitted for the COMPASS Secretary-Treasurer and the succession of the current Board Officers for 2025. The Executive Committee nominates the following slate of Board Officers for 2025 for the COMPASS Board of Directors’ consideration at the annual meeting on Monday, December 16, 2024:**

- **Chair – Commissioner Jay Gibbons, Highway District, No. 4**
- **Chair-Elect – Commissioner Rod Beck, Ada County Commission**
- **Vice Chair – Mayor Jarom Wagoner, City of Caldwell**
- **Secretary-Treasurer – Councilmember Mary May, City of Eagle**
- **Immediate Past Chair – Mayor Trevor Chadwick, City of Star**

Per the COMPASS Bylaws, any additional nominations need to be filed with the Board by any five (5) Voting Board Members no later than December 1, 2024, which is 15 days prior to the annual Board of Directors’ meeting on Monday, December 16, 2024. No additional nominations were received by December 1, 2024.

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

If the Executive Committee recommended Board Officer slate is not approved, the existing officers would continue in their positions until new Board Officers can be elected by the Board of Directors.

**More Information:**

- 1) For detailed information contact: Matt Stoll, Executive Director, at (208) 475-2266 or [mstoll@compassidaho.org](mailto:mstoll@compassidaho.org).

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## COMPASS Staff Activity Report: October 2024

### Staff Updates:

- ✓ Josie Gallup was named COMPASS October Employee of the Month.
  - ✓ Amy Luft, Meg Sonnen, Matt Stoll, and Toni Tisdale attended the National Association of Regional Councils' Executive Directors Conference in Dayton, OH.
- 

### Planning Team

Team Lead: Austin Miller

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

- ✓ Hosted a Public Transportation Workgroup to discuss regional transit access barriers.
  - ✓ Hosted an Environmental Review Workgroup to discuss the Let's Ride Treasure Valley (High-Capacity Transit Planning and Environmental Linkages [PEL] Study).
  - ✓ Presented the Let's Ride Treasure Valley update to the Boise Metro Chamber Transportation Committee.
  - ✓ Completed three development review checklists.
  - ✓ Presented a *Communities in Motion 2050* amendment to the COMPASS Board.
  - ✓ Attended a DOT Thriving Communities Convening.
- 

### Resource Development Team

Team Lead: Toni Tisdale

Team Members: Matt Carlson, Sherone Sader

- ✓ Submitted the FY2025-2031 Regional Transportation Improvement Program (TIP) to ITD for federal approval.
  - ✓ Participated in 12 agency outreach meetings to learn member agency transportation challenges and funding needs and encourage agencies to submit funding applications.
  - ✓ Hosted a meeting with ITD and the City of Star to discuss timing and safety concerns on a SH-44 project.
  - ✓ Processed an amendment to add two new projects, update the scope of work on three projects, and remove construction funds on one project.
  - ✓ Negotiated scopes of work for two COMPASS funded Project Development Program projects for the Ada County Highway District and the City of Nampa.
  - ✓ Kicked off one *Communities in Motion* Implementation grant for the Ada County Highway District.
  - ✓ Began writing a competitive grant application for a co-sponsored project, Old Highway 30/Plymouth Street Bridge for Highway District 4 and the City of Caldwell.
  - ✓ Developed the FY2025 Resource Development Plan.
-

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## Technical Team

Team Lead: Mary Ann Waldinger

Team Members: Eric Adolfson, Brian Crowley, Hunter Mulhall

- ✓ Completed two special model runs for proposed developments in October, bringing the total for FY2024 to 19.
  - ✓ Held Safety Working Group meeting #4 and received Implementation Plan technical memo #5.
  - ✓ Fulfilled a large Lidar order (27 tiles).
  - ✓ Completed a major server migration project (provides online access to data and mapping).
- 

## Communication Team

Team Lead: Amy Luft

Team Members: Josie Gallup, Teri Gregory

- ✓ Worked with Valley Regional Transit to update a memorandum of understanding between the two agencies.
  - ✓ Continued to work with a consultant to finalize COMPASS' funding study; completed review of all final draft deliverables.
  - ✓ Staffed a booth at the City of Boise's "Boise Neighborhood Interactive" event.
  - ✓ Presented an overview of COMPASS to the 2024 Leadership Meridian class.
  - ✓ Completed a public comment period regarding the Let's Ride Treasure Valley high-capacity transit study.
- 

## Operations Team

Director of Operations: Meg Sonnen

Team Members: Ashley Cannon, Janet Russell

- ✓ Closed out fiscal year 2024.
  - ✓ Completed field work for COMPASS' fiscal year 2024 financial statement audit.
-

## COMPASS Staff Activity Report: November 2024

### Staff Updates:

- ✓ Mary Ann Waldinger was named COMPASS November Employee of the Month.
- 

### Planning Team

Team Lead: Austin Miller

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

- ✓ Hosted the Public Transportation Workgroup to discuss the development of the VRT Transportation Development Plan and park and ride usage.
  - ✓ Hosted the Demographic Advisory Workgroup to discuss the population growth allocation.
  - ✓ Hosted the RTAC subcommittee to discuss public outreach for *Communities in Motion 2055*.
  - ✓ Presented how member agency efforts inform *Communities in Motion 2055* to RTAC.
  - ✓ Completed three development review checklists.
- 

### Resource Development Team

Team Lead: Toni Tisdale

Team Members: Matt Carlson, Sherone Sader

- ✓ Participated in one agency outreach meeting to learn member agency transportation challenges and funding needs and encourage agencies to submit funding applications.
  - ✓ Processed one administration modification to adjust 23 projects.
  - ✓ Hosted a meeting with ITD and the Cities of Caldwell, Middleton, and Star, and Highway District No. 4 to discuss timing and safety concerns on a US 20/26 project.
  - ✓ Received 39 Phase I applications.
  - ✓ Continued writing a competitive grant application for a co-sponsored project, Old Highway 30/Plymouth Street Bridge for Highway District 4 and City of Caldwell.
- 

### Technical Team

Team Lead: Mary Ann Waldinger

Team Members: Eric Adolfson, Brian Crowley, Hunter Mulhall

- ✓ Completed five special model runs for proposed developments this month, bringing the total for FY2025 to 5.
  - ✓ Completed a draft 2055 population allocation at the Transportation Analysis Zone level for the Demographic Advisory Workgroup meeting.
  - ✓ Completed the 2024 Change in Motion Scorecard and presented the results to RTAC.
  - ✓ Completed an online map consisting of multiple data sets for TIP scoring.
  - ✓ Completed quality control checking/review of the 2024 orthophotography flight.
-

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## **Communication Team**

Team Lead: Amy Luft

Team Members: Josie Gallup, Teri Gregory

- ✓ Completed the final draft of an updated memorandum of understanding with Valley Regional Transit to be submitted to Boards of Directors of both agencies for approval in December.
  - ✓ Presented on the regional "Good Move" safety education campaign to the Idaho Transportation Department's Strategic Safety Team on November 5, 2024.
  - ✓ Attended a kick-off meeting for 2025 "Interest Group" leaders for the Association of Metropolitan Planning Organizations on November 18, 2024.
  - ✓ Selected Leadership in Motion recipients; began preparing for the awards ceremony.
- 

## **Operations Team**

Director of Operations: Meg Sonnen

Team Members: Ashley Cannon, Janet Russell

- ✓ Prepared and presented Revision 1 of the FY2025 Unified Planning Work Program and Budget to the Finance Committee for recommendation of COMPASS Board of Directors' approval. The committee recommended approval as presented.
  - ✓ Prepared and submitted required annual reporting to the Idaho State Controller's office.
-

## COMPASS BOARD AGENDA ITEM VI-B

Date: December 16, 2024

### Topic: Status Report – October Air Quality Data

#### Background/Summary:

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

#### October 2024 Air Quality Data:

In October 2024, the Idaho Department of Environmental Quality reported the following days per air quality category - 13 days as “moderate”. 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:*

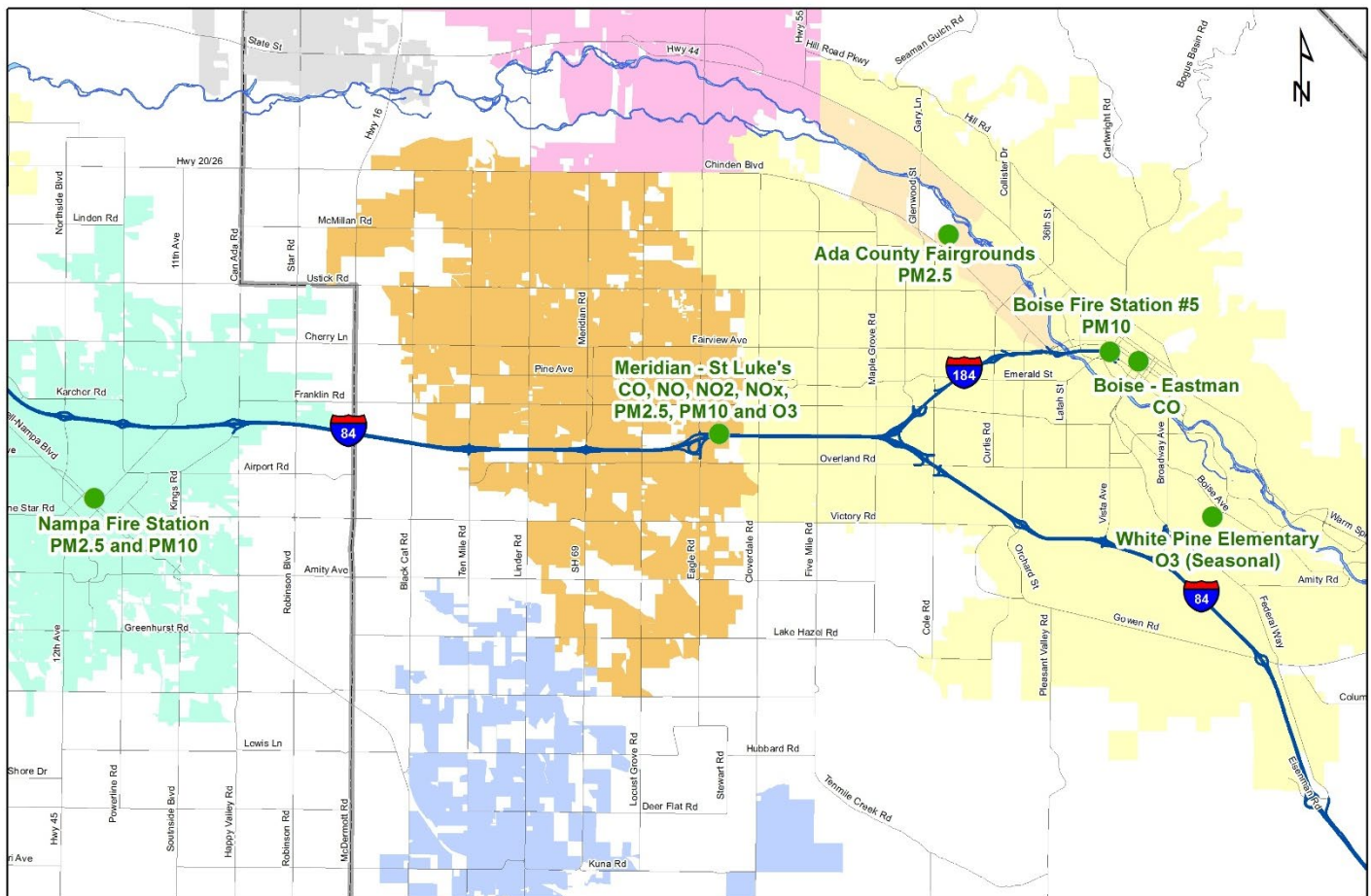
- 1 day was attributable to Coarse Particulate Matter (PM<sub>10</sub>) recorded in Ada County.
- 1 day was attributable to Fine Particulate Matter (PM<sub>2.5</sub>) recorded in Ada County.
- 1 day was attributable to PM<sub>2.5</sub> recorded in Canyon County.
- 1 day was attributable to PM<sub>10</sub> and PM<sub>2.5</sub> recorded in both counties.
- 4 days were attributable to PM<sub>2.5</sub> recorded in both counties and PM<sub>10</sub> recorded in Canyon County.
- 5 days were attributable to PM<sub>2.5</sub> 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	187	83	35	305

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



Air quality monitoring locations, Ada and Canyon Counties

## Pollutant Descriptions

<b>Carbon Monoxide (CO)</b>	A colorless, odorless, tasteless gas formed in large part by incomplete combustion of fuel. Human activities (i.e., transportation or industrial processes) are largely the source for CO contamination.
<b>Oxides of nitrogen (NO<sub>x</sub>)</b>	NO <sub>x</sub> is a generic term for mono-nitrogen oxides NO and NO <sub>2</sub> (nitric oxide and nitrogen dioxide). They are produced from the reaction of nitrogen and oxygen gases in the air during combustion, especially at high temperatures. They are precursors (building blocks) of ozone.
<b>Ozone (O<sub>3</sub>)</b>	A colorless gas with a sweet odor. Ground-level ozone is not a direct emission from transportation sources, but is formed when volatile organic compounds, such as pesticides and solvents, and NO <sub>x</sub> combine in the presence of sunlight. Although the ozone in the upper atmosphere protects us from harmful ultraviolet rays, ground-level ozone is the main component of smog.
<b>PM<sub>2.5</sub></b>	Fine particulate matter, particles smaller than 2.5 microns in diameter, which are more likely to lodge in human lungs than larger particles.
<b>PM<sub>10</sub></b>	Coarse particulate matter, particles smaller than 10 microns in diameter, which are more likely to lodge in human lungs than larger particles.

### More Information:

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

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## COMPASS BOARD AGENDA ITEM VI-B

Date: December 16, 2024

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

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

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

#### November 2024 Air Quality Data:

In November 2024, the Idaho Department of Environmental Quality reported the following days per air quality category - 6 days as "moderate". The remaining 24 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<sub>2.5</sub>) recorded in Ada County.
- 5 days were attributable to PM<sub>2.5</sub> recorded in both counties.

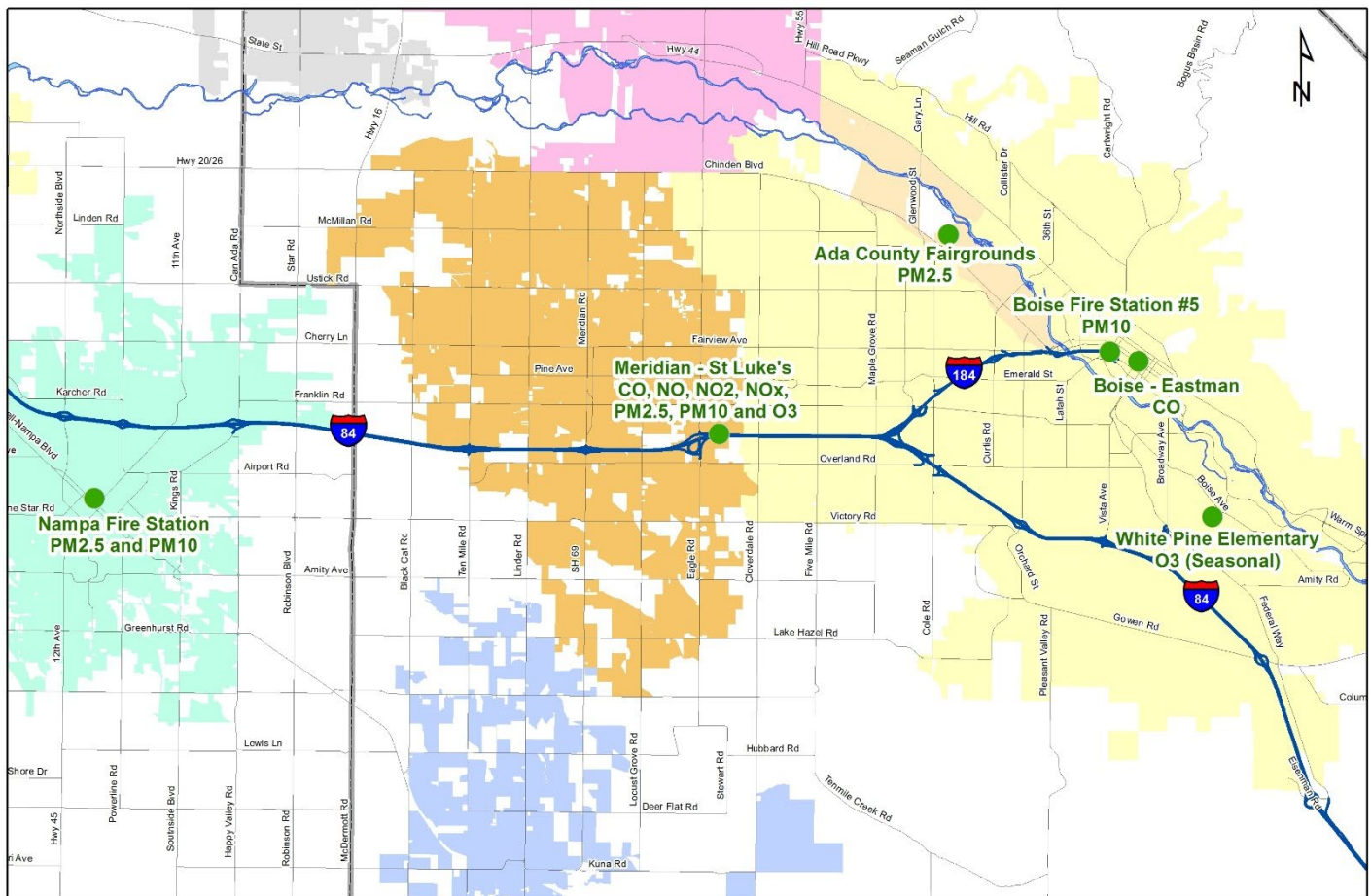


## Yearly Summary

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	211	89	35	335

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



Air quality monitoring locations, Ada and Canyon Counties

## Pollutant Descriptions

<b>Carbon Monoxide (CO)</b>	A colorless, odorless, tasteless gas formed in large part by incomplete combustion of fuel. Human activities (i.e., transportation or industrial processes) are largely the source for CO contamination.
<b>Oxides of nitrogen (NO<sub>x</sub>)</b>	NO <sub>x</sub> is a generic term for mono-nitrogen oxides NO and NO <sub>2</sub> (nitric oxide and nitrogen dioxide). They are produced from the reaction of nitrogen and oxygen gases in the air during combustion, especially at high temperatures. They are precursors (building blocks) of ozone.
<b>Ozone (O<sub>3</sub>)</b>	A colorless gas with a sweet odor. Ground-level ozone is not a direct emission from transportation sources, but is formed when volatile organic compounds, such as pesticides and solvents, and NO <sub>x</sub> combine in the presence of sunlight. Although the ozone in the upper atmosphere protects us from harmful ultraviolet rays, ground-level ozone is the main component of smog.
<b>PM<sub>2.5</sub></b>	Fine particulate matter, particles smaller than 2.5 microns in diameter, which are more likely to lodge in human lungs than larger particles.
<b>PM<sub>10</sub></b>	Coarse particulate matter, particles smaller than 10 microns in diameter, which are more likely to lodge in human lungs than larger particles.

### More Information:

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

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REGIONAL TRANSPORTATION ADVISORY COMMITTEE

VI-C

Attendance List

<u>Member Agency/Name</u>	Jan '24	Feb '24	Mar '24	Apr '24	May '24	June '24*	July '24	Aug '24	Sept '24	Oct '24*	Nov '24	Dec '24	TOTAL
Ada County/ S. DuPuis/L. Letson/B. Moore	3	1	2	2	2		1	2	2		2		17
ACHD/ T. Ferch/T. Laws/D. Rader	3	3	3	3	3		3	3	3		3		27
Boise State/ G. Finkelstein	1	1	1	1	1		1	0	1		1		8
Canyon County/ M. Barron/D. Lister/D. Root	3	1	0	0	2		1	1	1		1		10
Capital City Development Corporation/ Z. Piepmeyer	0	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		3		21
City of Caldwell/ W. Herbel/Vacant	1	2	1	1	1		1	1	1		1		10
City of Eagle/ H. Durham/N. Baird Spencer	1	2	1	2	1		1	1	1		2		12
City of Garden City/ H.Veal	1	1	1	1	0		1	1	1		1		8
City of Greenleaf/ L. Belt	1	0	1	1	1		0	1	1		1		7
City of Kuna/ T. Behunin/D. Hanson	2	2	1	2	2		1	2	2		2		16
City of Melba/ Vacant (July)	1	1	1	0	1		0	0	0		0		4
City of Meridian/ H. Hill (Feb)/C. Hood/B. McClure	2	3	0	2	2		3	3	3		3		21
City of Middleton/ J. VanGilder	1	1	1	1	0		1	1	1		1		8
City of Nampa/ R. Ashby/C. Craig/M. Steuer	2	3	3	2	2		2	1	3		2		20
City of Notus/ R. Hartsock	1	1	1	0	1		1	1	1		1		8
City of Parma/ B. Laird	0	0	0	0	0		0	0	0		0		0
City of Star/ S. Nickel	1	0	1	1	1		1	1	1		0		7
City of Wilder/ C. Johnson	1	1	0	0	0		0	0	0		0		2
Highway District #4/ L. Riccio	1	1	1	1	0		1	1	0		0		6
IDEQ/ M. Toole	1	1	1	1	1		1	1	1		1		9
ITD/ V. Trimboli	1	1	1	1	1		1	1	1		1		9
Public Participation Committee/ J. Wilde (Feb)	0	1	1	1	1		1	0	1		1		7
Valley Regional Transit/ S. Hunt	1	1	1	1	1		1	1	1		1		9
West Ada School District/ M. Carson (May)					1		0	1	1		1		4
Central District Health/ D. Adams (Ex-Officio)	1	1	1	1	1		0	1	0		1		7
Governor's Office/ J. Neill (Ex-Officio)(August)	0	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		0		3

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\* - Meeting canceled

Administrative Modification #17 for FY2024-2030 Transportation Improvement Program (TIP) and Administrative Modification #2 for the FY2025-2031 TIP												
No.	Project	Sponsor	Scheduled Funding for Project Lifetime		Amount Change	%	FL	Fiscal Year	Activity	Current Total	At Revision	Brief Explanation
			*Current Total	**Revised Total								
13494	Old Highway 30, Plymouth Street Bridge, Caldwell	HD4	\$12,101,000	\$10,865,000	-\$1,236,000	-10.21%	STBG-LU	2025	Design	\$0	\$250,000	Mirror the project in FY2025-2031 TIP, including additional design funds in FY2025.
							STBG-LU	2025	Right-of-Way	\$171,000	\$0	
							STBG-LU	2026	Right-of-Way	\$0	\$171,000	
							STBG-LU	2026	Construction	\$1,000,000	\$0	
							STBG-LU	2027	Construction	\$990,000	\$1,980,000	
							Bridge (Local)	2027	Construction	\$6,626,000	\$5,150,000	
							AC (Local)	2026	Construction	\$990,000	\$0	
							AC (Local)	2027	Construction	-\$990,000	\$0	
	Previous	N/A	N/A	\$3,165,000	\$3,265,443							
18781	Transit - Rolling Stock, Infrastructure, and Technology, Nampa Area, VRT	VRT	\$8,693,000	\$8,746,000	\$53,000	0.61%	FTA 5307 SU	2024	Construction	\$3,413,000	\$2,017,500	Carry over \$1,385,000 from FY2024 to FY2025 and adjust for FY2025 needs to match VRT's budget.
							FTA 5307 SU	2025	Construction	\$1,320,000	\$2,768,500	
18786	Transit - Operations - Fixed Route and Mobility Management, Nampa Area, VRT	VRT	\$7,774,000	\$8,847,626	\$1,073,626	13.81%	FTA 5307 SU	2024	Construction	\$1,742,000	\$1,321,154	Carry over \$420,846 from FY2024 to FY2025 and adjust FY2025 needs to match VRT's budget.
							FTA 5307 SU	2025	Construction	\$1,508,000	\$3,002,472	
18842	Planning and Mobility Implementation, Nampa Area, VRT	VRT	\$3,180,000	\$4,101,914	\$921,914	28.99%	FTA 5307 SU	2024	Construction	\$744,000	\$650,250	Carry over \$93,500 from FY2024 to FY2025 and adjust FY2025 needs to match VRT's budget.
							FTA 5307 SU	2025	Construction	\$609,000	\$1,624,664	
19122	Transit - Rolling Stock, Infrastructure, and Technology, Boise Area, VRT	VRT	\$3,530,000	\$2,772,150	-\$757,850	-21.47%	FTA 5339 LU	2024	Construction	\$1,100,000	\$157,150	Carry over \$942,850 from FY2024 to FY2025 and adjust FY2025 needs to match VRT's budget.
							FTA 5339 LU	2025	Construction	\$720,000	\$905,000	
19144	Planning, FTA Metropolitan Planning Funds, COMPASS - FY2024-FY2029	COMPASS	\$2,290,000	\$2,511,258	\$221,258	9.66%	FTA 5303	2024	Design	\$458,000	\$418,543	Add FY2029 and adjust the title and amounts each year to match OTIS (includes the split of Twin Falls area starting in FY2024).
							FTA 5303	2025	Design	\$458,000	\$418,543	
							FTA 5303	2026	Design	\$458,000	\$418,543	
							FTA 5303	2027	Design	\$458,000	\$418,543	
							FTA 5303	2028	Design	\$458,000	\$418,543	
							FTA 5303	2029	Design	\$0	\$418,543	
19691	Transit - Acquisition of Service, Boise Area, VRT	VRT	\$3,475,000	\$4,229,440	\$754,440	21.71%	FTA 5310 LU	2025	Construction	\$625,000	\$1,379,440	Adjust for FY2025 needs to match VRT's budget.
20043	Transit - Above and Beyond ADA Paratransit, Nampa Area	VRT and TVT	\$800,000	\$1,304,000	\$504,000	63.00%	FTA 5307 SU	2025	Design	\$0	\$504,000	Adjust for FY2025 needs to match VRT's budget.
20659	Transit - Rolling Stock, Infrastructure, and Technology, Boise Area, VRT - FY2024	VRT	\$1,754,000	\$1,754,000	\$0	0.00%	STBG-TMA	2024	Construction	\$1,754,000	\$0	Carry over funds from FY2024 to FY2025. Funds were transferred to FTA but unable to obligate at FTA.
							FTA 5307 LU - STBG-TMA	2025	Construction	\$0	\$1,754,000	
22103	Franklin Boulevard, Freight Improvements near 3rd Avenue North, Nampa	City of Nampa	\$10,762,000	\$10,762,367	\$367	0.00%	Local Participating	2024	Design	\$0	\$146,000	Mirror the project in FY2025-2031 TIP and make correction for local funds obligated in FY2024. The FY2025-2031 TIP was approved with construction in FY2030, a clerical error was made after approval.
							Local Participating	2030	Design	\$146,000	\$0	
							Freight	2027	Construction	\$8,330,000	\$0	
							Freight	2030	Constructoin	\$0	\$8,329,968	
23179	Transit - State Street Premium Corridor, Part 2, Boise Area, VRT	VRT	\$11,481,000	\$11,481,000	\$0	0.00%	STBG-TMA	2024	Construction	\$910,000	\$0	Carry over funds from FY2024 to FY2025. STBG funds were transferred to FTA but were unable to obligate at FTA.
							FTA 5307 LU -STBG-TMA	2025	Construction	\$0	\$910,000	
							RAISE	2024	Construction	\$2,250,000	\$0	
							RAISE	2025	Construction	\$8,321,000	\$10,571,000	



			Scheduled Funding for Project Lifetime										
Key Number	Project	Sponsor	*Current Total	**Revised Total	Amount Change	**Percent Change	Program / Funding Source	Federal Funding Year	Funding Phase	Current Total	Total After Revision	Brief Explanation	
23956	SH-16, I-84 System Interchange and Franklin Road Interchange, Nampa	ITD	\$86,600,000	\$91,390,000	\$4,790,000	5.53%	State (Early Development)	2025	Construction	\$45,100,000	\$0	Adjust costs and funding sources to match the final engineer's estimate and prepare project to bid.	
							State (Early Development)	2026	Construction	\$41,500,000	\$0		
							TECM	2025	Construction	\$0	\$69,600,000		
							TECM	2026	Construction	\$0	\$1,390,000		
							Advanced Construction	2025	Construction	\$0	\$21,790,000		
							Advanced Construction	2026	Construction	\$0	(\$6,440,000)		
							Advanced Construction	2027	Construction	\$0	(\$15,350,000)		
							IM	2026	Construction	\$0	\$5,050,000		
							IM	2027	Construction	\$0	\$5,050,000		
						Leading Idaho	2027	Construction	\$0	\$10,300,000			
24221	Transit - Orchard Transit Facility Improvements, VRT, Boise	VRT	\$2,700,000	\$2,700,000	\$0	0.00%	CRP-TMA	2024	Design	\$500,000	\$0	Funds were transferred to FTA, but need to carry over from FY2024 to FY2025 for FTA obligation.	
							CRP-TMA	2024	Construction	\$1,979,000	\$0		
							STBG-TMA	2024	Construction	\$221,000	\$0		
							FTA 5307 LU - CRP-TMA	2025	Design	\$0	\$500,000		
							FTA 5307 LU - CRP-TMA	2025	Construction	\$0	\$1,979,000		
FTA 5307 LU - STBG TMA	2025	Construction	\$0	\$221,000									
ORN24526	SH-44, Linder Road to Glenwood Street, Ada County	ITD	\$0	\$13,123,000	\$13,123,000	100.00%	NHPP	2025	Design	\$0	\$1,975,500	Add project to match the FY2025-2031 TIP and prepare project for first quarter obligation. Convert key number from temporary to permanent, as program is locally approved.	
							NHPP	2028	Design	\$0	\$50,000		
							NHPP	2028	Construction	\$0	\$11,097,500		
ORN24568	SH-44 (State Street), US 20/26 (Chinden Boulevard) to State Street, Garden City	ITD	\$0	\$578,395	\$578,395	100.00%	NHPP	2025	Design	\$0	\$14,815	Add project to match the FY2025-2031 TIP and prepare project for first quarter obligation. Convert key number from temporary to permanent, as program is locally approved.	
							NHPP	2029	Construction	\$0	\$563,580		
ORN24570	US 20/26 (Chinden), Phyllis Canal to North Mountain View Road, Ada and Canyon	ITD	\$0	\$2,121,797	\$2,121,797	100.00%	NHPP	2025	Design	\$0	\$58,090	Add project to match the FY2025-2031 TIP and prepare project for first quarter obligation. Convert key number from temporary to permanent, as program is locally approved.	
							NHPP	2029	Construction	\$0	\$2,063,707		
ORN24571	Project SH-55, Farmway Road to Middleton Road, Sealcoat, Canyon County	ITD	\$0	\$458,356	\$458,356	100.00%	NHPP	2025	Design	\$0	\$12,856	Add project to match the FY2025-2031 TIP and prepare project for first quarter obligation. Convert key number from temporary to permanent, as program is locally approved.	
							NHPP	2029	Construction	\$0	\$445,500		
ORN24632	Commuteride Website Redesign, ACHD	ACHD	\$0	\$70,000	\$70,000	100.00%	STBG-TMA	2025	Construction	\$0	\$70,000	Add project to match the FY2025-2031 TIP and prepare project for first quarter obligation. Convert key number from temporary to permanent, as program is locally approved.	
ORN24653	Pathway, Spoils Bank Canal, Boise	City of Boise	\$0	\$3,726,000	\$3,726,000	100.00%	CRP-TMA	2025	Design	\$0	\$522,000	Add project to match the FY2025-2031 TIP and prepare project for first quarter obligation. Convert key number from temporary to permanent, as program is locally approved.	
							CRP-TMA	2028	Construction	\$0	\$1,444,000		
							STBG-TMA	2028	Construction	\$0	\$1,027,000		
							TAP-TMA	2028	Construction	\$0	\$733,000		
ORN24702	Pathway, West Glenwood, Glenwood Bridge to Riverside, Garden City	City of Garden City	\$0	\$1,222,000	\$1,222,000	100.00%	CRP-TMA	2025	Design	\$0	\$156,000	Add project to match the FY2025-2031 TIP and prepare project for first quarter obligation. Convert key number from temporary to permanent, as program is locally approved.	
							STBG-TMA	2029	Constructoin	\$0	\$121,000		
							TAP-TMA	2029	Construction	\$0	\$945,000		

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							
ORN24711	I-84B (Garrity Boulevard) and Stamm Lane Intersection Improvements, Nampa	City of Nampa	\$0	\$8,719,000	\$8,719,000	0.00%	Local Participating	2025	Design	\$0	\$968,000	Add project to match the FY2025-2031 TIP and prepare project for first quarter obligation. Convert key number from temporary to permanent, as program is locally approved.
							Local Participating	2026	Right-of-Way	\$0	\$600,000	
							Local Participating	PD	Construction	\$0	\$3,400,000	
							STBG-LU	PD	Right-of-Way	\$0	\$3,751,000	
<del>BOI01-24748</del>	Charging and Fueling Infrastructure, Boise	City of Boise	\$4,000,000	\$4,000,000	\$0	0.00%	N/A	N/A	N/A	N/A	N/A	Update key number from temporary BOI01 to permanent 24748.
<del>NEW01-24762</del>	Notus Collector Street Rebuild, Design Only, Notus	City of Notus	\$1,401,000	\$1,401,000	\$0	0.00%	N/A	N/A	N/A	N/A	N/A	Update key number from temporary NEW01 to permanent 24762.

Convert all temporary key numbers to permanent key numbers, as program is approved by COMPASS and the Idaho Transportation Department, by removing the "ORN" from the key number.

\* 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

AC = Advanced Construction	I = Interstate	STBG = Surface Transportation Block Grant
ACHD = Ada County Highway District	IM = Inspection and Maintenance	SU - Small Urban
ADA = Americans with Disabilities Act	ITD = Idaho Transportation Department	TAP = Transportation Alternatives Program
COMPASS = Community Planning Association of Southwest Idaho	LU = Large Urban	TECM = Transportation Expansion and Congestion Mitigation
CRP - Carbon Reduction Program	NHPP = National Highway Performance Program	TIP = Transportation Improvement Program
FTA = Federal Transit Administration	RAISE = Rebuilding American Infrastructure with Sustainability & Equity Grant	TMA = Transportation Management Area
FY = Fiscal Year	ORN = OTIS Reference Number	TVT = Treasure Valley Transit
GARVEE = Grant Anticipation Revenue Vehicle	OTIS = Office of Transportation Investment System	US = United States
HD = Highway District	PD = Preliminary Development	VRT = Valley Regional Transit
HD-4 = Highway District No. 4 (in Canyon County)	SH = State Highway	

Staff Recommendation:

Toni Tisdale, Principal Planner, Transportation  
 COMPASS

Approval:

Matthew J. Stoll, Executive Director  
 COMPASS

Date: