



Working together to plan for the future

COMPASS BOARD OF DIRECTORS' MEETING
DECEMBER 18, 2023 – 1:30 PM
NAMPA CIVIC CENTER
311 3RD STREET
NAMPA, IDAHO

THERE WILL BE NO REMOTE OPTION AVAILABLE FOR THIS MEETING,
IN PERSON ATTENDANCE ONLY.

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

** AGENDA **

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

II. OPEN DISCUSSION/ANNOUNCEMENTS

III. CONSENT AGENDA

- A.* Approve October 16,2023, COMPASS Board of Directors Meeting Minutes
B.* Receive Approved September 12, 2023, Executive Committee Meeting Minutes
C.* Receive Approved August 17, 2023, Finance Committee Meeting Minutes
D.* Approve List of Records for Destruction
E.* Confirm Regional Transportation Advisory Committee (RTAC) Membership
F.* Approve Changes to the Transportation Improvement Program (TIP) Amendment Policy

IV. SPECIAL ITEMS

- A.* Status Report – Regional Safety Action Plan Hunter Mulhall
B. Status Report - Legislative Preview Jacob Miller
C. Status Report – Finance Committee Rod Beck

V. ACTION ITEMS

- 2:10
Page 37
- A.* Adopt Resolution 05-2024 Approving Revision 1 of the FY2024 Unified Planning Work Program and Budget (UPWP)** **Meg Larsen**
Meg Larsen will seek COMPASS Board of Directors' approval of Revision 1 of the FY2024 UPWP.
- 2:25
Page 64
- B.* Adopt Resolution 06-2024 Modifying the FY2023-2029 and FY2024-2030 Regional Transportation Improvement Programs (TIPs)** **Toni Tisdale**
Toni Tisdale will seek Board of Directors' adoption of Resolution 06-2024, modifying the FY2023-2029 and FY2024-2030 TIPs at the request of ITD and the City of Nampa.
- 2:40
Page 72
- C.* Accept Communities in Motion 2055 Population Forecast Control Total** **Austin Miller**
Austin Miller will seek COMPASS Board of Directors' acceptance of the Communities in Motion 2055 population forecast control total.
- 2:55
Page 73
- D.* Confirm 2024 Board Officer Slate** **Matt Stoll**
COMPASS Bylaws require the Board of Directors confirm ascension of new Board officers and election of new Secretary-Treasurer.

VI. EXECUTIVE DIRECTOR'S REPORT (INFORMATION ONLY)

- Page 75
- Page 79
- Page 84
- Page 85
- A.* Staff Activity Reports**
- B.* Status Report – Current Air Quality Data**
- C.* Status Report – Regional Transportation Advisory Committee Attendance**
- D.* Administrative Modifications**

VII. OTHER

Next Meeting: February 26, 2024

VIII. ADJOURNMENT (3:10)

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

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

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**COMPASS BOARD OF DIRECTORS' MEETING
OCTOBER 16, 2023
COMPASS, 1ST FLOOR BOARD ROOM
700 NE 2ND STREET, MERIDIAN, ID
ZOOM CONFERENCE CALL**

**** DRAFT MINUTES ****

ATTENDEES:

Drew Alexander, Boise State University, via ZOOM
Nichoel Baird Spencer, City of Eagle, via ZOOM
Rod Beck, Commissioner, Ada County, **Secretary-Treasurer**, in person
Zach Brooks, Commissioner, Canyon County, via ZOOM
Zach Piepmeyer for John Brunelle, Capital City Development Corporation, via ZOOM
Trevor Chadwick, Mayor, City of Star, **Chair Elect**, via ZOOM
Elaine Clegg, Valley Regional Transit, in person
Ryan Davidson, Commissioner, Ada County, via ZOOM
Tom Dayley, Commissioner, Ada County, via ZOOM
John Evans, Mayor, City of Garden City, via ZOOM
Jay Gibbons, Commissioner, Highway District No. 4, **Vice Chair**, via ZOOM
Miranda Gold, Commissioner, Ada County Highway District, in person
Jim Hansen, Commissioner, Ada County Highway District, in person
Brad Holton, Commissioner, Canyon County, via ZOOM
Chelsie Johnson, City of Wilder, in person
Debbie Kling, Mayor, City of Nampa, **Chair**, in person
Robb McDonald, City of Caldwell, via ZOOM
Dave McKinney, Commissioner, Ada County Highway District, in person
Lauren McLean, Mayor, City of Boise, in person
John Overton, Councilmember, City of Meridian, via ZOOM
Tom Points, City of Nampa, in person
Victor Rodriguez, Councilmember, City of Nampa, via ZOOM
Charlie Rountree, City of Meridian, in person
Jason VanGilder for Steve Rule, Mayor, City of Middleton, in person
Aaron Scheff, Idaho Department of Environmental Quality, via ZOOM
Bruce Freckleton for Robert Simison, Mayor, City of Meridian, via ZOOM
Doug Hanson for Joe Stear, Mayor, City of Kuna, **Immediate Past Chair**, via ZOOM
Matt Stoll, Executive Director, Community Planning Association, Ex officio, in person
Leslie Van Beek, Commissioner, Canyon County, via ZOOM
Nikole Zogg, Southwest District Health, Ex officio, via ZOOM

MEMBERS ABSENT:

Cory Dickard, Mayor, City of Melba
Dan Hyer, Councilmember, City of Greenleaf
Caleb Lakey, Idaho Transportation Department – District 3
John Laraway, Councilmember, City of Kuna
Angie Lee, Mayor, City of Parma
Colin Nash, Councilmember, City of Boise
Jason Pierce, Mayor, City of Eagle
David Porterfield, Mayor, City of Notus
Pat Rice, Greater Boise Auditorium District, Ex officio
Hayden Rogers, Governor’s Office, Ex officio
Jarom Wagoner, Mayor, City of Caldwell

OTHERS PRESENT:

Madeline Baron, ECONorthwest, via ZOOM
Bre Brush, City of Boise, via ZOOM
Ellen Campfield Nelson, Agnew:Beck, via ZOOM
Ashley Cannon, Community Planning Association, via ZOOM
Matt Carlson, Community Planning Association, in person
Teri Gregory, Community Planning Association, in person
Lorelie Juntunen, ECONorthwest, via ZOOM
Meg Larsen, Community Planning Association, in person
Justin Lucas, Ada County Highway District, via ZOOM
Amy Luft, Community Planning Association, in person
Austin Miller, Community Planning Association, in person
Jacob Miller, Community Planning Association, in person
Aaron Mondada, Agnew:Beck, via ZOOM
Alexa Roitman, Community Planning Association, in person
Toni Tisdale, Community Planning Association, in person
Mary Ann Waldinger, Community Planning Association, in person

CALL TO ORDER

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

OPEN DISCUSSION/ANNOUNCEMENTS

Matt Stoll reminded members the December Board meeting will be held at the Nampa Civic Center with the presentation of the Leadership in Motion Awards and luncheon prior to the meeting.

Matt Stoll announced the projects of regional importance presentation for the Cities of Star and Middleton will be moved to a later meeting.

CONSENT AGENDA

- A. Approve August 21, 2023, COMPASS Board of Directors Meeting Minutes
- B. Receive Approved August 8, 2023, Executive Committee Meeting Minutes
- C. Receive Approved July 13, 2023, Finance Committee Meeting Minutes
- D. Establish 2024 COMPASS Board and Executive Committee Dates and Location; Provide 30 Day Notice of Annual Meeting
- E. Ratify Resolution 19-2023, Revision 4 of the FY2023 Unified Planning Work Program and Budget
- F. Adopt Resolution 01-2024, Priorities for Rural Projects
- G. Adopt Resolution 02-2024, Amending *Communities in Motion 2050* (CIM 2050) and Resolution 03-2024, Amending the FY2023-2029 and FY2024-2030 Regional Transportation Improvement Programs (TIPs)
- H. Approve List of Records for Destruction

Charlie Roundtree moved and Jim Hansen seconded approval of the Consent Agenda as presented. Motion passed unanimously.

SPECIAL ITEMS

A. Member Agency Presentation – Projects of Regional Importance

At the request of the City of Star, the presentation for the Cities of Star and Middleton will be moved to a later meeting.

B. Status Report – Findings of the Regional Housing Coordination Plan

Austin Miller introduced Madeline Baron with ECONorthwest who presented the Regional Housing Coordination Plan.

ACTION ITEMS

A. Adopt Resolution 04-2024 Approving the Adjusted Urban Area Boundaries

Mary Ann Waldinger presented Resolution 04-2024 approving the adjusted urban area boundaries and requested COMPASS Board of Directors' approval.

After discussion, **Tom Points moved and Nichoel Baird Spencer and Charlie Rountree both seconded to adopt Resolution 04-2024 approving the adjusted urban area boundaries. Motion passed unanimously.**

B. Approve FY2024 COMPASS Resource Development Plan

Matt Carlson presented the proposed FY2024 COMPASS Resource Development Plan and requested COMPASS Board of Directors' approval.

After discussion, **Jim Hansen moved and Victor Rodriguez seconded to adopt the FY2024 Resource Development Plan. Motion passed unanimously.**

C. Approve 2024 COMPASS State Legislative Session Positions

Jacob Miller presented the proposed 2024 COMPASS state legislative session positions and requested COMPASS Board of Directors’ approval.

After discussion, **Ryan Davidson moved and Dave McKinney seconded to vote on the policy positions individually. A roll call vote was taken at the request of Chair Kling. The motion failed 10 to 13.**

	AYE	NAY	ABSTAIN
Drew Alexander		X	
Nichoel Baird Spencer		X	
Rod Beck	X		
Zach Brooks	X		
Trevor Chadwick	X		
Elaine Clegg		X	
Ryan Davidson	X		
Tom Dayley	X		
John Evans	X		
Bruce Freckleton		X	
Jim Hansen		X	
Doug Hanson		X	
Brad Holton	X		
Chelsie Johnson		X	
Debbie Kling		X	
Robb McDonald		X	
Dave McKinney	X		
John Overton	X		
Zach Piepmeyer		X	
Tom Points		X	
Charlie Rountree		X	
Aaron Scheff		X	
Jason VanGilder	X		
Total	10	13	

Jim Hansen moved and Charlie Rountree seconded to approve the 2024 state legislative positions as presented. Motion passed.

D. Approve 2024 COMPASS Federal Transportation Positions

Jacob Miller presented the proposed 2024 COMPASS federal transportation positions and requested COMPASS Board of Directors’ approval.

After discussion, **Rod Beck moved to accept the federal transportation positions, with the removal of the phrase “mileage-based user fees,” and Elaine Clegg seconded. Motion passed with three nay votes.**

ADJOURNMENT

Chair Debbie Kling adjourned the meeting at 3:38 p.m.

Approved this 18th day of December 2023.

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

Attest:

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

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Working together to plan for the future

EXECUTIVE COMMITTEE MEETING SEPTEMBER 12, 2023 COMPASS SECOND FLOOR LARGE CONFERENCE ROOM AND ZOOM 700 NE 2ND STREET MERIDIAN, IDAHO

MINUTES

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

MEMBERS ABSENT: Lauren McLean, Mayor, City of Boise

OTHERS PRESENT: Ashley Cannon, COMPASS, in person
 Teri Gregory, COMPASS, in person
 Megan Larsen, COMPASS, in person
 Jacob Miller, COMPASS, in person
 Matt Stoll, Executive Director, COMPASS, in person

CALL TO ORDER

Chair Debbie Kling called the meeting to order at 1:30 p.m.

OPEN DISCUSSION/ANNOUNCEMENTS

Matt Stoll announced he will be out of the office September 27 – October 7, 2023, Meg Larsen will be available if needed.

Matt Stoll announced COMPASS is anticipating applying for a Thriving Communities Grant.

CONSENT AGENDA

A. Approve August 8, 2023, Executive Committee Meeting Minutes

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

ACTION ITEMS

A. Establish October 16, 2023, COMPASS Board Meeting Agenda

Matt Stoll presented agenda items 1-20 for the upcoming October 16, 2023, COMPASS Board of Directors' meeting.

Joe Stear moved and Trevor Chadwick seconded approval of items 1 – 20, with the removal item 10, for the October 16, 2023, COMPASS Board of Directors' meeting. Matt Stoll has the latitude to amend the agenda as necessary. Motion passed unanimously.

B. Approve Letter to EPA Administrator Concerning Background Ozone

Matt Stoll presented a letter to the EPA Administrator concerning background ozone.

After discussion, **Trevor Chadwick moved and Robert Simison seconded approving the letter to the EPA Administrator concerning background ozone.** Motion passed unanimously.

C. Recommend 2024 State Legislative Positions for COMPASS Board Approval

Jacob Miller presented the draft 2024 state legislative positions.

After discussion, **Robert Simison moved and Trevor Chadwick seconded approval of the 2024 state legislative positions with the addition of the word "transportation" in front of "impact fees" in the Growth section of the document.** Motion passed unanimously.

D. Recommend 2024 Federal Transportation Positions for COMPASS Board Approval

Jacob Miller presented the draft 2024 federal transportation positions.

Trevor Chadwick moved and Joe Stear seconded approval of the 2024 federal transportation positions. Motion passed unanimously.

E. Authorize Call for 2024 COMPASS Board of Directors' Secretary/ Treasurer Nominations

Matt Stoll requested Executive Committee authorization to solicit nominations for the open 2024 Board officer position per COMPASS Bylaws.

After discussion, **Trevor Chadwick moved and Joe Stear Simison seconded to authorize Matt Stoll to solicit nominations from Canyon County for the open 2024 Board of Directors' Secretary/ Treasurer position.** Motion passed unanimously.

F. Approve Revision 4 of the FY2023 UPWP and Budget

Meg Larsen presented Revision 4 of the FY2023 UPWP and budget for approval.


Trevor Chadwick moved and Joe Stear seconded approval of Revision 4 of the FY2023 UPWP and budget. Motion passed unanimously.

ADJOURNMENT

Robert Simison moved and Joe Stear seconded adjournment of the meeting. Motion passed unanimously.

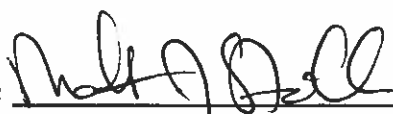
Chair Debbie Kling adjourned the meeting at 2:11 p.m.

Approved this 14th day of November 2023.

By: 

**Debbie Kling, Chair
Community Planning Association of
Southwest Idaho**

Attest:

By: 

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

**FINANCE COMMITTEE MEETING
AUGUST 17, 2023
COMPASS 2ND FLOOR LARGE CONFERENCE ROOM AND ZOOM**

****MINUTES****

ATTENDEES: Rod Beck, Commissioner, Ada County, **Chair**, in person
Zach Brooks, Commissioner, Canyon County, via ZOOM
Trevor Chadwick, Mayor, City of Star, in person
Miranda Gold, Commissioner, Ada County Highway District, in person
Victor Rodriguez, Councilmember, City of Nampa, via ZOOM
Steve Rule, Mayor, City of Middleton, in person
Robert Simison, Mayor, City of Meridian, in person

MEMBERS ABSENT: None

OTHERS PRESENT: Ashley Cannon, COMPASS, in person
Teri Gregory, COMPASS, in person
David Hegstrom, Harris, CPAs, via ZOOM
Megan Larsen, COMPASS, in person
Amy Luft, COMPASS, in person
Matt Stoll, COMPASS, in person

CALL TO ORDER:

Chair Rod Beck called the meeting to order at 12:00 p.m.

OPEN DISCUSSION/ANNOUNCEMENTS

Matt Stoll introduced Ashley Cannon, COMPASS' new accountant.

Matt Stoll announced Mayor Robert Simison has been appointed to the Finance Committee by COMPASS Board Chair Debbie Kling after former City of Boise Councilmember Holli Woodings resigned her place on the committee in July.

Chair Rod Beck reminded attendees of the upcoming Western Idaho Fair.

CONSENT AGENDA

A. Approve the July 13, 2023, Finance Committee Meeting Minutes

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

INFORMATION/DISCUSSION ITEM

A. Review Report of Disbursements Made in the Reporting Period

Megan Larsen presented the disbursements made in the reporting period, July 6, 2023, through August 4, 2023, which was provided in the packet for information. There was no discussion regarding these disbursements.

ACTION ITEMS

A. Approve FY2023 Audit Process

Matt Stoll introduced David Hegstrom, Harris CPAs, who presented the recommended audit process for FY2023.

After discussion, **Victor Rodriguez moved and Trevor Chadwick seconded approval of the FY2023 audit process as presented. Motion passed unanimously.**

B. Elect Finance Committee Vice-Chair

Chair Rod Beck opened nominations to elect a Vice-Chair to the Finance Committee. Steve Rule nominated Trevor Chadwick; Robert Simison seconded the nomination.

Victor Rodriguez moved that nominations cease and Robert Simison seconded the motion. The motion passed unanimously. Trevor Chadwick was elected Vice-Chair by acclamation.

C. Approve Variance Report for October 1, 2022 – July 31, 2023

Meg Larsen presented the variance report from October 1, 2022 – July 31, 2023.

Trevor Chadwick moved and Zach Brooks seconded approval of the variance report from October 1, 2022 – July 31, 2023, as presented. Motion passed unanimously.

ADJOURNMENT

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

Chair Rod Beck adjourned the meeting at 12:22 p.m.

Approved this 30th day of November 2023.

By: 
Rod Beck, Chair

Attest:

By: 
Trevor Chadwick, Vice Chair

COMPASS BOARD AGENDA ITEM III-D

Date: December 18, 2023

Topic: Records to be Destroyed

Request/Recommendation:

Staff seeks COMPASS Board approval of destruction of the records listed in the attachment.

Background/Summary:

The COMPASS Board approved the updated Records Retention Policy at the September 21, 2015, meeting.

The policy describes the type of records that COMPASS has and specifies the retention period for those types of records. The policy further describes the process of destruction for those records that have exceeded their retention period.

In compliance with the policy guidance, COMPASS staff proposes to destroy the records listed on the attachment because those records have exceeded their Board-approved retention period.

COMPASS staff will have the records destroyed by a commercial shredding service following approval by the COMPASS Board. The shredding service will provide a certification of destruction.

Implication (policy and/or financial):

If the COMPASS Board approves the destruction of the listed records, the destruction will be completed as described. If the COMPASS Board does not approve destruction of the listed records, the records will be retained.

More Information:

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

COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
Inventory of Records to be Destroyed

Description of record	When created	Retention period for this record in years	Expiration of retention period	Date of request for Board approval	Destruction date
Personnel files for former employees with termination dates prior to 9/30/2013	9/30/2013	10	9/30/2023	12/18/2023	
FY2012 Financial statement audit workpapers	9/30/2012	5	9/30/2017	12/18/2023	
FY2011 Financial statement audit workpapers	9/30/2011	5	9/30/2016	12/18/2023	
FY2010 Financial statement audit workpapers	9/30/2010	5	9/30/2015	12/18/2023	
FY2015 Grant billings - on board transit survey, KN13048	9/30/2017	5	9/30/2022	12/18/2023	
FY2016 Consolidated Planning Grant billings, KN13495	9/30/2017	5	9/30/2022	12/18/2023	
FY2016 Financial statement audit workpapers	9/30/2016	5	9/30/2021	12/18/2023	
FY2015 Financial statement audit workpapers	9/30/2015	5	9/30/2020	12/18/2023	
FY2014 Financial statement audit workpapers	9/30/2014	5	9/30/2019	12/18/2023	
FY2013 Financial statement audit workpapers	9/30/2013	5	9/30/2018	12/18/2023	
FY2017 Accounts payable - check stubs and invoices	9/30/2017	5	9/30/2022	12/18/2023	
FY2017 Employee time sheets	9/30/2017	5	9/30/2022	12/18/2023	
FY2018 Employee time sheets	9/30/2018	5	9/30/2023	12/18/2023	
FY2017 Payroll audit reports	9/30/2017	5	9/30/2022	12/18/2023	
FY2017 Leave summary reports	9/30/2017	5	9/30/2022	12/18/2023	
FY2017 Payroll time tickets	9/30/2017	5	9/30/2022	12/18/2023	
FY2017 Overhead allocation reports	9/30/2017	5	9/30/2022	12/18/2023	
FY2017 Accounts Payable reports	9/30/2017	5	9/30/2022	12/18/2023	

COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
Inventory of Records to be Destroyed

Description of record	When created	Retention period for this record in years	Expiration of retention period	Date of request for Board approval	Destruction date
FY2017 Taxes and benefits payable reports	9/30/2017	5	9/30/2022	12/18/2023	
FY2017 Payroll check register and timecard reports	9/30/2017	5	9/30/2022	12/18/2023	
FY2017 Accounts Receivable reports	9/30/2017	5	9/30/2022	12/18/2023	
FY2017 Training and travel authorizations	9/30/2017	5	9/30/2022	12/18/2023	
FY2018 General ledger journal entries	9/30/2018	5	9/30/2023	12/18/2023	
FY2018 Bank statements and reconciliations	9/30/2018	5	9/30/2023	12/18/2023	
FY2018 Grant Billings - KN 13478 STP-TMA off the top	9/30/2018	5	9/30/2023	12/18/2023	
FY2018 Billings - Valley Regional Transit State Street TOD Project;	9/30/2018	5	9/30/2023	12/18/2023	
FY2018 Grant Billings - Grant Notes spreadsheets and job cost detail reports	9/30/2018	5	9/30/2023	12/18/2023	
FY2018 Consolidated Planning Grant Billings - KN13963	9/30/2018	5	9/30/2023	12/18/2023	
FY2018 Unified Planning Work Program supporting documents; approved UPWP document is permanent	9/30/2018	5	9/30/2023	12/18/2023	
FY2018 Financial Statement audit workpapers; audit report is permanent	9/30/2018	5	9/30/2023	12/18/2023	
FY2018 Payroll audit reports	9/30/2018	5	9/30/2023	12/18/2023	
FY2018 Leave summary reports	9/30/2018	5	9/30/2023	12/18/2023	
FY2018 Payroll time tickets	9/30/2018	5	9/30/2023	12/18/2023	
FY2018 Overhead allocation reports	9/30/2018	5	9/30/2023	12/18/2023	
FY2018 Accounts Payable reports	9/30/2018	5	9/30/2023	12/18/2023	
FY2018 Taxes and benefits payable reports	9/30/2018	5	9/30/2023	12/18/2023	
FY2018 Payroll check register and timecard reports	9/30/2018	5	9/30/2023	12/18/2023	

COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
Inventory of Records to be Destroyed

Description of record	When created	Retention period for this record in years	Expiration of retention period	Date of request for Board approval	Destruction date
FY2018 Accounts Receivable reports	9/30/2018	5	9/30/2023	12/18/2023	
FY2018 Training and travel authorizations	9/30/2018	5	9/30/2023	12/18/2023	
FY2017 General ledger journal entries	9/30/2017	5	9/30/2022	12/18/2023	
FY2015 SHRP 2 KN 19175 grant billings	9/30/2017	5	9/30/2022	12/18/2023	
FY2017 Bank statements and reconciliations	9/30/2017	5	9/30/2022	12/18/2023	
FY2017 Consolidated Planning Grant Billings - KN13496	9/30/2017	5	9/30/2022	12/18/2023	
FY2017 Freight Study billings, KN18948	9/30/2018	5	9/30/2023	12/18/2023	
FY2017 Unified Planning Work Program supporting documents; approved UPWP document is permanent	9/30/2017	5	9/30/2018	12/18/2023	
FY2018 Communities in Motion grant billings, KN13047	9/30/2018	5	9/30/2023	12/18/2023	
FY2017 Grant Billings - Grant Notes spreadsheets and job cost detail reports	9/30/2017	5	9/30/2022	12/18/2023	
FY2017 Financial Statement audit workpapers; audit report is permanent	9/30/2017	5	9/30/2022	12/18/2023	

COMPASS BOARD AGENDA ITEM III-E

Date: December 18, 2023

2024 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.

Member Agency	Participants	Votes
Ada County Development Services	Leon Letson Brent Moore Stacy Yarrington	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 Tessa Greegor Deanna Dupuy	3
City of Caldwell	Wayne Herbel Vacant	2
City of Eagle	Nichoel Baird Spencer Hailey Durham	2
City of Garden City	Hanna Veal	1
City of Greenleaf	Lee Belt	1
City of Kuna	Doug Hanson Troy Behunin	2
City of Melba	Darrell Romine	1
City of Meridian	Caleb Hood Brian McClure Vacant	3

Member Agency	Participants	Votes
City of Middleton	Jason VanGilder	1
City of Nampa	Rodney Ashby Crystal Craig 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	Lenny Riccio	1
Idaho Department of Environmental Quality	Michael Toole	1
Idaho Transportation Department	Vince Trimboli	1
Public Participation Workgroup	Vacant	1
Valley Regional Transit	Stephen Hunt	1
Ex Officio Members	Participants	Votes
Southwest District Health Department	Daniel Adams	N/A
COMPASS	Megan Larsen/Amy Luft/Toni Tisdale (rotates every 4 mos)	N/A
Governor's Office	Lori Wolff	N/A

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BOARD OF DIRECTORS AGENDA ITEM III-F

December 18, 2023

Topic: Transportation Improvement Program Amendment Policy

Request/Recommendation:

COMPASS staff seeks COMPASS Board of Directors' approval of updates to the COMPASS Regional Transportation Improvement Program (TIP) Amendment Policy (Attachment 1) to match the Idaho Transportation Department's (ITD) statewide transportation improvement program (STIP) amendment policy (Attachment 2) more closely for consistency. The Regional Transportation Advisory Committee recommended approval on November 15, 2023.

Background/Summary

Both COMPASS and ITD have policies that guide when and how changes to the agencies' TIP/STIP should be made. Federal Highway Administration staff suggested that steps be taken to make the policies more consistent. To that end, COMPASS is proposing changes to its current TIP amendment policy (Attachment 3) to align more closely with ITD's STIP amendment policy.

After discussion with Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) staff for clarification, sweeping changes are proposed. Changes requested by FHWA and FTA staff are denoted with an asterisk (*). Changes to better align with ITD's policy are denoted with a caret (^). The most substantive changes are described below.

- The Board Administrative Modification process was removed*. The current policy allows COMPASS to process cost increases that do not change the public's perception of projects through Board Administrative Modifications, which do not include public involvement.
 - The Federal Highway Administration requires cost changes of more than 30%* to include public involvement.
 - ITD's policy requires public involvement if an increase is \$5,000,000^ or more, or 30% AND at least \$1,000,000^.
 - Changes that meet these thresholds would be processed as amendments, which include public involvement.
- A process for non-regionally significant exempt projects was added^. Types of projects identified as "exempt" in federal code and not considered regionally significant would not require Board approval for any type of action, including adding or removing projects.
 - Most public transportation, safety, operational, and bicycle/pedestrian projects fit within this category.
 - Adding or removing exempt projects would still require public involvement.
- The process to enable swift approval of end-of-year actions was removed*. End-of-year actions will follow the same criteria as at any other time of the year.
- Clarification was added to specify no action is required for:
 - Any change less than \$100,000^
 - Projects that meet the Emergency Relief Program requirements^
 - Release of funds^
 - Changes to projects after construction is obligated*

Implication (policy and/or financial):

Timing will be critical for many cost changes, as public involvement will be required more often than in the current policy, such as for cost increases of over 30% and \$1,000,000. However, exemptions are now included for non-regionally significant projects, which will allow for changing, adding, and removing projects at a staff level for sidewalk, planning, and most public transportation projects.

More Information:

- 1) Attachment 1: Draft Updated TIP Amendment Policy
- 2) Attachment 2: ITD's STIP Amendment Policy
- 3) Attachment 3: Current TIP Amendment Policy
- 4) For detailed information contact: Toni Tisdale Principal Planner, at 208/475-2238 or ttisdale@compassidaho.org.

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DRAFT POLICY STATEMENT

Board Policy No. TBD

Adopted: TBD
By: COMPASS Board of Directors
Last Revision: August 15, 2022

Policy Statement:

COMPASS Regional Transportation Improvement Program (TIP) Amendments

Background:

COMPASS updates the TIP on an annual basis, similar to the Idaho Transportation Department's (ITD's) Statewide Transportation Improvement Program (STIP) update schedule. COMPASS works closely with ITD, Valley Regional Transit, and other member agencies to keep the TIP as accurate as possible throughout the fiscal year, as changes to projects are certain to occur.

Process:

A change is processed through an amendment, which requires approval by the COMPASS Board of Directors and public involvement, or an administrative modification, which requires approval by the COMPASS Executive Director.

- Amendments
 - Triggered by:
 - Notification of changes from ITD, the Local Highway Technical Assistance Council (LHTAC), Valley Regional Transit, or local agencies.
 - Balancing actions, following Urban or Transportation Management Area (TMA) balancing guidelines.
 - Other considerations:
 - Need a recommendation by the Regional Transportation Advisory Committee (RTAC) in most cases. The RTAC recommendation may be waived by the COMPASS Board of Directors or Executive Committee if the timing is limited.
 - Require a public comment period as noted in the attached matrix (page 3) and following procedures outlined in the COMPASS Participation Plan.
 - Require proof of programmatic financial constraint.
- Administrative Modifications
 - Triggered by:
 - Notification of changes from ITD, LHTAC, Valley Regional Transit, or local agencies.
 - Balancing actions, following Urban or TMA balancing guidelines.
 - Other considerations:
 - Could need a recommendation by RTAC.
 - Require proof of programmatic financial constraint.
 - Included as information items in next COMPASS Board packet.
 - Emailed to RTAC.

For the purposes of this policy, state or locally-funded “regionally significant” projects are treated the same as federal-aid projects. See the definition developed by the Interagency Consultation Committee (ICC) on Endnote iii, page 4.

The matrix on the following pages provides criteria that outline how COMPASS will process requested changes to one or more TIPs.

Previous Policy:

This policy replaces the TIP Amendment Policy approved by the COMPASS Board of Directors on August 15, 2022, policy number Board 2022-02.

Links to More Information:

Additional and related information can be found online.

- ITD’s STIP/TIP Amendment and Administrative Modification Process: <https://itd.idaho.gov/funding/>
- COMPASS Public Involvement Process: <https://compassidaho.org/public-involvement-plans/>
- TIP Policies and Procedures: <https://compassidaho.org/resourcedevelopment/#FundPol>

Type of Action		Amendment	Administrative Modification
Action Required	Includes Public Involvement ⁱ	BOARD ACTION	STAFF ACTION (No Board Action)
1. Add or remove a regionally significant, non-exempt project to/from any year in the TIP	X	X	
2. Add or remove non-regionally significant, exempt a project to/from any year in the TIP, if the project is considered "exempt" per 40 USC 93.126ⁱⁱ and is not regionally significant ⁱⁱⁱ	X		X
3. Make major changes to any project in any year in the TIP using the following guidelines: a. The project's total project cost changes by at least \$5,000,000 <u>OR</u> the percentage change is at least 30% <u>AND</u> at least \$1,000,000. b. Major ^{iv} change to project scope. c. Major ^v change to project location limits.	X	X	
4. Advance or delay funds if all funds are not within the first four years of the program. ^{vi}	X	X	
5. Add or remove a project to/from a current TIP during the period between approval of a new TIP by the COMPASS Board and federal agencies. Additional public comment is not required if the project was provided for public comment during the development of the new TIP. ^{vii} Proof of fiscal constraint is required.	X	X	
6. Changes other than those categorized as major changes in #3 above, such as minor cost changes, advances, and delays to projects within the first four years of the TIP; name changes; and advanced construction in the year prior to the programmed year.			X
7. Changes within a "Suite of Projects" that fit criteria within the overall corridor ^{viii}			X

No action is needed in the following circumstances:

- Changes less than \$100,000.
- Projects that fall under the Emergency Relief Program ([23 USC 125^{ix}](#)) for Permanent Repair within the first 270 days post-disaster. After that time, they follow the modification criteria above.
- Changes to an improvement type that do not impact funding, scope of project, or trigger an amendment.
- Release of funds due to project closeout, reconciling differences between engineer's estimate and award amounts, and project cost savings.
- Projects funded through the Federal Lands Access Program or Federal Lands Transportation Program, unless administered by ITD or LHTAC, will be included in the TIP.
- After construction funds are obligated.

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Endnotes

ⁱ If ITD is soliciting public comment for the same changes to be made to the STIP or if the sponsoring agency has already solicited public comment on the project, an additional public comment period may not be required. The need for public comment is determined by the COMPASS Executive Director after review of a description of the sponsoring agency's process. If approved by the Executive Director, a description of ITD's or the sponsoring agency's public comment process and comments received will be provided with the action.

ⁱⁱ Definition of "exempt" – generally roadway projects that are operational in nature, most public transportation projects, bicycle and pedestrian facilities, and other activities that are not directly related to roadway construction. (Additional detail provided in 40 USC 93.126: <https://www.ecfr.gov/current/title-40/chapter-I/subchapter-C/part-93/subpart-A/section-93.126>)

ⁱⁱⁱ **Regionally Significant Projects**

Regional emissions analyses, for the purpose of demonstrating transportation conformity of a TIP or long-range plan, must include all regionally significant and/or federally funded projects in the nonattainment or maintenance area.

40 CFR 93.10115 defines a regionally significant project as:

... a transportation project (other than an exempt project) that is on a facility which serves regional transportation needs (such as access to and from the area outside of the region, major activity centers in the region, major planned developments such as new retail malls, sports complexes, etc., or transportation terminals as well as most terminals themselves) and would normally be included in the modeling of a metropolitan area's transportation network, including at a minimum all principal arterial highways and all fixed guideway transit facilities that offer an alternative to regional highway travel.

Idaho Administrative Code (IDAPA 58.01.01.566) further defines a regionally significant project as:

A transportation project, other than an exempt project, that is on a facility which serves regional transportation needs... and would normally be included in the modeling of a metropolitan area's transportation network, including, at a minimum:

- a. All principal arterial highways;
- b. All fixed guideway transit facilities that offer an alternative to regional highway travel; and
- c. Any other facilities determined to be regionally significant through Section 570, interagency consultation.

The ICC maintains discretionary authority in interpreting and applying these definitions to the area's transportation programs, plans, and projects. Definitions for regionally significant road projects and regionally significant transit projects, as developed by the ICC, are below. For the purposes of this conformity determination, all applicable roadway projects, despite their significance, were included in the travel demand model networks.

Regionally Significant Roadway Project Definition

On January 30, 2002, the ICC developed the following definition of a "Regionally Significant" transportation project:

A transportation project in Ada County, Idaho is designated "Regionally Significant" if:

- (a) the project is for the improvement of either:
 - (i) a principal arterial or higher functional classification; or
 - (ii) a minor arterial which will have a twenty (20) year projected traffic volume of at least 45,000 vehicles a day after completion of the project; and
- (b) the project will add at least one new continuous vehicular lane which either:
 - (i) extends from one intersecting principal or minor arterial to another intersecting principal or minor arterial; or
 - (ii) in the case of an interstate, extends from the on-ramp of one interstate interchange to a point beyond the off-ramp of the next adjacent interstate interchange.

Regionally Significant Transit Project Definition

On August 31, 2005, the ICC adopted the following definition of a "Regionally Significant" transit project:

A transit project in Ada County, Idaho is designated "Regionally Significant" if the transit project:

- (a) has the potential to change the vehicle demand of an existing roadway classified as a principal arterial or higher by 400 vehicles per hour, or 4,000 vehicles per weekday; and
- (b) is a transit service or facility that provides services to (or connects) at a minimum:
 - (i) two counties and;
 - (ii) three incorporated cities

Exempt Projects

Pursuant to 40 CFR 93.12617 (Exempt Projects), certain projects listed in a TIP or long-range transportation plan may proceed even in the absence of a conformity finding/demonstration. Exempt projects include highway safety or mass transit projects, landscaping projects, roadway rehabilitation and repair projects, transportation enhancement projects, and transportation planning activities that do not lead directly to construction. However, the exempt projects listed in 40 CFR 93.126 are not considered exempt if the ICC concludes that they may have an adverse impact on air quality.

In addition, 40 CFR 93.12718 (Projects Exempt from Regional Emissions Analyses) considers projects, such as intersection signalization, changes in alignment, bus terminals, and transit transfer points, exempt from regional emissions analyses. However, these projects must demonstrate project-level conformity if they meet the requirements of 40 CFR 93.123(b)(1)19. This is determined through consultation. As with the types of exempt projects listed in 40 CFR 93.126, the projects listed in 40 CFR 93.127 may not be considered exempt if the ICC concludes they may have an adverse impact on air quality.

Transportation Control Measures

As per 40 CFR 93.113(c)20, in order for a TIP or long-range transportation plan to be conforming, it cannot interfere with the implementation of any transportation control measures. There are no transportation control measures requiring implementation in the PM10 maintenance plan. Therefore, the TIP and long-range transportation plan meet the requirements of 40 CFR 93.113(c).

^{iv} Definition of "major" –

- Construction: scope change that is inconsistent with the National Environmental Policy Act (NEPA) documentation or will alter the NEPA determination, or that would be functionally different from current expectations, such as, but not limited to, a change in multi-modal improvements, increase or decrease in number of lanes, or change the type of intersection (e.g., traditional vs. roundabout).
- If the significance is unclear, the COMPASS Executive Director will determine.

^v Definition of "major" –

- Construction: termini change greater than ¼ mile or the location does not meet the expectations of the public.
- If the significance is unclear, the COMPASS Executive Director will determine.

^{vi} Beyond the first four years – federal agencies only acknowledge the program's first four years; therefore, any changes to funds into or out of the program's first four years are considered a major change and require public comment and Board action.

^{vii} Public comment on these projects would be solicited as part of the public comment period on the new TIP. These projects are highlighted in the "major changes list," provided to the public during the public comment period to showcase significant changes between a current TIP and the proposed new TIP.

^{viii} A "Suite of Projects" includes projects that started as one key number for improvements to an overall corridor and later were split into multiple key numbers for efficiency in design and management.

^{ix} Details about qualifications of emergency relief provided in 23 USC 125:

<https://www.govinfo.gov/content/pkg/USCODE-2021-title23/pdf/USCODE-2021-title23-chap1-sec125.pdf>.

STIP Modification Process

Program Control - Idaho Transportation Department

Revised March 23, 2023

Purpose

This document establishes the **process** followed by the Idaho Transportation Department in amending the Statewide Transportation Improvement Program (STIP). Included are **criteria** considered in determining whether a STIP change is handled as an **amendment** or an **administrative modification**. Criteria may include limits or thresholds that help dictate the handling of the change. This document also shows the processing workflow for changes to projects both within and outside of metropolitan planning areas.

Legal Authorities and Guidance

23 CFR §450.104	Definitions
23 CFR §450.206	Scope of the statewide and non-metropolitan transportation <i>planning process</i>
23 CFR §450.208	Coordination of planning process activities
23 CFR §450.210	Interested parties, public involvement, and consultation
23 CFR §450.216	Development and content of the long-range statewide transportation plan
23 CFR §450.218	Development and content of the statewide transportation improvement program (STIP)
23 CFR §450.220	Self-certifications, Federal findings, and Federal approvals
23 CFR §450.222	Project selection from the STIP
ITD Policy 4001	Authority to Sign Contracts, Agreements, and Grants and Requirement to Report Certain Contracts (updated 5-17-18)
ITD Policy 4011	Idaho Transportation Investment Program (updated 1-21-21)

Definitions (from 23 CFR §450.104)

Amendment - means a revision to a long-range statewide or metropolitan transportation plan, TIP, or STIP that involves a major change to a project included in a metropolitan transportation plan, TIP, or STIP, including the addition or deletion of a project or a major change in project cost, project/project phase initiation dates, or a major change in design concept or design scope (e.g., changing project termini or the number of through traffic lanes or changing the number of stations in the case of fixed guideway transit projects). Changes to projects that are included only for illustrative purposes do not require an amendment. An amendment is a revision that requires public review and comment, re-demonstration of fiscal constraint, or a conformity determination (for metropolitan transportation plans and TIPs involving “non-exempt” projects in nonattainment and maintenance areas). In the context of a long-range statewide transportation plan, an amendment is a revision approved by the State in accordance with its public involvement process.

Administrative modification - means a minor revision to a long-range statewide or metropolitan transportation plan, Transportation Improvement Program (TIP), or Statewide Transportation Improvement Program (STIP) that includes minor changes to project/project phase costs, minor changes to funding sources of previously-included projects, and minor changes to project/project phase initiation dates. An administrative modification is a revision that does not require public review and comment, re-demonstration of fiscal constraint, or a conformity determination (in nonattainment

and maintenance areas).

Design scope - means the aspects that will affect the proposed facility's impact on the region, usually as they relate to vehicle or person carrying capacity and control (e.g., number of lanes or tracks to be constructed or added, length of project, signalization, safety features, access control including approximate number and location of interchanges, or preferential treatment for high-occupancy vehicles).

Criteria for STIP Amendments vs Administrative Modifications

A key feature of a process document regarding changes to the STIP is that it includes clear criteria to guide the decision whether to process a STIP change as an amendment or an administrative modification.

Coupled with this is an understanding that ITD's criteria for determining the processing of a STIP change is **independent** of the criteria used by a metropolitan planning organization (MPO) for treating changes to TIP's for projects in their planning areas. In other words, the process followed by the state DOT – whether amendment or administrative modification – may differ from the handling chosen by the MPO through application of their policy.

Processing of Changes to the STIP

The processing of changes to the STIP is categorized based on whether they are for projects inside or outside of a metropolitan planning area, and whether the change to the STIP meets the criteria for an Amendment or an Administrative Modification.

All changes are placed in the Office of Transportation Investment System (OTIS). Changes to projects inside of a Metropolitan Planning Area are communicated to the Metropolitan Organization (MPO) by the ITD District Engineer or the Local Highway Technical Assistance Council (LHTAC) dependent on who is making the request. **All obligations regardless of program year follow the same requirements.**

Change Steps

1. The originator initiates an Obligation or Change Request in OTIS.
2. The Obligation or Change Request is sent to necessary sections for review and action and eventually to Program Control (PC).
3. If the request is for an unscheduled budget the criteria must be considered for STIP modification.

MPO Processing

4. If the project is within an MPO area, the MPO evaluates the project change and considers TIP modification.
5. Based on their TIP modification criteria, the MPO decides whether to process the change as an Amendment or an Administrative Modification. If an Administrative Modification, the MPO's Executive Director or delegate follows their handling procedures for this type of change.
6. If an Amendment, the MPO prepares a proposed agenda item, applies their Public Involvement process, redemonstrates fiscal constraint, and presents the item to their policy board for approval.

7. The MPO Policy Board approves the TIP Amendment.
8. Following the process of their TIP Amendment or Administrative Modification, the MPO updates their TIP.
9. The MPO then notifies ITD's PC of the approved change.

ITD Processing

10. Based on overarching ITD policies, PC determines whether Idaho Transportation Board (ITB) approval is required.
 - A. If ITB approval is required, a Board Item is prepared and presented at the upcoming Board meeting.
 - B. The Board item is approved during the meeting, either as part of the consent calendar or the resolution of an agenda item.
11. Based on ITD's modification criteria (see table below), PC determines whether to process the change as an Amendment or Administrative Modification.
 - A. If an Administrative Modification is required, PC adds the Administrative Modification to the ongoing summary list.
 - B. If an Amendment is required, ITD begins the Public Involvement Process below:
 - (i) Review agenda items submitted on Board website along with requests from other sources (OTIS changes/updates, MPO's, etc.) and identify projects that require FHWA notification. After submission deadline for Board items closes, compile project(s) specifics into table to be posted on STIP Public Involvement portion of ITD website.
 - (ii) Public notice is then posted (via social media) to alert the general public, stakeholders, local counties/public officials of the upcoming proposed Amendment including information on where to view project details and methods of submitting comments; duration of public comment period will also be specified (10 calendar days).
 - (iii) Projects included in Amendment will be posted under "Public Involvement" tab on STIP portion of ITD website for public comment.
 - (iv) Once comment period is closed (after 10 calendar days from initial posting), comments received will be collected and replied to. If Board approval is required, the comments will be sent to Board Executive Assistant Lorraine Dennis to be shared with Board members and included for discussion at the upcoming Board meeting.
 - (v) After the Public Involvement period and/or the Board meeting concludes, Amendment letter and table will then be drafted and submitted to FHWA/FTA for review and approval.
12. The FHWA/FTA approve the STIP Request and forwards their approval to ITD/PC.
13. PC notifies all stakeholders of approval.
14. PC completes processing of the change request (OTIS) or the obligation (FMIS).
15. The summary of approved Amendments and Administrative Modifications is maintained on the website:
https://apps.itd.idaho.gov/Apps/Fund/stip2021/amendments/Summary_All_AdMod_Amend.pdf.

16. PC updates budget/schedule in OTIS to match requested changes.

ITD Criteria for STIP Modifications <i>Revised May 9, 2023</i>	Amendment	Administrative Modification	No Action Required
1. Adding a new non-grouped project (includes ER) into the 4-year STIP	X		
2. Removing a non-grouped project within first four years of the approved STIP	X		
3. Adding or removing projects that:	X		
a. Are not exempt (per Title 40 §93.126)			
b. Have been determined to trigger air quality conformity action			
c. Are funded by GARVEE bonds or TECM funds			
4. Make major changes to one or more projects using the following guidelines:	X		
a. Either an individual projects' Total Project Cost changes by at least \$5,000,000 or the percentage change is at least 30% and at least \$1,000,000 .			
b. Either the changes to one or more grouped projects result in a dollar cost change to the group control total of at least \$5,000,000 or the percentage change is at least 30% and at least \$1,000,000 .			
c. Major changes in project scope (e.g. number of through traffic lanes).			
d. Major changes in project location limits, where the increase triggers a NEPA re-evaluation.			
5. Changes other than those categorized as major changes in (4)(a) and (4)(b) above. <i>Such as: minor cost changes, advances and delays to projects in the current approved STIP, name changes, and advanced construction in year prior to programmed year.</i>		X	
6. Projects added to a current STIP during the period between new STIP review and approval by FHWA, that need to be added to new STIP once approved.		X	
7. No action will be required for cost increases that are <\$100,000 as a minimum threshold.			X
8. Projects that fall under the Emergency Relief Program (ER) for Permanent Repair following the 270 days post disaster event are not required to be in the STIP. After that time period, they follow modification criteria above.			X
9. Changes to improvement type that does not impact funding, scope of project, or trigger an Amendment.			X
10. Exempting action on any release of funds due to project closeouts, reconciling differences between engineers estimate and awarded amounts, and project cost savings.			X
11. Exempting action on the following programs: The Bureau of Indian Affairs (BIA) Indian Reservation Roads Program (IRR), the State Planning and Research Program (SPR), and the Federal Lands Access Program (FLAP) throughout the life of the project, unless administered by ITD or LHTAC. However, all three programs will continue to be included in the STIP.			X

The following guidance is used to determine whether a STIP Amendment requires ITD Board approval.

Type of Change	IT Board Consent*	STIP Amendment Request
a. Addition/deletion of individually identified projects	Yes	Yes
b. Major work type or location (scope) and costs changes <i>(Not required if the project was previously approved under another key number and is now being broke out)</i>	Yes	Yes
c. Major changes to Group Control Totals	No	Yes
d. Project advance/delay within first 4 years	Yes	Yes
e. Project advance/delay outside of first four years	Yes	Yes

*Note: as per Idaho Transportation Board Policy 4011, IT Board Consent is not required for changes to projects in the Pavement, Bridge, Supporting Asset Infrastructure, or Safety and Capacity Programs. Changes to projects in these programs may be approved by the ITD Director or his delegate. Federal considerations still apply regarding the processing of STIP amendments for these changes.

Correspondence Regarding STIP Changes

Requests to modify the STIP through **Amendments** are made in writing to the administrators of the Federal Highway Administration and Federal Transit Administration or their delegates. These requests from ITD to the FHWA/FTA are signed by the Idaho Transportation Department Director or delegate.

--Administrative Modifications to the STIP are communicated via the website.

--Board items referencing Amendments originating within the metropolitan planning organizations will reference the relevant MPO Policy Board action or executive director action, whichever pertains.

--Amendment request letters reference review and decisions made by the perspective MPO Policy Board, executive directors, and/or IT Board as appropriate.

The ITD Board Policy 4001 titled "Authority to Sign Contracts, Agreements, and Grants and Requirement to Report Certain Contracts" states:

Delegated Authority

The Director or delegate shall approve contracts, agreements, and grants, and is authorized to sign all contracts, agreements, and grants required for the proper functioning of the Idaho Transportation Department. Signing authority may be delegated to Executive Officers, Division Administrators, District Engineers, and Section Managers when acting within their jurisdictional duties. Any authority so delegated shall conform to all applicable laws, rules, and regulations. Such authority shall not be exercised by the delegate in the event of a conflict of interest or if apparent personal gain is evidence.

For the purposes of the administrative handling of STIP amendment requests, the ITD Director delegates signatory authority to the Section Manager responsible for the development and upkeep of the STIP.

POLICY STATEMENT

No. Board 2022-02

Adopted: August 15, 2022
By: COMPASS Board of Directors
Last Revision: April 20, 2020

Policy Statement:

COMPASS Regional Transportation Improvement Program (TIP) Amendments

Background:

COMPASS updates the TIP on an annual basis, similar to the Idaho Transportation Department's (ITD's) Statewide Transportation Investment Program (STIP) update schedule. COMPASS works closely with ITD, Valley Regional Transit, and member agencies to keep the TIP as accurate as possible throughout the fiscal year, as changes to projects are certain to occur.

Process:

Changes are processed through an amendment, which requires approval by the COMPASS Board of Directors and public involvement; a Board administrative modification, which requires approval by the COMPASS Board of Directors; or a staff administrative modification, which requires approval by the COMPASS Executive Director.

- Amendments
 - Triggered by:
 - Notification of changes from ITD, the Local Highway Technical Assistance Council (LHTAC), or Valley Regional Transit
 - Balancing actions, following Urban or Transportation Management Area (TMA) balancing guidelines
 - Other considerations:
 - Could require notification of the Interagency Consultation Committee, if change triggers an amendment to the air quality conformity demonstration – up to 60 days
 - Could require a public comment period – open for a minimum of 15 days
 - Public comment follows the procedures outlined in the COMPASS Participation Plan
- Administrative Modifications
 - Triggered by:
 - Notification of changes from ITD, LHTAC, or Valley Regional Transit
 - Balancing actions, following Urban or TMA balancing guidelines

Other considerations:

- Included as information item in next COMPASS Board packet
- Emailed to the Regional Transportation Advisory Committee

For the purposes of TIP amendments, state or locally funded “regionally significant¹” projects are treated the same as federal-aid projects. Changes to projects with no federal funding are processed as staff administrative modifications and are approved by the COMPASS Executive Director unless the Executive Director determines a change warrants review and action by the COMPASS Board of Directors, based on the nature of the change.

Changes to projects obligated in previous years, but not included in the current TIP, will be processed as existing projects.

The process matrix on the next page provides criteria to determine how to amend the TIP as well as how to process a requested change to the TIP.

Previous Policy:

This policy replaces the TIP Amendment Policy approved by the COMPASS Board of Directors on April 20, 2020, policy number Board 2020-01.

Links to More Information:

Additional information about related information can be found on the COMPASS website.

- Link to Glossary of Terms: <http://www.compassidaho.org/comm/glossary.htm>
- Link to ITD’s STIP/TIP Amendment and Administrative Modification Process: <https://itd.idaho.gov/funding/>
- Link to Interagency Consultation Committee webpage: <https://www.compassidaho.org/people/icc.htm>
- Link to Public Involvement webpage: <https://www.compassidaho.org/people/publicinvolvement.htm>
- Link to TIP policies and procedures: <http://www.compassidaho.org/prodserv/transimprovement.htm#TIPAmendPol>

¹ Regionally Significant refers to capacity project on roadway classified as a principal arterial or higher.

Process Matrix				
Type of Action	Amendment	Board Administrative Modification	Staff Administrative Modification	Other
Action Required	BOARD ACTION (Includes Public Involvement ²)	BOARD ACTION (No Public Involvement)	STAFF ACTION (No Board Action and No Public Involvement)	No Action Needed
Type of Funding	Federal, non-federal	Federal, non-federal, if warranted	Federal, non-federal	Federal, non-federal
1. Add new project	X			
2. Remove project	X			
3. Significant ³ change to project termini or scope	X			
4. Change that affects air quality conformity demonstration	X			
5. Advance or delay funds across fiscal years outside the first four years of the program		X		
6. Increase in project cost if associated with a change to the scope of the project. <i>Thresholds: if project total increases >30% or \$2,000,000, whichever is less (minimum change > \$50,000 for local projects or \$500,000 for state projects)</i>		X		
7. Increase in project cost if less than thresholds in #6 or if costs are not associated with a change in scope			X	
8. Mirror existing TIP with a new TIP to align first quarter obligations, after COMPASS Board of Directors' approval of the new TIP			X	
9. Changes within a "Suite of Projects" that fit criteria within the overall corridor ⁴			X	
10. COMPASS changes through the End-of-Year program and redistribution funded by ITD, after COMPASS Board of Directors' approval of local priorities			X	
11. ITD changes through the End-of-Year program and redistribution ⁵			X	
12. Action for an emergency situation ⁶			X	

² If the sponsoring agency has already solicited public comment on the project, an additional public comment period may not be required. The need for public comment is determined by the COMPASS Executive Director after review of a description of the sponsoring agency's process. If approved by the Executive Director, a description of the sponsoring agency's public comment process and comments received will be provided with the action.

³ Definition of "significant"

- Construction: termini change greater than ¼ mile, or scope change that is inconsistent with the National Environmental Policy Act (NEPA) documentation or will alter the NEPA determination, or that would be functionally different from current expectations, such as a change in multi-modal improvements, increase or decrease in number of lanes, or change the type of intersection (traditional vs. roundabout).
- Public transportation: change in use of funds, such as changing from a capital project to an operations project.
- If significance is unclear, the COMPASS Executive Director will determine.

⁴ A "Suite of Projects" includes projects that started as one key number for improvements to an overall corridor and later was split into multiple key numbers for efficiency in design and management.

⁵ ITD changes for the End-of-Year and Redistribution program could fluctuate until the last minute. This policy allows for waiver of possible amendment criteria in order to allow flexibility at the end of the fiscal year. The COMPASS Board of Directors will be notified of action via email.

⁶ Emergency situation to be determined by COMPASS Executive Director. An example: action taken to begin work on a project due to extenuating circumstances, such as damage to a facility due to extreme weather or a vehicle crash. The COMPASS Board of Directors will be notified of action via email.

Process Matrix				
Type of Action	Amendment	Board Administrative Modification	Staff Administrative Modification	Other
Action Required	BOARD ACTION (Includes Public Involvement²)	BOARD ACTION (No Public Involvement)	STAFF ACTION (No Board Action and No Public Involvement)	No Action Needed
Type of Funding	Federal, non-federal	Federal, non-federal, if warranted	Federal, non-federal	Federal, non-federal
13. Changes needed during the construction phase of a project. If project has a change in scope, the request will be forwarded to the COMPASS Board of Directors for review (three working days) prior to approval through a Staff Administrative Modification, if there are no concerns, with the intent to keep construction activities underway.			X	
14. Release of funds on any project at the request of the sponsor				X
15. Spelling or grammatical corrections				X
16. Add detail or clarification to the description, if the scope of the project is not affected				X
17. Change match rate, if the total is not affected by the change (if total cost changes, follow thresholds criteria in #6)				X
18. Change status of informational items (such as inflation, performance measure, funding allocation, or project type)				X
19. Clarify title of the project if scope is not affected				X
20. Move funds within a phase ⁷ of a project, with no change to phase total				X

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⁷ Moving funds between parts of a specific phase, such as between preliminary engineering (PE) and preliminary engineering consultant (PC) (both part of the design phase), may be completed with no official action, if there is no change in total cost.

COMPASS BOARD AGENDA ITEM IV-A

Date: December 18, 2023

Topic: COMPASS Regional Safety Action Plan (RSAP)

Background/Summary:

The Safe Streets and Roads for All (SS4A) program, created through the Infrastructure Investment and Jobs Act, dedicates approximately \$1 billion per year through 2026 to fund competitive grants for transportation safety planning and projects.

This funding is broken into two types of monetary awards: planning grants and implementation grants. A thorough plan is required to be eligible to receive an implementation grant. To meet this eligibility requirement for its members, COMPASS, with the support of all its member agencies, applied for and was awarded a \$392,000 planning grant (80% of total project cost) in early 2023 to complete a RSAP.

The COMPASS Board of Directors was briefed on the grant award and the scope of work in February 2023 and approved the RSAP as part of the current Unified Planning Work Program. With the support of consultants from Kittelson and Associates, High Street, and Atlas, COMPASS kicked off the plan in October 2023 and held the first stakeholder meeting in November, which included attendance from over a dozen unique regional agencies. The purpose of the meeting was to introduce the plan, then discuss the vision and goals of the plan, current safety concerns, and how to effectively engage regional stakeholders (including the public). The project team is currently performing a systemic analysis of crash data in the region and has surveyed over 16 different agencies to understand existing transportation safety plans, policies, and practices.

In the Board meeting, COMPASS project manager Hunter Mulhall will update the COMPASS Board on the project schedule, current project status, and upcoming tasks; additional updates to the COMPASS Board are scheduled for February, June, and December at key milestones in the planning process.

Implication (policy and/or financial):

Completion of a regional safety action plan allows COMPASS and its member agencies to meet eligibility requirements to apply for SS4A implementation grants.

More Information:

- 1) Safe Streets and Roads for All: <https://www.transportation.gov/grants/SS4A>
- 2) SS4A Self-Certification Eligibility Worksheet (for implementation):
<https://www.transportation.gov/sites/dot.gov/files/2023-03/SS4A-Self-Certification-Eligibility-Worksheet-FY23.pdf>
- 3) For detailed information contact: Hunter Mulhall, Principal Planner, at hmulhall@compassidaho.org

COMPASS BOARD AGENDA ITEM V-A

Date: December 18, 2023

Topic: Revision 1 of the FY2024 Unified Planning Work Program and Budget (UPWP)

Request/Recommendation:

COMPASS staff seeks a COMPASS Board of Directors' adoption of Resolution 05-2024, approving Revision 1 of the FY2024 Unified Planning Work Program and Budget (UPWP).

Background/Summary:

At its November 30, 2023, meeting, the COMPASS Finance Committee recommended approval of Revision 1 of the FY2024 UPWP by the COMPASS Board of Directors as presented.

Following adoption by the COMPASS Board of Directors, the FY2024 UPWP will be forwarded to the Idaho Transportation Department (ITD), the Federal Highway Administration, and the Federal Transit Administration for approval.

The documents included in the FY2024 UPWP are:

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

Funding Source Summary – A one-page summary of the funding applied to all expenditures by program.

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

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

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

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

The following revisions to revenues are proposed in Revision 1 of the FY2024 UPWP:

- Add \$145,681 of Consolidated Planning Grant (CPG) funds from key number 22108. These are unspent funds that were obligated for expenditure in FY2023 and carried forward to FY2024.
- Decrease the draw from fund balance by \$4,275 for the transportation funding study; only local match is required with the additional availability of FY2023 CPG funds.

- Add \$39,268 of CPG funds from key number 22494 to correspond to the amount in the Transportation Improvement Program (TIP).
- Add carryover of \$6,350 of Surface Transportation Block Grant-Urban (STBG-U) funds from key number 23026 for installation of permanent bike counters that were purchased in FY2023.
- Add carryover of \$74,128 of Surface Transportation Program-Transportation Management Area (STP-TMA) funds from key number 19571, *Communities in Motion 2050* (CIM 2050) and Surface Transportation Block Grant-Transportation Management Area (STBG-TMA) funds from key number 22395, Fiscal Impact Tool. These are unspent funds that were obligated in prior years and carried forward to FY2024 to complete the update of the fiscal impact tool.
- Increase the amount of STBG-TMA funding for *Communities in Motion 2055* (CIM 2055) by \$272,177 to reflect the full amount remaining out of the total \$636,000 multi-year project. This project was advanced in the TIP and the funds are fully obligated.
- Increase the amount of STBG-TMA funding for the high-capacity transit corridor planning and environmental linkages (PEL) study by \$251,109 and the amount of local match by \$19,740 to reflect the full amount of the total \$1,100,000 multi-year project. The funding was previously split across two years but has been advanced in the TIP. \$1M of the funds have already been obligated and the remaining \$100,000 was approved by the Regional Transportation Advisory Committee (RTAC) with a balancing action on November 15, 2023.
- Increase funding by \$3,800 for the Idaho Transportation Department's share of the benefit cost analysis software to correspond to their proportionate share of the increased price.
- Add participant contributions of \$48,634 from Ada and Canyon counties for the FY2023 orthophotography flight. These amounts were billed in FY2024 instead of FY2023 at the request of the members.
- Recognize \$5,500 in revenue prepaid by the Air Quality Board (AQB) prior to its dissolution to cover the cost of its final financial statement audit.
- Increase anticipated interest revenue by \$25,000 to reflect current, favorable interest rates.
- Carryover \$25,000 for the City of Wilder's FY2023 CIM implementation grant.
- Adjust the local match on the carbon reduction strategy project by \$212 to be the exact amount required.
- Decrease the draw from fund balance required to fund the revenue shortfall by \$205,358.

The following revisions to expenses are proposed in Revision 1 of the FY2024 UPWP:

- Carryover \$6,853 for the costs of installation of permanent bike counters that were acquired in FY2023. There is a corresponding carryover of STP-U federal funds for these costs.
- Carryover \$80,000 for the costs to update the data in the fiscal impact tool. There is a corresponding carryover of STP-TMA and STBG-TMA federal funds for these costs.
- Carryover \$6,238 for the costs to wrap up the regional housing study.
- Reclassify programmed expenses of \$248,500 for CIM 2055 to carryforward. The timeline on some components of the project has been advanced.
- Add the full amount of the remaining \$536,000 in costs for CIM 2055 to carryforward. This project was advanced in the TIP and the funds are fully obligated, but the expenses are not currently programmed.
- Add \$271,000 in costs to have the full amount of the \$1.1M PEL in FY2024. Some of the costs will likely be carried over to FY2025 to wrap up the project.

- Add additional costs of \$18,950 for the benefit cost analysis software to correspond to the actual license renewal rate for FY2024 to FY2026.
- Remove the \$50,000 City of Kuna project development program project; Kuna has withdrawn its project.
- Add \$5,500 in costs for the FY2023 financial statement audit for AQB, facilitated by COMPASS.
- Carryover \$25,000 for the City of Wilder’s FY2023 CIM implementation grant. Wilder has requested an extension for the project.
- Increase several categories of indirect expense by a total of \$30,640 to cover increased costs of insurance, vehicle maintenance and information technology infrastructure.
- Decrease two categories of indirect expense by a total of \$2,000 to better reflect anticipated costs for publications and supplies.
- Carryforward costs of \$20,000 for the buildout of remaining workspaces.
- Remove consultant costs of \$6,500 for the annual salary survey, which will be completed with internal resources instead.
- Add a total of \$13,785 for anticipated hardware and software costs.

The following revisions to workdays are proposed in Revision 1 of the FY2024 UPWP:

- Add 35 workdays to General Member Services (Program 701) to facilitate discussions among Canyon County roadway jurisdictions to determine support for placing a county-wide local option registration fee on the ballot. Workdays were re-allocated from Communications, Travel Demand Modeling and Support Services to accommodate this project.
- Added four workdays for the Bike Counter Technician to reflect the correct estimated workdays for this position.

Implication (policy and/or financial):

Without COMPASS Board of Directors’ adoption of Revision 1 of the FY2024 UPWP, the agency cannot make full use of available revenues.

More Information:

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

ML:tg



RESOLUTION NO. 05-2024

**FOR THE PURPOSE OF APPROVING REVISION 1 OF THE
FY2024 UNIFIED PLANNING WORK PROGRAM AND BUDGET**

WHEREAS, the FY2024 Unified Planning Work Program and Budget was adopted by the Community Planning Association of Southwest Idaho Board of Directors under Resolution 16-2023, dated August 21, 2023;

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

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

WHEREAS, the attached memorandum and supporting documentation summarizes the adjustments included in Revision 1 of the FY2024 Unified Planning Work Program and Budget and is made a part hereof.

NOW, THEREFORE, BE IT RESOLVED, that the Community Planning Association of Southwest Idaho Board of Directors approves by resolution Revision 1 of the FY2024 Unified Planning Work Program and Budget; and

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

DATED this 18th day of December 2023.

APPROVED:

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

ATTEST:

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

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COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO

Recommended Changes for FY2024 - Revision 1

Summary

FY2024 UPWP Revenues		5,874,848	FY2024 UPWP Expenses		5,874,848
1	Adjust amount of FY2023 CPG carryover to correspond to actual amount available Additional local dollars were applied to fully fund the transportation funding study. This funding was replaced with federal funding with the availability of CPG carry over. Adjust draw from fund balance for match on federal funding accordingly	145,681 (4,275)			
2	Adjust amount of FY2024 CPG to correspond to the amount in the FY2024-FY2030 TIP	39,268			
3	Add carryover of STBG-U funds for installation of permanent bike counters purchased in FY2023 (KN23026)	6,350	Add costs to install permanent bike counters that were purchased in FY2023		6,853
4	Add carryover of STBG-TMA funds and STP-TMA funds for fiscal impact tool data update (KN22395 and KN19571)	74,128	Add fiscal impact tool data update project (originally planned for FY2023)		80,000
5	Increase amount of STBG-TMA funding remaining for CIM 2055 to reflect the full amount remaining on the total \$636,000 multi-year project. Project was advanced in the TIP and funds are fully obligated	272,177	Carry over remaining funds to complete the housing study in FY2024 Reclassify programmed expenses for CIM2055 to carry forward; projects moved forward Add full costs of CIM 2055; project was advanced in the TIP and funds are fully obligated. Expenses to be incurred at a future time and are reported as carry forward		6,238 (248,500) 536,000
6	Increase amount of STBG-TMA funding for the high capacity transit corridor PEL to reflect the full amount of the total \$1,100,000 multi-year project. Project was advanced in the TIP. \$1M of the funds are obligated and the remaining \$100,000 was added with balancing action on 11-15-2023 Increase the fund balance draw for the required match on the PEL to correspond to both the advancement of funds and the increased cost of the project	251,109 19,740	The costs of the high capacity transit corridor PEL were advanced into FY2024. Some costs will be carried forward to FY2025 to complete the project. Additionally, the overall cost of the project was increased to \$1.1M		271,000
7	Increase funding for ITD's contribution to the benefit cost analysis software purchase. Overall cost of the software increased and ITD's contribution increase proportionately	3,800	Increased cost of benefit cost analysis software		18,950
8	Participant contributions from Ada and Canyon counties for the FY2023 orthophotography flight were billed and received in FY2024 per the members' request	48,634			
9	City of Kuna withdrew from its project development program project				(50,000)
10	COMPASS facilitated Air Quality Board's (AOB) final financial statement audit. AOB prepaid COMPASS for the fees and the revenue was recognized in FY2024	5,500	COMPASS facilitated Air Quality Board's (AOB) final financial statement audit. Audit fees were paid in FY2024		5,500

11	Increase anticipated interest revenue to reflect current, favorable rates.	25,000		
12	City of Wilder requested an extension of its FY2023 <i>Communities In Motion</i> Implementation Grant project. The corresponding fund balance draw for the project will occur upon payment Wilder.	25,000	City of Wilder requested an extension of its FY2023 <i>Communities In Motion</i> Implementation Grant project	25,000
13	The fund balance draw for the match on the carbon reduction study was adjusted slightly to be the exact amount required	212		
14			<p>Adjustments to indirect expenses:</p> <p>Increase insurance cost for cyber coverage, increased liability limits 7,325</p> <p>Increase vehicle maintenance to cover cost to repaint vehicles; carried forward from a prior year 6,000</p> <p>Increase monthly telephone expense to cover cost to shift from hardware to software based; allows greater functionality for remote work. Costs previously budgeted for hardware not expended. 5,800</p> <p>Increase cost for software tools used to support agency work 5,500</p> <p>Increase cost for computer supplies to cover replacement of equipment planned for FY2024 4,000</p> <p>Increased cost of COMPASS' share of building insurance 2,015</p> <p>Decrease anticipated costs for publications and supplies (2,000)</p>	
15			Carryforward cost of buildout of remaining workspaces	20,000
16			Remove consultant costs for annual salary survey update; this work will be completed with internal resources	(6,500)
17			<p>Add costs for replacement of staff IT equipment 10,000</p> <p>Increased cost of annual licensing of GIS software 2,660</p> <p>Increased cost of annual licensing of travel demand modeling software 1,125</p>	
18	The fund balance draw required to cover the revenue shortfall was decreased, as anticipated, with the availability of additional federal funds carried forward from FY2023	(205,358)		
Recommended Adjustments to Revenues		706,966	Recommended Adjustments to Expenses	706,966
Adjusted Revenues - Revision 1		6,581,814	Adjusted Expenses - Revision 1	6,581,814

**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
REVISION 1 - FY2024 UNIFIED PLANNING WORK PROGRAM AND BUDGET
REVENUE AND EXPENSE SUMMARY**

REVENUE	FY2024 UPWP	FY2024 Rev 1 UPWP
GENERAL MEMBERSHIP		
Ada County	254,115	254,115
Ada County Highway District	254,115	254,115
Canyon County	125,110	125,110
Canyon Highway District No. 4	48,483	48,483
City of Boise	108,922	108,922
City of Caldwell	30,824	30,824
City of Eagle	15,591	15,591
City of Garden City	5,727	5,727
City of Greenleaf	370	370
City of Kuna	13,174	13,174
City of Meridian	61,119	61,119
City of Melba	295	295
City of Middleton	5,282	5,282
City of Nampa	50,687	50,687
City of Notus	278	278
City of Parma	944	944
City of Star	7,799	7,799
City of Wilder	741	741
Subtotal	983,576	983,576
SPECIAL MEMBERSHIP		
Boise State University	9,800	9,800
Capital City Development Corporation	9,800	9,800
Idaho Department of Environmental Quality	9,800	9,800
Idaho Transportation Department	9,800	9,800
Valley Regional Transit	9,800	9,800
Subtotal	49,000	49,000
GRANTS AND SPECIAL PROJECTS		
FHWA/FTA - Consolidated Planning Grants		
CPG - FY2023 K# 22108; Ada County	185,400	293,204
CPG - FY2023 K# 22108; Canyon County	65,140	103,017
CPG - FY2024 K# 22494 Ada County	1,286,731	1,315,790
CPG - FY2024 K# 22494 Canyon County	452,095	462,304
Sub Total CPG Grants	1,989,366	2,174,315
STBG-TMA & STBG-U - K# 21889; FY2024 off-the-top funds for Planning	306,705	306,705
STBG-U - K# 23026 Permanent Automated Counters (carryover)	-	6,350
STBG-TMA - K# 22395 Fiscal Impact Tool Update (carryover)	-	55,596
STP TMA - K# 19571, CIM 2050 (carryover)	-	18,532
STBG TMA - K# 20271, CIM 2055	230,260	502,437
STBG-TMA K#13046 PEL, High-Capacity Transit Corridor	768,151	1,019,260
CRP-TMA K#24233 Carbon Reduction Strategy	166,788	166,788
FHWA Regional Safety Action Plan	392,000	392,000
Subtotal	1,863,904	2,467,668
OTHER REVENUE SOURCES		
TREDIS Contribution	16,000	19,800
Orthophotography - Participant Contributions	125,000	173,634
Air Quality Board FY2023 audit fees		5,500
Interest Income	25,000	50,000
Subtotal	166,000	248,934
TOTAL REVENUE; Dues, Federal Funds, and Other miscellaneous	5,051,846	5,923,493
Draw From Fund Balance (CIM Implementation Grants)	100,000	125,000
Draw From Fund Balance (match + 100K on PEL high capacity transit)	61,000	80,740
Draw From Fund Balance match on transportation funding study	24,460	20,185
Draw From Fund Balance (20% match regional safety action plan)	98,000	98,000
Draw From Fund Balance - match on carbon reduction strategy	13,000	13,212
Draw From Fund Balance to cover shortfall	526,542	321,184
Subtotal	823,002	658,321
43	5,874,848	6,581,814

EXPENSE	FY2024 UPWP	FY2024 Rev 1 UPWP
SALARY, FRINGE & CONTINGENCY		
Salary	1,824,108	1,824,108
Fringe	837,300	837,300
Contingency (Overtime, Bonus, and Sick Time Trade)	22,000	22,000
Subtotal	2,683,408	2,683,408
INDIRECT OPERATIONS & MAINTENANCE		
Indirect Costs	233,950	262,590
Subtotal	233,950	262,590
DIRECT OPERATIONS & MAINTENANCE		
620001, Demographics and Growth Monitoring	2,500	2,500
653001, Communication and Education	52,350	52,350
661001, Long-Range Planning	703,500	541,238
661005, Safe Streets and Roads for All	490,000	490,000
661006, High Capacity Transit PEL	829,000	1,100,000
661008, Bike Counter Management	19,840	26,693
685001, Transportation Improvement Program	6,500	6,500
685002, Project Development Program	150,000	100,000
685003, Grant Research and Development	20,000	20,000
685004, CIM Implementation Grants	100,000	125,000
760001, Government Affairs	19,750	19,750
801001, Staff Development	50,000	50,000
820001, Committee Support	2,000	2,000
836001, Regional Travel Demand Model	67,200	67,200
860001, Geographic Information System Maintenance	199,500	202,160
990001, Direct Operations and Maintenance	245,350	830,425
Subtotal	2,957,490	3,635,816
TOTAL EXPENSE	5,874,848	6,581,814

REVENUE AND EXPENSE SUMMARY		
TOTAL REVENUE	5,874,848	6,581,814
LESS: TOTAL EXPENSES	5,874,848	6,581,814
REVENUE EXCESS/(DEFICIT)	-	-

**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
EXPENSES BY WORK PROGRAM NUMBER AND FUNDING SOURCE**

WORK PROGRAM NUMBER	EXPENSES				FUNDING SOURCES												MATCH, LOCAL & OTHER FUNDING				TOTAL FUNDING SOURCES	
	Work Days	Labor & Indirect Cost	Direct Cost	Total Cost	FY23 CPG Ada County K# 22108 (74%) 7.34% match	FY23 CPG Canyon County K# 22108 (26%) 7.34% match	FY24 CPG Ada County K# 22494 (74%) 20% match safety; 7.34% match other	FY24 CPG Canyon County K# 22494 (26%) 20% match safety; 7.34% match other	STP-TMA Off The Top K# 21889 7.34% match	STBG-U Perm. Automated Counters K# 23026 7.34% Match	STBG-TMA Fiscal Impact Tool K# 22395 7.34% Match	STBG-TMA CIM 2050 K# 19571 7.34% Match	STBG-TMA CIM 2055 K# 20271 7.34% match	STBG-TMA PEL High Capacity Transit KN13046	CRP-TMA Carbon Reduction Strategy KN24233	FHWA Safe Streets and Roads for All 20% match	Total Federal Funds	Required Match	Local Funds/FB	Other Revenue		Total Local & Other
601001 UPWP/Budget Development and Federal Assurances	108	106,776	-	106,776			54,911	19,293	24,735								98,939	7,837			7,837	106,776
620001 Demographics and Growth Monitoring	143	116,809	2,500	119,309			61,785	21,708	27,059								110,552	8,757			8,757	119,309
620005 Safe and Accessible Transportation (development reviews)	32	17,944	-	17,944	2,656	933	7,967	2,799									14,355	3,589			3,589	17,944
653001 Communication and Education Long-Range Planning	236	159,924	52,350	212,274													-		212,274		212,274	212,274
661001 General Project Management	640	426,259	541,238	967,497	188,563	66,252	219,209	77,020	98,743		55,596		18,532	5,780		166,788	896,483	71,014			71,014	967,497
661005 Safe and Accessible Transportation (SS4A Action Plan)	138	123,340	490,000	613,340	18,254	6,414	54,763	19,241								392,000	490,672	122,668			122,668	613,340
661006 High-Capacity Transit PEL	188	141,575	1,100,000	1,241,575			72,806	25,581	32,796						1,019,260		1,150,443	91,132			91,132	1,241,575
661008 Bike Counter Management Resource Development/Funding	212	108,907	26,693	135,600			56,007	19,678	25,228	6,350							107,263	8,497	19,840		28,337	135,600
685001 Transportation Improvement Program	394	288,776	6,500	295,276			152,964	53,744	66,895								273,603	21,673			21,673	295,276
685002 Project Development Program	29	25,471	100,000	125,471			81,667	28,694	5,900								116,261	9,210			9,210	125,471
685003 Grant Research and Development	204	176,018	20,000	196,018													-		196,018		196,018	196,018
685004 CIM Implementation Grants	16	13,482	125,000	138,482			6,933	2,436	3,123								12,492	990	125,000		125,990	138,482
685005 Safe and Accessible Transportation (CMF)	7	3,484	-	3,484	516	181	1,547	543									2,787	697			697	3,484
TOTAL PROJECTS	2,347	1,708,765	2,464,281	4,173,046	209,989	73,780	770,559	270,737	284,479	6,350	55,596	18,532	5,780	1,019,260	166,788	392,000	3,273,850	346,064	553,132	-	899,196	4,173,046
701001 Membership Services	115	105,086	-	105,086			55,609	19,538	22,226								97,373	7,713			7,713	105,086
703001 Public Services	25	22,206	-	22,206													-		22,206		22,206	22,206
705001 Transportation Liaison Services	48	43,573	-	43,573			29,877	10,497									40,374	3,199			3,199	43,573
760001 Government Affairs	270	275,034	19,750	294,784													-		294,784		294,784	294,784
TOTAL SERVICES	458	445,899	19,750	465,649	-	-	85,486	30,035	22,226	-	-	-	-	-	-	-	137,747	10,912	316,990	-	327,902	465,649
801001 Staff Development	153	115,048	50,000	165,048	31,123	10,934	82,048	28,828									152,933	12,115			12,115	165,048
820001 Committee Support	211	169,416	2,000	171,416	52,092	18,303	64,074	22,512									156,981	12,435	2,000		14,435	171,416
836001 Regional Travel Demand Model	191	176,144	67,200	243,344			166,857	58,625									225,482	17,862			17,862	243,344
842001 Congestion Management Process	75	69,166	-	69,166			47,426	16,663									64,089	5,077			5,077	69,166
860001 Geographic Information System Maintenance	337	261,559	202,160	463,719			99,340	34,904									134,244	10,635	145,206	173,634	329,475	463,719
TOTAL SYSTEM MAINTENANCE	967	791,333	321,360	1,112,693	83,215	29,237	459,745	161,532	-	-	-	-	-	-	-	-	733,729	58,124	147,206	173,634	378,964	1,112,693
990001 Direct Operations / Maintenance	-	-	830,426	830,426									496,657				496,657	39,800	218,669	75,300	333,769	830,426
991001 Support Services Labor	1,012	-	-	-													-				-	-
999001 Indirect Operations/Maintenance	-	-	-	-													-				-	-
TOTAL INDIRECT/OVERHEAD	1,012	-	830,426	830,426	-	-	-	-	-	-	-	-	496,657	-	-	-	496,657	39,800	218,669	75,300	333,769	830,426
GRAND TOTAL	4,784	2,945,997	3,635,817	6,581,814	293,204	103,017	1,315,790	462,304	306,705.00	6,350.00	55,596.00	18,532.00	502,437	1,019,260	166,788	392,000	4,641,983	454,900	1,235,997	248,934	1,939,831	6,581,814

**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
REVISION 1 - FY2024 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)	
620001	Demographics and Growth Monitoring	2,500					2,500				
653001	Communication and Education	52,350	24,000			3,200		24,350	800		
661001	Long Range Planning: CIM 2055	6,238	6,238								
661001	LRP: Fiscal Impact Tool Update	80,000	80,000								
661001	LRP: Funding Study	275,000	275,000								
661001	LRP: Carbon Reduction Strategy	180,000	180,000								
661005	LRP: Regional Safety Action Plan	490,000	490,000								
661006	LRP: PEL High Capacity Transit	1,100,000	1,100,000								
661008	Bike Counter Management	26,693	6,853	19,840							
685001	Transportation Improvement Program	6,500						6,500			
685002	Project Development Program	100,000	100,000								
685003	Grant Research and Development	20,000	20,000								
685004	CIM Implementation Grants	125,000	125,000								
760001	Government Affairs	19,750			18,000	500				1,250	
801001	Staff Development	50,000			50,000						
820001	Committee Support	2,000							2,000		
836001	Regional Travel Demand Model	67,200	67,200								
860001	Geographic Information System Maintenance	202,160	125,000	77,160							
990001	Direct Operations / Maintenance										
	Carryover of CIM 2055 expenses	536,000									536,000
	Costs for buildout of remaining workspaces	20,000		20,000							
	Air Quality Board FY2023 audit fees	5,500	5,500								
	Annual salary survey update	-	-								
	New/replacement hardware	10,000		10,000							
	Replacement of servers/op system at end of life	40,000		40,000							
	Transit network planning software	19,250		19,250							
	TIP Software	58,000		58,000							
	TREDIS Renewal	99,950		99,950							
	Cube renewal; Cube Land	16,125		16,125							
	AICP and APBP Webinar series	1,600			1,600						
	Membership dues for COMPASS	17,000								17,000	
	Other: board lunch, staff gifts, meeting refreshments, misc.	7,000							7,000		
GRAND TOTAL		3,635,816	2,604,791	360,325	69,600	3,700	2,500	30,850	9,800	18,250	536,000

**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
 REVISION 1 - FY2024 UNIFIED PLANNING WORK PROGRAM AND BUDGET
 INDIRECT OPERATIONS AND MAINTENANCE EXPENSE SUMMARY**

CATEGORY	ACCOUNT CODE	FY2024 UPWP	FY2024 Rev 1
Professional Services	930	30,000	30,000
Equipment Repair / Maintenance	936	500	500
Publications	943	3,000	2,500
Employee Professional Membership	945	3,500	3,500
Postage	950	900	900
Telephone	951	14,000	19,800
Building Maintenance and Reserve for Major Repairs	955	63,550	65,565
Printing	960	1,500	1,500
Advertising	962	3,000	3,000
Audit	970	20,000	20,000
Insurance	971	18,500	25,825
Legal Services	972	5,000	5,000
General Supplies	980	9,000	7,500
Computer Supplies	982	10,000	14,000
Computer Software / Maintenance	983	29,500	35,000
Vehicle Maintenance	991	2,500	8,500
Utilities	992	13,500	13,500
Local Travel	993	1,000	1,000
Other / Miscellaneous	995	5,000	5,000
TOTAL		233,950	262,590

**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
REVISION 1 - FY2024 UNIFIED PLANNING WORK PROGRAM AND BUDGET
WORKDAY ALLOCATION SUMMARY**

WORK PROGRAM DESCRIPTION		LEAD STAFF	DIRECTORS	PLANNING	COMMUNICATIONS	OPERATIONS	TOTAL
601001	UPWP/Budget Development and Federal Assurances	ML	37	20	2	49	108
620001	Demographics and Growth Monitoring	AM	-	135	8	-	143
620005	Safe and Accessible Transportation (development reviews)	AM	-	32	-	-	32
653001	Communication and Education	AL	8	22	206	-	236
	Long-Range Planning						
661001	General Project Management	AM	14	608	18	-	640
661005	Safe and Accessible Transportation (SS4A Action Plan)	HM	-	132	6	-	138
661006	High-Capacity Transit PEL	LK	8	150	30	-	188
661008	Bike Counter Management	AM	-	212	-	-	212
	Resource Development/Funding						
685001	Transportation Improvement Program	TT	11	343	40	-	394
685002	Project Development Program	MC	-	29	-	-	29
685003	Grant Research and Development	MC	8	175	21	-	204
685004	CIM Implementation Grants	MC	-	16	-	-	16
685005	Safe and Accessible Transportation (CMF)	TT	-	7	-	-	7
TOTAL PROJECTS			86	1,881	331	49	2,347
701001	Membership Services	MW	6	81	28	-	115
703001	Public Services	MW	-	20	5	-	25
705001	Transportation Liaison Services	MS	10	26	12	-	48
760001	Government Affairs	MS	50	-	220	-	270
TOTAL SERVICES			66	127	265	-	458
801001	Staff Development	ML	10	111	22	10	153
820001	Committee Support	AL	12	67	132	-	211
836001	Regional Travel Demand Model	MW	-	191	-	-	191
842001	Congestion Management Process	MW	-	75	-	-	75
860001	Geographic Information System Maintenance	EA	-	337	-	-	337
TOTAL SYSTEM MAINTENANCE			22	781	154	10	967
TOTAL DIRECT			174	2,789	750	59	3,772
991001	Support Services Labor	ML	286	155	170	401	1,012
TOTAL INDIRECT/OVERHEAD			286	155	170	401	1,012
TOTAL LABOR			460	2,944	920	460	4,784

PROGRAM NO.	601				CLASSIFICATION:	Project
TITLE:	UPWP Budget Development and Monitoring					
TASK / PROJECT DESCRIPTION:	Monitor and amend, as necessary, the FY2024 Unified Planning Work Program and Budget (UPWP) and related transportation grants for the metropolitan planning organization (MPO). Develop and obtain COMPASS Board approval for the FY2025 UPWP. Attain compliance on all federal requirements of transportation planning implemented under applicable federal transportation bills.					
PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:	The UPWP is a comprehensive work plan that coordinates federally funded transportation planning and transportation related planning activities in the region and identifies the related planning budget.					
FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW	Federal Code 23 CFR § 450.308 (b) An MPO shall document metropolitan transportation planning activities performed with funds provided under title 23 U.S.C. and title 49 U.S.C. Chapter 53 in a unified planning work program (UPWP) or simplified statement of work in accordance with the provisions of this section and 23 CFR part 420.					
FY2024 BENCHMARKS						
MILESTONES / PRODUCTS						
FY2024 UPWP Process and track revenues and expenditures for the FY2024 UPWP and related transportation grants Process required state and local agreements and other required paperwork for transportation grants						Ongoing As Needed
Process and obtain Board approval of FY2024 UPWP revisions Distribute revisions of the FY2024 UPWP to the Idaho Transportation Department for tracking purposes Distribute revisions of the FY2024 UPWP to the Federal Highway Administration and the Federal Transit Administration for approval						As Needed
FY2025 UPWP Development Develop process and schedule for the FY2025 UPWP Solicit membership input on possible transportation planning projects and associated needs for FY2025 Submit initial revenue assessment for FY2025 to the Finance Committee for input Obtain Board approval on FY2025 General and Special membership dues						Nov Jan-Feb Mar Apr
Present FY2025 UPWP Present draft FY2025 UPWP to Finance Committee for input and feedback Present draft FY2025 UPWP to Finance Committee for recommendation Submit FY2025 UPWP to Board for adoption Submit and obtain approval from Federal Highway Administration of FY2025 UPWP Distribute FY2025 UPWP to the Idaho Transportation Department and Federal Transit Administration						Jun Jul Aug Aug Aug
Track Federal requirements as related to Self-Certification Compliance with federal requirements						Ongoing
Track federal requirements as related to Regional Transportation Improvement Program and the Long-Range Transportation Plan Monitor federal changes through the Federal Register						Ongoing
LEAD STAFF: Meg Larsen						Expense Summary
END PRODUCTS: FY2024 UPWP revisions; FY2025 UPWP; and maximize funding opportunities.						
						Total Workdays: 108
						Salary \$ 67,076
						Fringe 31,200
						Overhead 8,500
						Total Labor Cost: 106,776
ESTIMATED DATE OF COMPLETION: September-2024						DIRECT EXPENDITURES:
Funding Sources				Participating Agencies		Professional Services \$ -
	Ada	Canyon	Special	Total	Member Agencies	Legal / Lobbying
CPG, K22108				\$ -	Federal Highway Administration	Equipment Purchases
CPG, K22494	54,911	19,293		74,204	Federal Transit Administration	Travel / Education
STP-TMA, 20560			24,735	24,735		Printing
						Public Involvement
Local / Fund Bal	4,350	1,528	1,959	7,837		Meeting Support
						Other
Total:	\$ 59,261	\$ 20,821	\$ 26,694	106,776		Total Direct Cost: \$ -
					601	Total Cost: \$ 106,776

PROGRAM NO.	620		CLASSIFICATION:		Project	
TITLE:	Demographics and Growth Monitoring					
TASK / PROJECT DESCRIPTION:	To collect, analyze, and report on growth and transportation patterns related to goals in the regional long-range transportation plan. This includes providing demographic data, such as population and employment estimates, providing relevant information for local decision-making, and updating demographic forecasts based on new entitlements and policies.					
PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:	Tracking and monitoring growth and system demands are critical to several planning efforts: 1) <i>Communities in Motion</i> as well as other corridor, subarea, and alternative analyses depend on accurate data and assumptions about current and future transportation, housing, and infrastructure demands; 2) The travel demand model also requires current and accurate housing and employment data; 3) Accessing, mapping, and disseminating census data and training enables member agencies to have data for studies, grants, land use allocation demonstration modeling, and other analyses, and is an often requested member service, and 4) Development review, including the fiscal impact analysis, enables local decision-makers to bridge regional and local planning efforts to provide growth supportive of <i>Communities in Motion</i> .					
FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:	Federal Code 23 CFR § 450.322 (b) -- Long-range plans require valid forecasts of future demand for transportation services that are based on existing conditions that can be included in the travel demand model. In updating the transportation plan, the MPO shall use the latest available estimates and assumptions for population, land use, travel, employment, congestion, and economic activity. "The metropolitan transportation plan shall, at a minimum, include (1) The projected transportation demand of persons and goods in the metropolitan planning area over the period of the transportation plan...."					
FY2024 BENCHMARKS						
MILESTONES / PRODUCTS						
Population and Employment Estimates						
Data collection and geocoding of building permits					Ongoing	
Complete 2023 employment data					Mar	
Complete 2023 Development Monitoring Report					Mar	
Complete 2024 population estimates and receive Board acceptance					Apr	
Development Forecasting, Tracking, and Reconciliation						
Update preliminary plat files and other entitled development					Ongoing	
Board approval of 2055 Growth Allocation					Aug	
Develop population, housing, and employment forecasts for long-range transportation plan					Jan-Aug	
Board approval of 2055 Control Forecast					Dec	
Conduct build-out analysis					Jan-Aug	
Board approval of buildout forecast					Aug	
Demographics Support						
Respond to member requests for census data					Ongoing	
Provide development and policy reviews and checklists					Ongoing	
Include fiscal impact analysis with development checklist per policy					Ongoing	
Development checklist report					Mar	
LEAD STAFF: Austin Miller					Expense Summary	
END PRODUCT: Demographic products: 1) 2024 population estimates; 2) 2023 employment estimates; 3) 2023 Development Monitoring Report updated; 4) annual demographic reconciliation; 5) population, housing, and employment forecast; and 6) development checklist report						
					Total Workdays: 175	
					Salary \$ 84,650	
					Fringe 39,375	
					Overhead 10,728	
					Total Labor Cost: 134,753	
ESTIMATED DATE OF COMPLETION: September-2024					DIRECT EXPENDITURES: Professional Services Legal / Lobbying Equipment Purchases Travel / Education Printing Public Involvement Meeting Support Other 2,500	
Funding Sources				Participating Agencies		
	Ada	Canyon	Special	Total		Member Agencies
CPG, K22108	\$ 2,656	\$ 933		\$ 3,589		Housing authorities and other housing stakeholders
CPG, K22494	69,752	24,507		94,259		
STP-TMA, 20560			27,059	27,059		
Local / Fund Bal	7,550	2,653	2,143	12,346		
Total:	\$ 79,958	\$ 28,093	\$ 29,202	\$ 137,253	Total Direct Cost: \$ 2,500	
					620 Total Cost: \$ 137,253	

PROGRAM NO.	653				CLASSIFICATION:	Project	
TITLE:	Communication and Education						
TASK / PROJECT DESCRIPTION:	The Communication and Education task broadly includes external communications, public relations, public involvement, public education, and ongoing COMPASS Board education. Specific elements of the task include, but are not limited to, managing the ongoing COMPASS education series, the annual COMPASS 101 workshop, periodic Board workshops, and the Leadership in Motion awards program; writing the annual report, <i>Keeping Up With COMPASS</i> newsletter, brochures, web content, news releases, and other documents; managing COMPASS' social media channels; supporting the Public Participation Workgroup; and representing COMPASS at open houses and other events.						
PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:	The Communication and Education program helps COMPASS facilitate public involvement in, and understanding of, transportation and related planning efforts by planning and implementing an integrated communications/education and public participation strategy.						
FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:	Federal Code 23 CFR § 450.316 requires public input and involvement in metropolitan planning organization planning activities. Public involvement for specific programs (e.g., regional transportation improvement program, regional long-range transportation plan [<i>Communities in Motion</i>]) is planned and budgeted under those programs. The Communication and Education task supports that outreach and involvement through developing and updating the COMPASS participation plan, coordinating outreach efforts, and providing more general (non-program specific) opportunities for the public to learn about transportation, planning, financial, and related issues to support federally required public involvement efforts.						
FY2024 BENCHMARKS							
MILESTONES / PRODUCTS							
General							
Continue work with media -- set up interviews, develop story ideas, respond to inquiries, write/distribute news releases							Ongoing
Support work of Public Participation Workgroup							Ongoing
Implement the COMPASS participation plan; work toward goals established in the plan							
Provide outreach/public speaking support and training to staff							Ongoing
Develop tools, such as electronic and print materials, designed for most effective means of communication							
Maintain and enhance COMPASS social media channels							Ongoing
Continually update the COMPASS website to improve usability and keep content up to date							Ongoing
Develop the FY2024 annual report, annual budget summary, and annual communication summary							Oct - Dec
Write and distribute the monthly Keeping Up With COMPASS newsletter							Ongoing
Develop a public-focused summary brochure describing how to become involved with COMPASS							
Update/develop other print materials as appropriate							Ongoing
Education and community outreach							
Develop and implement the FY2024 public education series							Jan - Sep
Support and collaborate with other agencies' outreach and education efforts and programs							Ongoing
Participate in community events to share planning-related information							Ongoing
Attend/support member agencies at public meetings							Ongoing
Manage/support the Leadership in Motion awards program							Aug - Dec
Plan and host the annual "COMPASS 101" workshop							Jan - Feb
Sponsor the "Look! Save a Life" bicycle/pedestrian safety campaign (coordinated through the City of Boise Police Department)							Mar - Jun
Present information about COMPASS and our programs to stakeholders and community groups as requested							Ongoing
Develop a new COMPASS display for use at community meetings							Oct - Dec
Purchase new COMPASS swag to distribute at public events							Oct - Dec
LEAD STAFF: Amy Luft					Expense Summary		
END PRODUCT: Public involvement in, and understanding of, transportation planning and related issues.							
					Total Workdays: 236		
					Salary \$ 100,463		
					Fringe 46,730		
					Overhead 12,732		
					Total Labor Cost: 159,924		
ESTIMATED DATE OF COMPLETION: September-2024					DIRECT EXPENDITURES:		
Funding Sources				Participating Agencies			
				Member Agencies			
CPG, K22108	Ada	Canyon	Special	Total			
CPG, K22494				\$ -			
Local / Fund Bal			212,274	212,274			
				-			
	\$ -	\$ -	\$ 212,274	\$ 212,274			
					Total Direct Cost: \$ 52,350		
					653	Total Cost: 212,274	

PROGRAM NO.	661				CLASSIFICATION:	Project
TITLE:	Long Range Planning					
TASK / PROJECT DESCRIPTION:	This project encompasses the activities to identify regional transportation needs and solutions, and prepare a regional long-range transportation plan, <i>Communities in Motion</i> (CIM), for Ada and Canyon Counties. This task also incorporates implementation support for the adopted long-range transportation plan and ongoing long-range planning activities.					
PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:	<i>Communities in Motion</i> (CIM) is developed in cooperation with member agencies, local governments and the Idaho Transportation Department by a continuing, cooperative, and comprehensive planning process. This performance and outcome-based planning will help guide resources to infrastructure and service projects that collectively help achieve the regional (CIM) goals.					
FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:	Federal Code 23 CFR § 450 "Infrastructure Investment and Jobs Act" (IIJA) requires that the regional long-range transportation plan be updated every four years in air quality maintenance areas, otherwise every five years. 23 USC 150-- establishes national goals and a performance program, in consultation with stakeholders, including metropolitan planning organizations. The purpose is to provide a means to the most efficient investment of federal transportation funds.					
FY2024 BENCHMARKS						
MILESTONES / PRODUCTS						
General Project Management Monitor legislative, funding, etc. changes and provide updates Update financial analysis Transportation funding study						Ongoing Oct-Mar May-June
Land Use Complete Regional Housing Plan and present to COMPASS Board Review comprehensive plans						Oct Ongoing FY24-FY25
Active Transportation (bicycle and pedestrian) Review micromobility Update regional pathway network Develop coordinated regional waterway-pathway plan Intergrate bicycle pedestrian count program into planning process						FY24-FY25
Freight Update freight study Develop freight rail analysis						FY24-FY25
Public Transportation Coordinate high capacity transit planning and environmental linkages (PEL) study Update regional public transportation network Update coordinated plan Conduct first and last mile needs analysis Develop park and ride coordination plan						FY24-FY25
Roadways Update congestion management process, strategies and implementation Update regional transportation demand management policy/strategy Analyze smart cities/intelligent transportation systems corridor intergration opportunities Develop carbon reduction strategy						FY24-FY25
Safety Develop regional safety action plan						FY24-FY25
Equity Analysis of transportation underfunding Update disadvantaged groups needs analysis						FY24-FY25
Environment, Natural Resources, and Resiliency Update environmental mitigation strategies Develop resiliency improvement plan						FY24-FY25
Economic Activity Update travel and tourism						FY24-FY25
Emerging technology and security Develop regional transportation security education and support Develop electric vehicles alternative fuels infrastructure deployment study Develop autonomous vehicles preparedness study						FY24-FY25
Performance Management Update asset management information as needed Update federally required performance targets as needed						Mar Ongoing
Public Involvement Conduct public involvement according to the work plan						Ongoing
Bike Counter Management Manage portable counter requests Manage permanent counter program and COMPASS Data Bike Manage and report data						Ongoing Ongoing Ongoing
LEAD STAFF: Austin Miller						Expense Summary
END PRODUCT: Begin development of <i>Communities in Motion 2055</i> ; projects to address new planning emphasis areas and prepare for federal grant opportunities; collect bicycle and pedestrian data.						
ESTIMATED DATE OF COMPLETION: September-2024						Total Workdays: 1,178
						Salary \$ 502,603
						Fringe 233,784
						Overhead 63,694
						Total Labor Cost: 800,081
ESTIMATED DATE OF COMPLETION: September-2024						DIRECT EXPENDITURES:
Funding Sources				Participating Agencies		Professional Services \$ 2,138,091
	Ada	Canyon	Special	Total	Member Agencies	Legal / Lobbying
CPG, K22108	206,817	72,666		279,483	ITD	Equipment Purchases
CPG, K22494	402,785	141,520		544,305	FHWA	Travel / Education
STP-TMA, K21889			156,767	156,767	FTA	Printing
STBG-U, K23026			6,350	6,350	Housing authorities and other housing stakeholders	Public Involvement
STBG-TMA, K22395			55,596	55,596		Carry-Forward
STBG-TMA, K19571			18,532	18,532		
STBG-TMA, K20271			5,780	5,780		
STBG-TMA, K13046			1,019,260	1,019,260		
CRP-TMA, K24233			166,788	166,788		
FHWA SS4A			392,000	392,000		
Local / Fund Bal	60,759	21,348	231,044	313,151		
Total:	670,361	235,534	2,052,117	2,958,012		
						Total Direct Cost: \$ 2,157,931
						Total Cost: 2,958,012

PROGRAM NO.	685				CLASSIFICATION:	Project	
TITLE:	Resource Development/Funding						
TASK / PROJECT DESCRIPTION:	Develop a FY2025-2031 Regional Transportation Improvement Program (TIP) for Ada and Canyon Counties that complies with all federal, state, and local regulations and policies for the purpose of funding transportation projects. Process amendments and provide project tracking and monitoring for the FY2024-2030 TIP. With consultant assistance, COMPASS staff will assist member agencies in taking project ideas and transforming them into well-defined projects with cost estimates, purpose and need statements, environmental scans, and public information plans. Grant research, development, and grant administration are expected to secure additional funding into the region. COMPASS will award <i>Communities in Motion</i> (CIM) Implementation Grants to member agencies after appropriate outreach, prioritization, and contract due diligence.						
PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:	Implement requested projects by member agencies, and leverage local dollars. Well defined and scoped projects with accurate project costs and schedules allow strong grant applications, linked closely with CIM 2050 goals and performance measures, increase the delivery of funded projects on time and on budget. These efforts provide the necessary federal documentation for member agencies to obtain federal funding for transportation projects. Staff provides assistance to member agencies to ensure projects meet deadlines and do not lose federal funding through project monitoring and committee participation.						
FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:	The task is designed to help identify additional revenue sources for member agencies to assist in funding improvements and ongoing maintenance of the transportation system; also assists member agencies in implementing the regional long-range transportation plan and the annual TIP. Under 23 CFR § 450, COMPASS is required to develop a TIP in cooperation with ITD and public transportation operators. Certain additional requirements are required in the Boise Urbanized Area because it is considered a Transportation Management Area (TMA). The TIP is required to be updated every four years; however, COMPASS follows the update cycle of ITD's Statewide Transportation Improvement Program (STIP), which is updated annually. All projects receiving federal funding or considered regionally significant must be consistent with the regional long-range transportation plan. The TIP is tied to the Air Quality Conformity Demonstration to ensure funded projects do not violate budgets set in the State Implementation Plan (SIP) (air quality budgets for the State of Idaho). The TIP is also scrutinized in the federal Certification Review.						
FY2024 BENCHMARKS							
MILESTONES / PRODUCTS							
685001 Transportation Improvement Program Update funding application process Conduct member outreach Solicit project applications Assist members with developing complete applications Facilitate ranking of project applications Assign projects to funding programs through prioritization process Develop the final FY2025-2031 Regional Transportation Improvement Program Incorporate reporting methods for federal performance targets, prior to deadlines Monitor and track FY2024-2030 Regional Transportation Improvement Program Balance federal-aid programs managed by COMPASS, as changes occur Provide assistance to member agencies with federal-aid funding concerns Provide funding and programming assistance to Valley Regional Transit (VRT) Update the Resource Development Plan							Oct-Sept
685002 Project Development Program Select, contract with, and manage consultants Manage project development teams Review/revise, approve, and disseminate reports							Oct-Sept
685003 Grant Research and Development Seek funding for project needs listed in the Resource Development Plan Monitor grant sources; share grant information Match grant sources with unfunded members needs Write/assist member agencies with grant applications - INFRA, RAISE, CDBG, etc.							Oct-Sept
685004 CIM Implementation Grants Administer contracting/reporting/billing processes Manage projects to ensure completion on time and on budget							Oct-Sept
LEAD STAFF: Toni Tisdale					Expense Summary		
END PRODUCTS: Current-year TIP amendments and TIP update. Annual Resource Development Plan. Project Development Program pre-concept reports. Application assistance. CIM Implementation Grants.							
					Total Workdays: 650		
					Salary \$ 318,637		
					Fringe 148,213		
					Overhead 40,381		
					Total Labor Cost: 507,231		
ESTIMATED DATE OF COMPLETION: September-2024					DIRECT EXPENDITURES:		
Funding Sources				Participating Agencies			
	Ada	Canyon	Special	Total	Member Agencies		
CPG, K22108	\$ 516	181		\$ 697			
CPG, K22494	243,111	85,417		328,528			
STP-TMA, 20560			75,918	75,918			
Other				-			
Local / Fund Bal	19,651	6,904	327,033	353,588			
Total:	\$ 263,278	\$ 92,502	\$ 402,951	\$ 758,731	Professional Services \$ 245,000		
					Legal / Lobbying		
					Equipment Purchases		
					Travel / Education		
					Printing		
					Public Involvement 6,500		
					Meeting Support		
					Other		
					Total Direct Cost: \$ 251,500		
					685 Total Cost: \$ 758,731		

PROGRAM NO.	701				CLASSIFICATION:	Service
TITLE:	General Membership Services					
TASK / PROJECT DESCRIPTION:	Provides assistance to COMPASS members, including demographic data, mapping, geographic information system assistance/education, travel demand modeling, and other project support.					
PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:	This service promotes implementation of the regional long-range transportation plan. COMPASS staff are engaged in the members' studies and can become more familiar with their assumptions and recommendations. Use of consistent data and methodologies in the various studies and plans conducted by member agencies is beneficial to the region as well.					
FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:	There are no federal or state requirements concerning provision of services to member agencies. There are no certification review comments, corrective actions or recommendations related to this program. Member support provides assistance to agencies fulfilling activities related to <i>Communities in Motion</i> , air quality evaluations, and more detailed transportation planning activities such as corridor studies.					
FY2024 BENCHMARKS						
MILESTONES / PRODUCTS						
Provide general assistance to member agencies as requested in the areas of: Specific assistance determined per member agency requests, may include: Geographic Information Systems (GIS) (maps, data, and analyses) Data and travel demand modeling Demographic, development, and related information Traffic counts and related information Travel time data and analysis Other requests as budget allows Specifically requested assistance: <i>FY2024 Member Requests; as ranked by RTAC</i> <i>Boise Estimating Population Density to Support Regional Transit Goals (6 days)</i> <i>Meridian Corridor Preservation Analysis (10 days)</i> <i>Notus Collector Street Rebuilds (10 days)</i> <i>Additional Member Requests</i> <i>Facilitate discussions among Canyon County roadway jurisdictions to determine support for a placing a county-wide local option registration fee on the ballot.</i>						Ongoing
						As Needed
LEAD STAFF: Mary Ann Waldinger					Expense Summary	
END PRODUCT: Data, mapping, and modeling assistance to COMPASS members. Support for member agency studies and planning activities.					Total Workdays: 115	
					Salary \$ 66,014	
					Fringe 30,706	
					Overhead 8,366	
					Total Labor Cost: 105,086	
ESTIMATED DATE OF COMPLETION: September-2024					DIRECT EXPENDITURES:	
Funding Sources				Participating Agencies		Professional Services
	Ada	Canyon	Special	Total	Member Agencies	Legal / Lobbying
CPG, K22108						Equipment Purchases
CPG, K22494	55,609	19,538		75,147		Travel / Education
STP-TMA, 20560			22,226	22,226		Printing
Local / Fund Bal	4,405	1,548	1,761	7,713		Public Involvement
				-		Meeting Support
				-		Other
						Total Direct Cost: \$ -
Total:	\$ 60,014	\$ 21,086	\$ 23,987	\$ 105,086	701	Total Cost: \$ 105,086

PROGRAM NO.	703			CLASSIFICATION:	Service
TITLE:	Public Services				
TASK / PROJECT DESCRIPTION:	To provide data, mapping, demographic, and other assistance to the public and non-member entities, as appropriate. For some products, such as maps, there is a charge for the product. When data or other information are not "off-the-shelf" and staff time is needed for research, a labor charge may be applied consistent with COMPASS policy.				
PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:	COMPASS responds to questions from the public and provides a number of products to the public and other entities: demographic data, development information, traffic counts and projections, maps, and geographic information system analyses.				
FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:	There are no federal or state requirements concerning provision of services to the public. However, these services support COMPASS' vision, mission, roles, and values, including: "...serve as a source of information and expertise..." (COMPASS Mission), "serve as the regional technical resource..." (Role #3 Expert), and "perform and share quality analyses" (Role #3 Expert).				
FY2024 BENCHMARKS					
MILESTONES / PRODUCTS					
Provide assistance to public and non-member entities, as requested, in the areas of: Geographic Information Systems (GIS) (maps, data, and analyses) Data and travel demand modeling for proposed developments Demographic, development, and related information Traffic counts and related information Travel time data and analysis Other general requests for information					Ongoing
LEAD STAFF: Mary Ann Waldinger END PRODUCT: Information assistance to the general public.					Expense Summary
					Total Workdays: 25
					Salary \$ 13,950
					Fringe 6,489
					Overhead 1,768
					Total Labor Cost: 22,206
ESTIMATED DATE OF COMPLETION: September-2024					DIRECT EXPENDITURES: \$ -
Funding Sources				Participating Agencies	
	Ada	Canyon	Special	Total	Member Agencies
				\$ -	
Local / Fund Bal			22,206	\$ 22,206	
Total:	\$ -	\$ -	\$ 22,206	\$ 22,206	
					Total Direct Cost: \$ -
					703 Total Cost: \$ 22,206

PROGRAM NO.	705			CLASSIFICATION:	Service
TITLE:	Transportation Liaison Services				
TASK / PROJECT DESCRIPTION:	To provide adequate staff liaison time at member agency meetings and coordinate transportation-related planning activities with member agencies.				
PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:	Transportation liaison services ensure staff representation and coordination with membership on transportation-related planning. Requests that exceed four days may require COMPASS Board approval of a new work program.				
FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:	Achieve better inter-jurisdictional coordination of transportation and land use planning. Documentation of other significant transportation planning projects occurring within the Treasure Valley through the Unified Planning Work Program and Budget.				
FY2024 BENCHMARKS					
MILESTONES / PRODUCTS					
Attend member agency meetings and coordinate transportation-related planning activities with member agencies					Ongoing
LEAD STAFF: Matt Stoll					Expense Summary
END PRODUCT: Ongoing staff liaison role to member agencies.					Total Workdays: 48
					Salary \$ 27,372
					Fringe 12,732
					Overhead 3,469
					Total Labor Cost: 43,573
ESTIMATED DATE OF COMPLETION: September-2024					DIRECT EXPENDITURES:
Funding Sources				Participating Agencies	
	Ada	Canyon	Special	Total	Professional Services \$ -
CPG, K22108				\$ -	Legal / Lobbying
CPG, K22494	29,877	10,497		40,374	Equipment Purchases
					Travel / Education
Local / Fund Bal	2,367	832	-	3,199	Printing
				-	Public Involvement
				-	Meeting Support
				-	Other
Total:	\$ 32,244	\$ 11,329		\$ 43,573	Total Direct Cost: \$ -
					705 Total Cost: \$ 43,573

PROGRAM NO.	760			CLASSIFICATION:	Service	
TITLE:	Government Affairs					
TASK / PROJECT DESCRIPTION:	Identify, review, monitor, advocate and report to the COMPASS Board on pending state and federal legislation that directly or indirectly relates to COMPASS priorities and activities.					
PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:	To secure funding and influence policies on relevant transportation-related legislation at the federal and state levels.					
FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:	There is no federal requirement for this process. The Board works together to identify and prioritize needs and projects.					
FY2024 BENCHMARKS						
MILESTONES / PRODUCTS						
Federal Legislative Priorities Work with COMPASS Executive Committee to identify priorities and position statements for federal legislation Obtain COMPASS Board approval of federal legislative priorities Educate and advocate on federal legislative priorities Evaluate possible legislative priorities for next federal legislative session					Oct-Nov Nov-Dec Dec-Sep May-Sep	
State Legislative Priorities Work with Executive Committee to identify possible priorities and position statements for FY2024 legislative session Obtain Board endorsement of FY2024 legislative priorities Educate and advocate on FY2024 legislative priorities Evaluate possible legislative priorities for FY2025 legislative session Develop a booklet highlighting COMPASS' 2024 state legislative priorities for distribution to Idaho legislators					Oct-Nov Nov-Dec Dec-Apr May-Sep Oct-Dec	
LEAD STAFF:	Matt Stoll				Expense Summary	
END PRODUCT:	An effective advocacy program for legislative issues and positions that have been approved by the Board.				Total Workdays: 270 Salary \$ 172,774 Fringe 80,365 Overhead 21,895 Total Labor Cost: 275,034	
ESTIMATED DATE OF COMPLETION:	September-2024				DIRECT EXPENDITURES:	
Funding Sources				Participating Agencies		
	Ada	Canyon	Special	Total	Member Agencies Professional Services Legal / Lobbying \$ 1,250 Equipment Purchases Travel / Education 18,000 Printing 500 Public Involvement Meeting Support Other	
				\$ -		
Local / Fund Bal			294,784	\$ 294,784		
Total:	\$ -	\$ -	\$ 294,784	\$ 294,784		
					Total Direct Cost: \$ 19,750 Total Cost: 294,784	

PROGRAM NO.	801			CLASSIFICATION:	System Maintenance
TITLE:	Staff Development				
TASK / PROJECT DESCRIPTION:	To provide staff with resources necessary to keep them informed of federal and state regulations, current transportation planning technologies, and best practices and activities nationally.				
PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:	The activities of this task are part of the overall continuous process to enhance technical and professional capacity. It is important that staff be informed and educated on new regulations and practices to develop and maintain a responsive transportation program.				
FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:	There are no federal or state requirements concerning provision of staff training; however, COMPASS provides staff with opportunities for training and education. Training examples include attending workshops and conferences sponsored by Federal Highway Administration, National Association of Regional Councils, American Planning Association, Western Planner, Association of Metropolitan Planning Organizations, the Transportation Research Board, etc., to keep staff well informed.				
FY2024 BENCHMARKS					
MILESTONES / PRODUCTS					Ongoing
Staff training and development					
LEAD STAFF: Meg Larsen					Expense Summary
END PRODUCT: Maintain staff knowledge of federal grant requirement needs and changes and build a strong team through national and local seminars, workshops, conferences, and educational classes.					Total Workdays: 153
					Salary \$ 72,272
					Fringe 33,617
					Overhead 9,159
					Total Labor Cost: 115,048
ESTIMATED DATE OF COMPLETION: September-2024					DIRECT EXPENDITURES:
Funding Sources				Participating Agencies	
	Ada	Canyon	Special	Total	
CPG, K22108	\$ 31,123	\$ 10,934		\$ 42,057	Federal Highway Administration
CPG, K22494	82,048	28,828		110,876	Federal Transit Administration
Local / Fund Bal	8,965	3,150		12,115	
				-	
Total:	\$ 122,136	\$ 42,912	\$ -	\$ 165,048	
					Total Direct Cost: \$ 50,000
					801 Total Cost: \$ 165,048

PROGRAM NO.	820			CLASSIFICATION:	System Maintenance
TITLE:	Committee Support				
TASK / PROJECT DESCRIPTION:	To provide support to the COMPASS Board and standing committees as defined by the COMPASS Bylaws and Joint Powers Agreement.				
PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:	Provide coordination and communication among member agencies' staff and elected officials in transportation and land use planning, through meeting materials, agendas, and minutes, which are a historical record of events leading to the decision-making processes.				
FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:	The COMPASS Joint Powers Agreement, Section 4.1.6(K), states, "Open Meeting Law: All meetings of the Board shall be governed under the provisions of the Open Meeting Law, Chapter 2, Title 74, Idaho Code, and any amendments and/or recodification thereof."				
FY2024 BENCHMARKS					
MILESTONES / PRODUCTS					
Provide meeting coordination, materials, and follow-up to the Board, standing committees, and workgroups.					Ongoing
LEAD STAFF: Amy Luft					
END PRODUCT: Ongoing support of committees to promote involvement and communication.					Expense Summary
					Total Workdays: 211
					Salary \$ 106,425
					Fringe 49,503
					Overhead 13,487
					Total Labor Cost: 169,416
ESTIMATED DATE OF COMPLETION:				September-2024	
Funding Sources				Participating Agencies	
	Ada	Canyon	Special	Total	Member Agencies
CPG, K22108	\$ 52,091	\$ 18,303		\$ 70,394	
CPG, K22494	64,074	22,512		86,586	
Local / Fund Bal	9,203	3,233	2,000	14,436	
				-	
Total:	\$ 125,368	\$ 44,048		\$ 171,416	
					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: 171,416

PROGRAM NO.	836			CLASSIFICATION:	System Maintenance	
TITLE:	Technical Support: Regional Travel Demand Model					
TASK / PROJECT DESCRIPTION:	Upkeep of the regional travel demand model is an ongoing task needed to maintain the model as a useful tool in planning activities. It also provides vital information for the required process of air quality conformity demonstration and all benefit-cost evaluations.					
PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:	The model outputs are used to test and plan transportation projects, support capital improvement plans and impact fee and/or proportionate share programs for member agencies, conduct air quality conformity of the Regional Transportation Improvement Program (TIP) and regional long-range transportation plan, provide area of influence model runs to inform the traffic impact study process, and respond to various special member requests.					
FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:	Federal Code 23 CFR § 450.324 -- Long-range transportation plans require valid forecasts of future demand for transportation services which are provided by a travel demand model. Outputs from the model are also necessary for transportation conformity determinations of the TIP and long-range plan and evaluating the impacts of alternative transportation investments. In updating the transportation plan, (e) "the MPO shall base the update on the latest available estimates and assumptions for population, land use, travel, employment, congestion, and economic activity" (f) "The metropolitan transportation plan shall, at a minimum, include (1) The current and projected transportation demand of persons and goods in the metropolitan planning area over the period of the transportation plan;..."					
FY2024 BENCHMARKS						
MILESTONES / PRODUCTS						
Key Elements						
Maintain and update traffic count database					Ongoing	
Maintain the structure and integrity of the regional travel demand model for air quality conformity and use in the Transportation Economic Development Impact System (TREDIS)					Ongoing	
Provide travel demand modeling assistance to support member agency needs and special projects					Ongoing	
Provide project and program evaluations using TREDIS for grant applications and ITD's Safety and Capacity Program					Oct - Aug	
Reconcile demographic data and integrate in the current and forecast years of the regional model					Oct - Dec	
Develop and update parameters for calibration of the regional model using data from the 2021 Household Travel Survey					Oct - Sept	
Support ACHD's Capital Improvement Plan update					Jan - Apr	
Provide technical and modeling support as needed for regional long range transportation plan					Ongoing	
Work with and use ITD's required protocols to update of the Federal Aid and possibly the Planning Functional Classification Systems after urbanized boundaries are released					Oct-Aug	
Special Tasks and Model Improvements						
Provide technical analysis on member agency requests vetted through RTAC					Ongoing	
Provide modeling and technical assistance to ITD's corridor and environmental studies					Ongoing	
Provide technical analysis on unanticipated member agency requests					Ongoing	
Maintain the data foundation system and continue to incorporate into other data sources					Ongoing	
LEAD STAFF: Mary Ann Waldinger						
END PRODUCT: Reasonable and reliable regional travel demand model using the latest available information and forecasts for various types of projects, studies, and analyses.					Expense Summary	
					Total Workdays:	191
					Salary	\$ 110,652
					Fringe	51,469
Overhead	13,926					
Total Labor Cost:	176,144					
ESTIMATED DATE OF COMPLETION: September-2024						
Funding Sources					Participating Agencies	
	Ada	Canyon	Special	Total	Highway Districts	
CPG, K22108				\$ -	Member Agencies	
CPG, K22494	166,857	58,625		225,482	Federal Highways Administration	
				-	Idaho Transportation Department	
				-	Valley Regional Transit	
Local / Fund Bal	13,218	4,644		17,862	Department of Environmental Quality	
Total:	\$ 180,075	\$ 63,269	\$ -	\$ 243,344		
					DIRECT EXPENDITURES:	
					Professional Services	
					Legal / Lobbying	
					Equipment Purchases	
					Travel / Education	
					Printing	
					Public Involvement	
					Meeting Support	
					Other	
					Total Direct Cost: \$ 67,200	
					836 Total Cost: \$ 243,344	

PROGRAM NO.	842			CLASSIFICATION:	System Maintenance	
TITLE:	Congestion Management Process					
TASK / PROJECT DESCRIPTION:	Maintain a functional congestion management process (CMP) for the Treasure Valley. Conduct data collection, update the congestion management process as needed, produce the Annual Congestion Management Report, maintain regional intelligent transportation system (ITS) architecture and inventory. Research, provide, and monitor transportation demand management (TDM) strategies. Work with member agencies to identify regional congestion issues, identify congestion management needs, and recommend congestion management strategies.					
PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:	The Congestion Management Process (CMP) is a systematic, cyclical, and regionally accepted approach for managing congestion that generates current information regarding regional congestion, outlines methods for identifying congestion management needs, identifies strategies to mitigate congestion, defines performance measures and targets related to congestion, and defines the path for implementing strategies through COMPASS' transportation improvement program (TIP) and regional long-range transportation plan.					
FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:	Federal Code 23 CFR § 450.322 -- A congestion management process is federally required for areas with populations exceeding 200,000, known as Transportation Management Areas. While only a portion of COMPASS' planning area is subject to this requirement (the Boise Urbanized Area), COMPASS' CMP covers its entire planning area. (a) "The transportation planning process in a TMA shall address congestion management through a process that provides for safe and effective integrated management and operation of the multimodal transportation system, based on a cooperatively developed and implemented metropolitan-wide strategy, of new and existing transportation facilities eligible for funding under title 23 U.S.C. and title 49 U.S.C. Chapter 53 through the use of travel demand reduction (including intercity bus operators, employer-based commuting programs such as a carpool program, vanpool program, transit benefit program, parking cash-out program, shuttle program, or telework program), job access projects, and operational management strategies..."					
FY2024 BENCHMARKS						
MILESTONES / PRODUCTS						
Congestion Management and Travel Time Data Complete the Congestion Management Annual Report using the National Performance Measure Research Data Set (NPMRDS) for 2023 Maintain the Congestion Management Process Technical Document Publish congestion management annual report to digital format (web map/story map) Work with Regional Operations Workgroup and other COMPASS workgroups to identify congestion issues, congestion management needs, and congestion management strategies NPMRDS Travel Time Data and Process Develop process for evaluating effectiveness of congestion mitigation projects using the NPMRDS and INRIX travel time data sets Transportation System Management and Ops (TSMO) and ITS Plan Update Maintain the regional ITS inventory and TSMO/ITS projects list Refine the integration of management and operation strategies and TSMO projects into the long range plan					June-Sept Ongoing June-Sept Ongoing Ongoing Ongoing Ongoing	
LEAD STAFF: Mary Ann Waldinger					Expense Summary	
END PRODUCT: Maintenance of the congestion management process, congestion management annual report (congestion issues, needs, strategies), 2022 travel time data collection and analysis, Updated TSMO/ITS projects list and inventory, I-84 corridor operations plan including the managed-lane analysis.					Total Workdays: 75 Salary \$ 43,449 Fringe 20,210 Overhead 5,506 Total Labor Cost: 69,166	
ESTIMATED DATE OF COMPLETION: September-2024					DIRECT EXPENDITURES:	
Funding Sources				Participating Agencies		
	Ada	Canyon	Special	Total	Highway Districts	
CPG, K22108				\$ -	Member Agencies	
CPG, K22494	47,426	16,663		64,089	Federal Highways Administration	
				-		
				-		
Local / Fund Bal	3,757	1,320		5,077		
				-		
Total:	\$ 51,183	\$ 17,983	\$ -	\$ 69,166	Total Direct Cost: \$ - 842 Total Cost: \$ 69,166	

PROGRAM NO.	990			CLASSIFICATION:	Indirect / Overhead	
TITLE:	Direct Operations & Maintenance					
TASK / PROJECT DESCRIPTION:	To provide local dollars for expenditures that do not qualify for reimbursement under the federal guidelines. Program dollars for professional services for COMPASS Board related events, meeting expenses, and equipment/software needs.					
PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:	Adequately cover expenses needed to support the Board, Executive Director, and agency outside of federally funded projects.					
FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:	There are no federal or state requirements concerning these provisions; however, the Finance Committee oversees and approves these accounts and expenditures.					
FY2024 BENCHMARKS						
			MILESTONES / PRODUCTS			
Provide local dollars for expenditures not federally funded. Planned FY2024 equipment and software expenditures Network server replacement Staff hardware replacement Transit network planning software Transportation improvement program management software Benefit-cost analysis software Transportation modeling software Planned FY2024 buildout of remaining work spaces			Ongoing			
LEAD STAFF:	Meg Larsen				Expense Summary	
END PRODUCT:	Adequately cover the direct expenses needed to support the Board, Executive Director, equipment needs, and COMPASS operations.				Total Workdays: 0	
					Salary \$ -	
					Fringe -	
					Overhead -	
					Total Labor Cost: \$ -	
ESTIMATED DATE OF COMPLETION:	September-2024				DIRECT EXPENDITURES:	
Funding Sources				Participating Agencies		
	Ada	Canyon	Special	Total	Member Agencies	
STBG-TMA, K20271			496,657	\$ 496,657		
Other Local / Fund Bal			333,768	333,768		
			-	-		
Total:	\$ -	\$ -	\$ 830,425	\$ 830,425		
					Total Direct Cost: \$ 830,425	
					990 Total Cost: \$ 830,425	

PROGRAM NO.	991			CLASSIFICATION:	Indirect / Overhead
TITLE:	Support Services Labor				
TASK / PROJECT DESCRIPTION:	To provide labor to support the ongoing administrative functions of COMPASS. Areas include: personnel management, financial management, information technology management, procurement, contracting, and general administration. Work with independent auditor on annual audit.				
PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:	To maintain payroll, accounts payable/receivable, benefits, recruitment, building and vehicle maintenance, general ledger bank reconciliation, cash flow, annual audit, and development of the computer system.				
FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:	<p>The Office of Management and Budget (OMB) requires that a single audit be performed to ensure federal funds are being expended properly. The most recent OMB regulation issued for this purpose is Title 2 U.S. Code of Federal Regulations (CFR) Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance). It includes uniform cost principles and audit requirements for federal awards to nonfederal entities and administrative requirements for all federal grants and cooperative agreements.</p> <p>Memorandum of Understanding 04-01, Operation and Financing of the Metropolitan Planning Organization in the Boise and Nampa Urbanized Areas -- between COMPASS and the Idaho Transportation Department states and agrees to allow indirect costs as outlined in the agreement.</p>				
FY2024 BENCHMARKS					
MILESTONES / PRODUCTS					
<p>General Administration Review standing agreements Conduct appropriate procurement processes and prepare contracts, as needed Update COMPASS operational policies as needed Monitor general workplace and personnel needs Provide administrative assistance for agency needs</p> <p>Personnel Management Prepare and complete recruitment processes Conduct employee annual evaluations Renew insurance policies Pursue FY2024 benefit options</p> <p>Financial Management Close FY2023 financial records and begin FY2024 Provide annual audit support and complete financial reports Complete COMPASS annual Audit Report Prepare and distribute year-end payroll reports Complete budget variance information and report to the Finance Committee quarterly Maintain inventory of furniture, equipment, hardware and software</p> <p>Information Technology Manage Information Technology consultant and coordinate work efforts Prioritize needs, analyze costs, make recommendations and implement system improvements Coordinate with staff to configure equipment and software to meet the needs of each position Maintain security and integrity of IT systems, and perform appropriate back ups Coordinate systems with member agencies</p>					<p>Aug As needed As needed Ongoing Ongoing</p> <p>As needed</p> <p>Oct-Nov Oct-Dec Jan Jan Quarterly Ongoing</p> <p>Ongoing</p> <p>Oct - Dec</p>
LEAD STAFF: Meg Larsen					Expense Summary
END PRODUCT: An agency where administrative support, personnel management, financial management, and general administrative needs are fully met and whose activities are effectively monitored and communicated to the Board.					Total Workdays: 1,012
					Salary \$ -
					Fringe -
					Overhead -
					Total Labor Cost: \$ -
ESTIMATED DATE OF COMPLETION: September-2024					DIRECT EXPENDITURES:
Funding Sources				Participating Agencies	
	Ada	Canyon	Special	Total	Professional Services \$ -
				\$ -	Legal / Lobbying
				-	Equipment Purchases
				-	Travel / Education
				-	Printing
				-	Public Involvement
				-	Meeting Support
				-	Other
Total:	\$ -	\$ -		\$ -	Total Direct Cost: \$ -
					991 Total Cost: \$ -

BOARD OF DIRECTORS AGENDA ITEM V-B

December 18, 2023

Topic: FY2023-2029 and FY2024-2030 Regional Transportation Improvement Programs (TIPs)

Request/Recommendation:

COMPASS staff seeks COMPASS Board of Directors' adoption of Resolution 06-2024 (attached) modifying the FY2023-2029 and FY2024-2030 TIPs. The Regional Transportation Advisory Committee (RTAC) recommended approval on November 15, 2023.

Background/Summary

Three agencies propose increasing the cost of five projects in the regional transportation improvement programs. Some of these changes were added late in the development of the FY2024-2030 program update and were not included in the final draft FY2024-2030 TIP approved by the COMPASS Board of Directors in August.

Action is needed from the COMPASS Board of Directors when cost increases are more than \$2 million and/or 30% of the total project cost.

Idaho Transportation Department (ITD) projects:

- ITD proposes to increase the cost of its **State Highway 55 project between Farmway Road and Middleton Road** in Canyon County (Key Number 22715) to cover increased right-of-way costs and the increased cost of design to remove through-turns, redesign the Middleton Road intersection, and add a pedestrian underpass. Construction oversight costs have decreased, offsetting a portion of the cost increase. Total increase: \$19,020,000, or 10.74%.
- ITD proposes to increase the cost of its **Interstate 84 project between Franklin Interchange and Karcher Interchange (Eastbound)** in the City of Nampa (Key Number 23081) to cover the cost of additional fencing. The cost of construction was also adjusted during the development of the FY2024-2030 TIP. Total increase: \$2,788,418, or 6.32%.
- ITD proposes to increase the cost of its **US Highway 20/26 project between Middleton Road and Star Road** in Ada and Canyon Counties (Key Number 23337) for new estimated right-of-way costs, which were updated during the development of the FY2024-2030 TIP. Total increase: \$6,620,985, or 8.06%.

City of Nampa project:

- The City of Nampa added the **Interchange Modification Report at Interstate 84 and State Highway 16 project** (Key Number 24237) during the FY2024-2030 TIP development and recently requested to add the project to the FY2023-2029 TIP and increase the project to cover the cost of the negotiated contract. The city also requested to remove all federal funding on the project, as it will be funded with local funds. Total increase: \$1,050,000, or 262%.

Valley Regional Transit project:

- Valley Regional Transit requested to increase the cost of its **Safe Routes to School Project** in Ada County (Key Number 21910) as anticipated sponsorship funding did not materialize, leaving the program with a shortfall in FY2024. Total increase: \$80,000, or 39%.

Public comment is not required on any of these requested changes.

Implication (policy and/or financial):

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

More Information:

- 1) Attachment: Resolution 06-2024
- 2) For detailed information contact: Toni Tisdale, Principal Planner, at 208/475-2238 or ttisdale@compassidaho.org.

TT:tg T:\FY24\600 Projects\685 TIP\Memos\231218mmoBDbdAdminMod4_1.docx

RESOLUTION NO. 06-2024

**FOR THE PURPOSE OF MODIFYING THE FY2023-2029 AND FY2024-2030
REGIONAL TRANSPORTATION IMPROVEMENT PROGRAMS**

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

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

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

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

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

WHEREAS, the Community Planning Association of Southwest Idaho developed these modifications to the FY2023-2029 and FY2024-2030 Regional Transportation Improvement Programs in compliance with all applicable state and federal regulations; and

WHEREAS, the attached table details the modifications to the FY2023-2029 and FY2024-2030 Regional Transportation Improvement Programs.

NOW, THEREFORE, BE IT RESOLVED, that the Community Planning Association of Southwest Idaho Board of Directors approves these modifications to the FY2023-2029 and FY2024-2030 Regional Transportation Improvement Programs.

ADOPTED this 18th day of December 2023.

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

ATTEST:

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

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COMPASS Board Administrative Modification #4 for the FY2023-2029 Regional Transportation Improvement Program (TIP) and #1 for the FY2024-2030 TIP

October 2023

Key No	Project	Scheduled Costs (including Match) (costs in \$1,000*)							
		Cost year	PE	PC	RW	UT	CE	CN	SUM
22715	SH-55 (Karcher Road), Farmway Road to Middleton Road, Canyon County	2023		3580 <u>3745</u>	45220	100			48900 <u>49065</u>
	Funding Source: TECM	2024		0 <u>520</u>					0 <u>520</u>
	Widen State Highway 55 (Karcher Road) from Farmway Road to Middleton Road in Canyon County. The project will add one travel lane in each direction to improve mobility and reduce crashes along the corridor. Work includes a continuous median traffic separation, with signalized intersections at each mile, and u-turn opportunities at the signals. (Federal: \$0). To cover increased design agreement to remove through-turns from the design, redesign the Middleton Road intersection, and add a pedestrian underpass. Funds from KN 23608 (outside the COMPASS area) and 23338 (statewide project). Also increase right-of-way and decrease construction oversight, which were adjusted during development of the FY2024-2030 TIP. Previous obligations: \$6,550,000 Previous overall total: \$177,050,000 Modified overall total: \$196,070,000 Overall Increase: \$19,020,000 (10.74%)	2025			0 <u>20030</u>				0 <u>20030</u>
		2026							0
		2027							0
		PD							0
		SUM	0	3580 <u>4265</u>	45220 <u>65250</u>	100	0	0	48900 <u>69615</u>
22715	SH-55 (Karcher Road), Farmway Road to Middleton Road, Canyon County	2023						0	
Funding Source: Leading Idaho	2024			0 <u>505</u>		100		400 <u>605</u>	
Same as above. (Federal: \$0).	2025							0	
	2026							0	
	2027							0	
	PD							0	
	SUM	0	0 <u>505</u>	0	100	0	0	400 <u>605</u>	
22715	SH-55 (Karcher Road), Farmway Road to Middleton Road, Canyon County	2023					11500 <u>9300</u>	110000	121500 <u>119300</u>
Funding Source: State Early Development	2024							0	
Same as above. (Federal: \$0).	2025							0	
	2026							0	
	2027							0	
	PD							0	
SUM	0	0	0	0	0	11500 <u>9300</u>	110000	121500 <u>119300</u>	

Key No	Project	Scheduled Costs (including Match) (costs in \$1,000*)							
		Cost year	PE	PC	RW	UT	CE	CN	SUM
23081	I-84, Franklin Interchange to Karcher Interchange, Widen Eastbound, Nampa Funding Source: TECM Reconstruct and widen the eastbound lanes of Interstate 84 from the Franklin Interchange to the Karcher/Midland Road Interchange between the City of Caldwell and the City of Nampa in Canyon County. The project includes widening the existing four-lane section (two lanes each direction) to a six-lane section (three lanes each direction). This project includes replacement of the Notus Canal bridge structure just west of Ustick Road. Design was programmed under Key Number 22196. (Federal: \$0). To cover additional fencing and increased cost of construction, which was adjusted during the development of the FY2024-2030 TIP. Previous obligations: \$47,365,987 Previous overall total: \$44,108,000 Modified overall total: \$46,896,405 Overall Increase: \$2,788,418 (6.32%)	2023							0
		2024					ϑ 1934	ϑ 206	ϑ 2140
		2025							0
		2026							0
		2027							0
		PD							0
		SUM	0	0	0	0	ϑ 1934	ϑ 206	ϑ 2140
23081	I-84, Franklin Interchange to Karcher Interchange, Widen Eastbound, Nampa Funding Source: Leading Idaho Same as above. (Federal: \$0).	2023						0	
		2024					ϑ 650	ϑ 650	
		2025						0	
		2026						0	
		2027						0	
		PD						0	
		SUM	0	0	0	0	0	ϑ 650	ϑ 650
23081	I-84, Franklin Interchange to Karcher Interchange, Widen Eastbound, Nampa Funding Source: State Capacity Same as above. (Federal: \$0). No change to this fund source.	2023					184	(84)	100
		2024							0
		2025							0
		2026							0
		2027							0
		PD							0
		SUM	0		0	0	184	(84)	100
23081	I-84, Franklin Interchange to Karcher Interchange, Widen Eastbound, Nampa Funding Source: GARVEE 2017 Same as above. (Federal: \$0). No change to this fund source.	2023					(420)	(2939)	(3359)
		2024					(1374)	1374	0
		2025							0
		2026							0
		2027							0
		PD							0
		SUM	0	0	0	0	(1794)	(1565)	(3359)

Key No	Project	Scheduled Costs (including Match) (costs in \$1,000*)							
		Cost year	PE	PC	RW	UT	CE	CN	SUM
23337	US 20/26, Middleton Road to Star Road, Ada and Canyon Counties	2023		5446	48364	200			54010
	Funding Source: TECM	2024			18100 24151				18100 24151
	Preliminary engineering and right-of-way acquisition to widen US 20/26 from Middleton Road in the City of Caldwell to Star Road in Ada County. Work will include widening the corridor from two lanes to five lanes (two through lanes each direction and a center turn lane). Intersection improvements will include signalization at the mile. Construction funding is included in KN 24309 and 24310. (Federal: \$0). To cover the cost of estimated right-of-way costs, which were updated during the development of the FY2024-2030 TIP. Previous obligations: \$7,024,000 Previous overall total: \$82,134,000 Modified overall total: \$88,754,785 Overall Increase: \$6,620,985 (8.06%)	2025							0
		2026							0
		2027							0
		PD							0
		SUM	0	5446	66464 72515	200	0	0	72110 78161
23337	US 20/26, Middleton Road to Star Road, Ada and Canyon Counties	2023							0
	Funding Source: Leading Idaho	2024			0 570	3000			3000 3570
	Same as above. (Federal: \$0)	2025							0
		2026							0
		2027							0
		PD							0
		SUM	0	0	0 570	3000	0	0	3000 3570

Key No	Project	Scheduled Costs (including Match) (costs in \$1,000*)							
		Cost year	PE	PC	RW	UT	CE	CN	SUM
24237	Study, Interchange Modification Report, I-84 and SH-16, Nampa	2023	0	0					0
	Funding Source: Local Non-Participating (City of Nampa) Conduct a study to complete an Interchange Modification Report (IMR) and National Environmental Policy Act (NEPA) study for southerly access to the new Interstate 84 and State Highway 16 Interchange in the City of Nampa. The IMR was prioritized in the East Nampa Connectivity Plan. The NEPA is anticipated to require an environmental impact statement (EIS). (Federal: \$0). Add project to the FY2023-2029 TIP; already included in the FY2024-2030 TIP. The City of Nampa requested to remove all federal funds and increase the cost to cover the negotiated contract. Previous obligations: \$0 Previous overall total: \$400,000 Modified overall total: \$1,450,000 Overall increase: \$1,050,000 (262.50%)	2024		550					550
		2025							0
		2026							0
		2027							0
		PD							0
		SUM	0	1446	0	0	0	0	1450

*Totals may not be exact due to rounding.

November 2023

Key No	Project	Scheduled Costs (including Match) (costs in \$1,000*)							
		Cost year	PE	PC	RW	UT	CE	CN	SUM
21910	SR2S, VRT, Ada County – FY2024	2023							0
	Funding Source: TAP-TMA Support up to three full-time and one part-time staff for Safe Routes to School (SR2S) coordination serving schools in Ada County, with a focus on the Boise and West Ada School Districts for service year FY2024. (Federal: \$265,000). Previous obligations: \$0 Previous overall total: \$206,000 Modified overall total: \$286,000 Overall Increase: \$80,000 (38.83%)	2024						206	206
		2025						80	80
		2026							0
		2027							0
		PD							0
		SUM	0	0	0	0	0	206	286

CE = Construction Engineering
CN = Construction
EIS = Environmental Impact Statement
FY = Fiscal Year
GARVEE = Grant Anticipation Revenue Vehicle
I = Interstate
IMR = Interstate Modification Report
KN = Key Number

NEPA = National Environmental Policy Act
PE = Preliminary Engineering
PC = Preliminary Engineering Consultant
PD = Preliminary Development
RW = Right-of-Way
SH = State Highway
SR2S = Safe Routes to School
TAP = Transportation Alternatives Program

TECM = Transportation Expansion and Congestion Mitigation
TIP = Transportation Improvement Program
TMA = Transportation Management Area
US = United States (highway)
UT = Utilities

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COMPASS BOARD AGENDA ITEM V-C

DATE: December 18, 2023

Topic: *Communities in Motion 2055* Population Forecast Control Total

Request/Recommendation:

Approve the *Communities in Motion 2055* population forecast control total.

Background/Summary:

As COMPASS begins the development of *Communities in Motion 2055*, one of the initial steps in identifying needed transportation improvements is to forecast demographic and growth changes. The *Communities in Motion 2055* demographic forecast will be developed in three main phases: 1) establish a control total, 2) allocate growth to various subareas in the region, and 3) reconcile the forecast annually to account for new, entitled developments.

Working in coordination with the Demographic Advisory Workgroup (DAWG), staff reviewed several methods of regional population forecasting, including:

- cohort component: forecast based on birth, death, and migration rates established by the DAWG
- peer or analogous area: forecast based on how similar metropolitan areas grew over the last several decades
- top-down or ratio: forecast based on the assumption that the Treasure Valley will grow in proportion to the forecasted population of a larger region
- trend: forecast based on the historic net increase over a period of time
- econometric: forecast based on the regional economy

Using these forecast methods to come up with a range, staff and the DAWG discussed what local assumptions were most appropriate in setting the regional forecast. The DAWG supported a 2055 population forecast of 1,300,000. The Board-approved 2050 population forecast used in the current CIM 2050 plan is 1,075,000.

Implication (policy and/or financial):

The population forecast is the first step 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) For questions, contact Austin Miller at 208/475-2239 or amiller@compassidaho.org

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COMPASS BOARD AGENDA ITEM V-D

Date: December 18, 2023

Topic: 2024 COMPASS Board Officer Slate

Request/Recommendation:

Approve 2024 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 14, 2023, to consider the nominations submitted for the COMPASS Secretary-Treasurer and the succession of the current Board Officers for 2024. The Executive Committee nominates the following slate of Board Officers for 2024 for the COMPASS Board of Directors' consideration at the annual meeting on Monday, December 18, 2023:

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

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 3, 2023, which is 15 days prior to the annual Board of Directors' meeting on Monday, December 18, 2023. No additional nominations were received by December 3, 2023.

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.

COMPASS Staff Activity Report: October 2023

Staff Updates:

- ✓ Alexa Roitman was named COMPASS October Employee of the Month.
 - ✓ COMPASS hosted the National Association of Regional Councils' (NARC) Executive Directors Conference and Board Retreat, October 29 – November 1, 2023.
-

Planning Team

Team Lead: Austin Miller

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

- ✓ Installed four portable bicycle/pedestrian counters.
 - ✓ Hosted a Demographic Advisory Workgroup meeting.
 - ✓ Completed four development review checklists.
 - ✓ Hosted a greenbelt walking tour for the NARC Executive Directors Conference.
 - ✓ Presented the Regional Housing Coordination Plan to the COMPASS Board of Directors.
-

Resource Development Team

Team Lead: Toni Tisdale

Team Members: Matt Carlson, Sherone Sader

- ✓ Hosted outreach meetings with 19 member agencies and partner agencies.
 - ✓ Submitted the final FY2024-2030 Regional Transportation Improvement Program (TIP) to the Idaho Transportation Department and federal agencies.
 - ✓ Worked with ITD and federal agencies to update the amendment policy.
 - ✓ Processed one amendment to the TIP.
 - ✓ Opened COMPASS' Phase 1 Call for Projects, which are due December 5, 2023.
 - ✓ Began writing grant applications on behalf of two member agencies for the Department of Transportation (DOT) Thriving Communities Program (TCP) – National program.
 - ✓ Began writing COMPASS' grant application for the DOT TCP – Regional program.
 - ✓ Provided one letter of support for a federal competitive grant (City of Nampa).
-

Technical Team

Team Lead: Mary Ann Waldinger

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

- ✓ Completed two special model runs for proposed developments.
 - ✓ Provided data to the consultant and held a kickoff meeting for COMPASS' Safe Streets and Roads for All Regional Safety Action Plan.
 - ✓ Provided technical support to the Idaho Transportation Department's (ITD) consultant working on the State Highway 16, State Highway 44 to State Highway 52, environmental reevaluation and the State Highway 44, I-84 to Star Road, Planning and Environmental Linkages study.
 - ✓ Completed the 2022 Treasure Valley Congestion Management Annual Report.
 - ✓ Completed a future park and ride site prioritization analysis.
-

Communication Team

Team Lead: Amy Luft

Team Members: Josie Gallup, Teri Gregory, Jacob Miller

- ✓ Presented an overview of COMPASS to Leadership Meridian on October 19, 2023.
- ✓ Presented a legislative preview to the Boise Chamber of Commerce Transportation Committee on October 26, 2023.
- ✓ Provided presentation training to new COMPASS staff.
- ✓ Signed a notice to proceed with a consultant for a transportation funding policy study.
- ✓ Received COMPASS Board of Directors' approval of 2024 state and federal legislative positions.

Operations Team

Director of Operations: Meg Larsen

Team Members: Ashley Cannon, Janet Russell

- ✓ Closed out fiscal year 2023 for COMPASS and Air Quality Board (AOB); distributed remaining fund balance of AOB.
 - ✓ Completed field work for COMPASS' and AOB's fiscal year 2023 financial statement audit.
 - ✓ Executed contract with selected consultant for the transportation funding study.
-

COMPASS Staff Activity Report: November 2023

Staff Updates:

- ✓ Matt Carlson was named COMPASS November Employee of the Month.
 - ✓ COMPASS staff donated \$1,245 plus 626 pounds of food to the Meridian Food Bank during our annual food drive.
-

Planning Team

Team Lead: Austin Miller

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

- ✓ Deployed the COMPASS Data Bike three times.
 - ✓ Hosted Regional Housing Coordination Workgroup, Park and Ride Coordinating Team, and Demographic Advisory Workgroup meetings.
 - ✓ Completed six development review checklists.
 - ✓ Attended MPACT Transit + Community Conference.
 - ✓ Presented updated *Communities in Motion 2055* Goals and Objectives to COMPASS Regional Transportation Advisory Committee.
-

Resource Development Team

Team Lead: Toni Tisdale

Team Members: Matt Carlson, Sherone Sader

- ✓ Processed one staff administrative modification to adjust the cost, timing, or funding sources of 29 projects.
 - ✓ Worked internally on updates to the COMPASS funding eligibility policy.
 - ✓ Began work on the annual Transportation Alternatives Program, Member Benefits, and Annual Listing of Projects reports.
 - ✓ Wrote two grant applications for member agencies (Cities of Garden City and Notus) for US Department of Transportation (DOT) competitive grant: Thriving Communities Program – National Capacity Builder.
 - ✓ Submitted one grant application for COMPASS for USDOT competitive grant: Thriving Communities Program – Regional Capacity Builder.
 - ✓ Provided two letters of support for Children Pedestrian Safety grant applications (Ada County Highway District, City of Caldwell).
-

Technical Team

Team Lead: Mary Ann Waldinger

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

- ✓ No special model runs for proposed developments this month, the total for FY2024 to 2.
 - ✓ Held the first meeting of the Regional Safety Work Group.
 - ✓ Provided additional technical support to ITD's consultants working on the SH 44 Study and the North SH 16 environmental reevaluation.
 - ✓ Began processing and coding building permit data to support the Planning Team efforts.
-

Communication Team

Team Lead: Amy Luft

Team Members: Josie Gallup, Teri Gregory, Jacob Miller

- ✓ Began recording segments for COMPASS' FY2023 video annual report and new "In Motion" podcast, set to debut in January 2024.
 - ✓ Began work with a consultant on a transportation funding policy study.
 - ✓ Met with legislators and transportation partners in support of COMPASS' legislative positions.
 - ✓ Worked with a committee to select 2023 Leadership in Motion award recipients; began preparations for award ceremony in December.
 - ✓ Facilitated a third, and final, discussion with affected agency staff and leadership regarding a potential Three Cities River Crossing study.
-

Operations Team

Director of Operations: Meg Larsen

Team Members: Ashley Cannon, Janet Russell

- ✓ Prepare Revision 1 of the FY2024 Unified Planning Work Program and Budget for recommendation by the Finance Committee.
-

COMPASS BOARD AGENDA ITEM VI-B

Date: December 18, 2023

Topic: Status Report – October Air Quality Data

Background/Summary:

The information below provides an overview of Treasure Valley air quality conditions for October 2023 from the monitoring locations shown on the map on page 2. Air quality conditions are reported in the following categories:

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

October 2023 Air Quality Data:

In October 2023, the Idaho Department of Environmental Quality reported 1 day in the “unhealthy for sensitive groups” and 4 days in the “moderate” air quality category. The remaining 26 days were in the “healthy” category.

The pollutants that triggered the conditions are listed below; descriptions can be found on page 2.

Unhealthy for Sensitive Groups

- 1 day was attributable to Fine Particulate Matter (PM_{2.5}) recorded in Ada County.

Moderate:

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

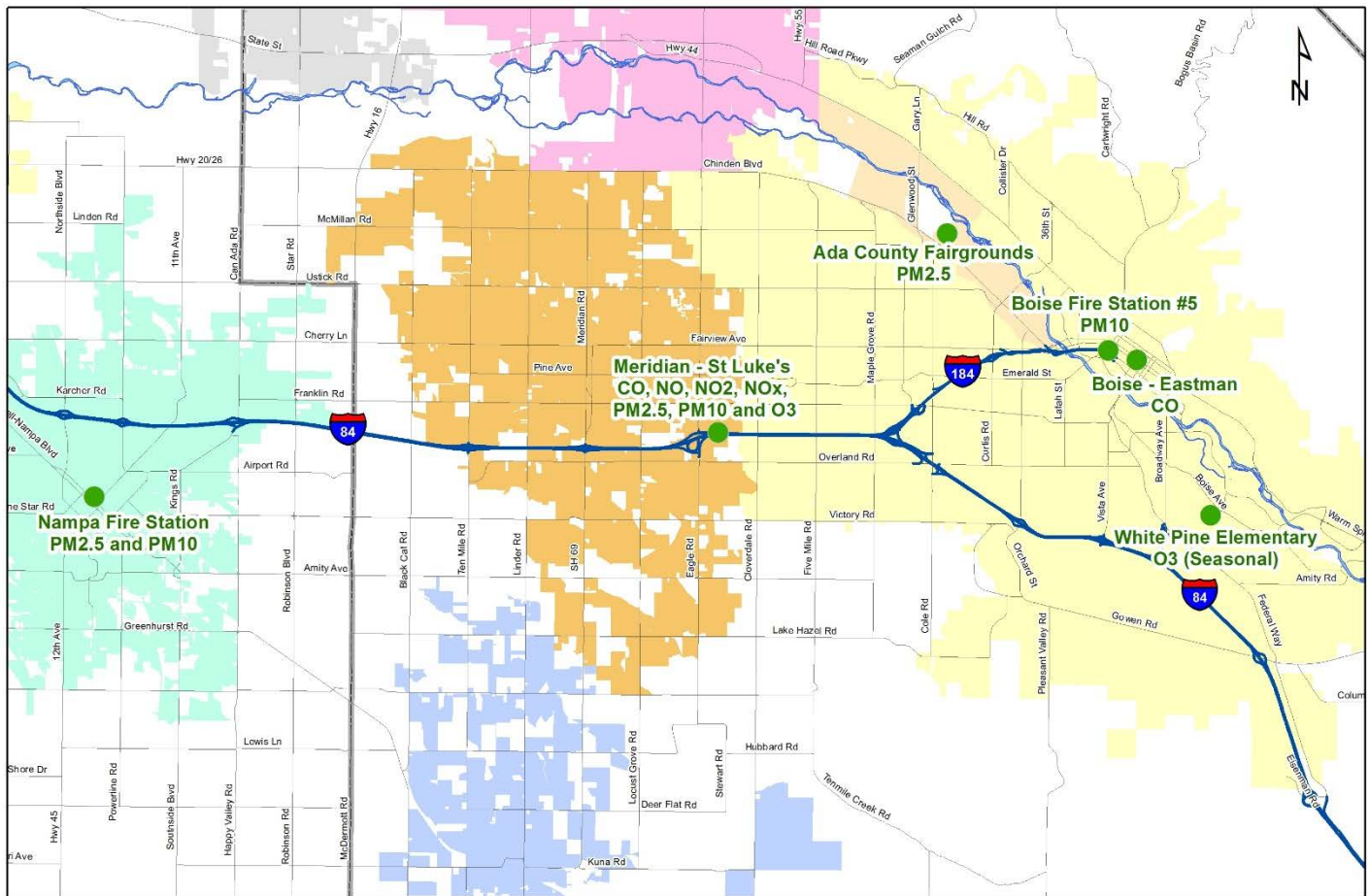
Yearly Summary

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

Year	Good	Moderate	Unhealthy for Sensitive Groups to Hazardous	Total
2013	276	81	8	365
2014	287	75	3	365
2015	283	64	18	365
2016	236	120	10	366
2017	209	127	29	365
2018	260	97	8	365
2019	299	65	1	365
2020	248	97	21	366
2021	234	114	17	365
2022	208	147	10	365

Year	Good	Moderate	Unhealthy for Sensitive Groups to Hazardous	Total
2023	230	71	3	304

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



Air quality monitoring locations, Ada and Canyon Counties

Pollutant Descriptions

Carbon Monoxide (CO) A colorless, odorless, tasteless gas formed in large part by incomplete combustion of fuel. Human activities (i.e., transportation or industrial processes) are largely the source for CO contamination.

Oxides of nitrogen (NO_x) NO_x is a generic term for mono-nitrogen oxides NO and NO₂ (nitric oxide and nitrogen dioxide). They are produced from the reaction of nitrogen and oxygen gases in the air during combustion, especially at high temperatures. They are precursors (building blocks) of ozone.

Ozone (O₃) A colorless gas with a sweet odor. Ground-level ozone is not a direct emission from transportation sources, but is formed when volatile organic compounds, such as pesticides and solvents, and NO_x combine in the presence of sunlight. Although the ozone in the upper atmosphere protects us from harmful ultraviolet rays, ground-level ozone is the main component of smog.

PM_{2.5} Fine particulate matter, particles smaller than 2.5 microns in diameter, which are more likely to lodge in human lungs than larger particles.

PM₁₀ Coarse particulate matter, particles smaller than 10 microns in diameter, which are more likely to lodge in human lungs than larger particles.

More Information:

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

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COMPASS BOARD AGENDA ITEM VI-B

Date: December 18, 2023

Topic: Status Report – November Air Quality Data

Background/Summary:

The information below provides an overview of Treasure Valley air quality conditions for November 2023 from the monitoring locations shown on the map on page 2. Air quality conditions are reported in the following categories:

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

November 2023 Air Quality Data:

In November 2023, the Idaho Department of Environmental Quality reported 11 days in the “moderate” air quality category. The remaining 19 days were in the “healthy” category.

The pollutants that triggered the conditions are listed below; descriptions can be found on page 2.

Moderate:

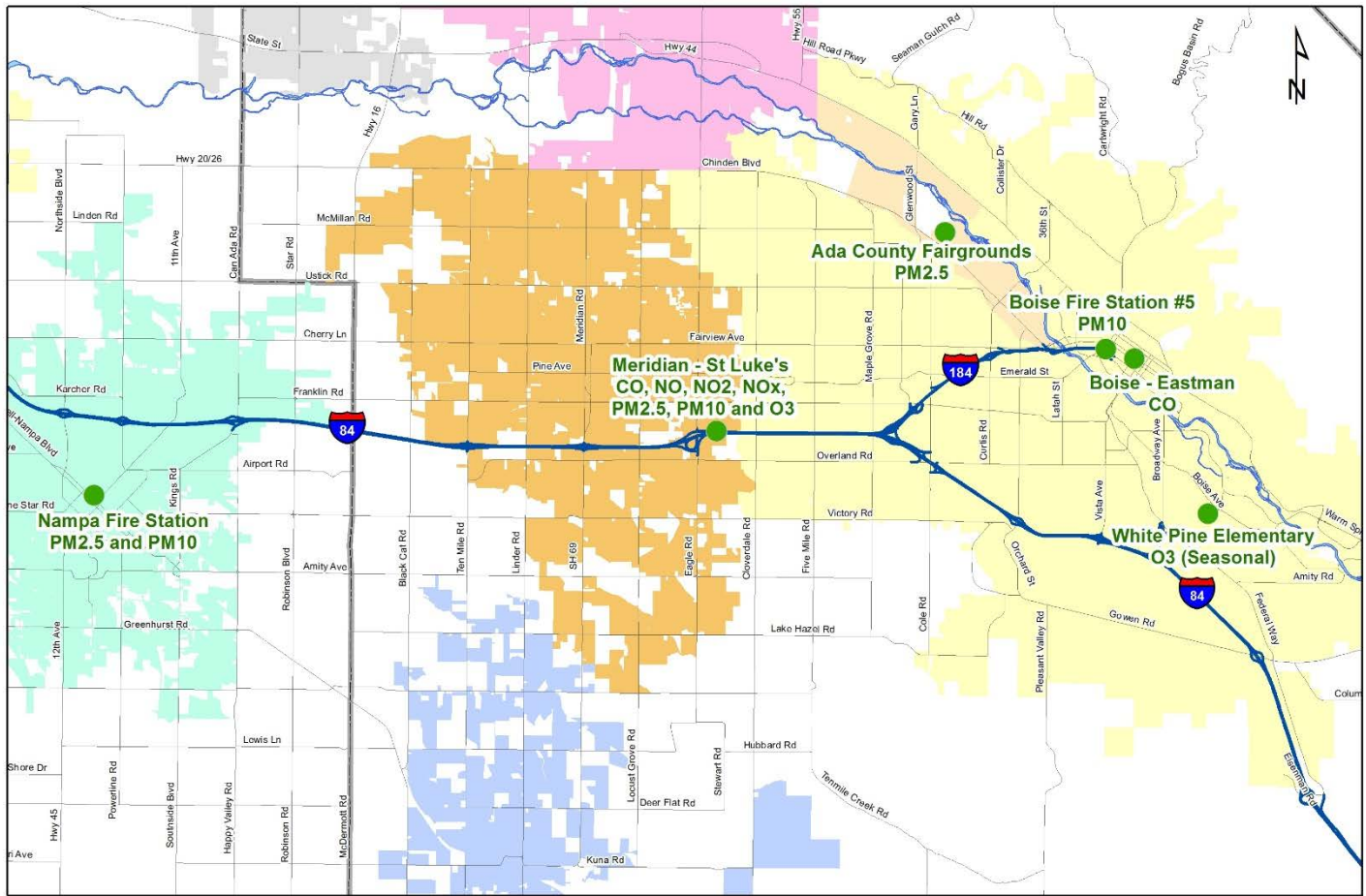
- 5 days were attributable to Fine Particulate Matter (PM_{2.5}) recorded in both counties.
- 1 day was attributable to PM_{2.5} recorded in Ada County.
- 5 days were attributable to PM_{2.5} recorded in Canyon County.

Yearly Summary

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

Year	Good	Moderate	Unhealthy for Sensitive Groups to Hazardous	Total
2013	276	81	8	365
2014	287	75	3	365
2015	283	64	18	365
2016	236	120	10	366
2017	209	127	29	365
2018	260	97	8	365
2019	299	65	1	365
2020	248	97	21	366
2021	234	114	17	365
2022	208	147	10	365
2023	249	82	3	334

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



Air quality monitoring locations, Ada and Canyon Counties

Pollutant Descriptions

- Carbon Monoxide (CO)** A colorless, odorless, tasteless gas formed in large part by incomplete combustion of fuel. Human activities (i.e., transportation or industrial processes) are largely the source for CO contamination.
- Oxides of nitrogen (NO_x)** NO_x is a generic term for mono-nitrogen oxides NO and NO₂ (nitric oxide and nitrogen dioxide). They are produced from the reaction of nitrogen and oxygen gases in the air during combustion, especially at high temperatures. They are precursors (building blocks) of ozone.
- Ozone (O₃)** A colorless gas with a sweet odor. Ground-level ozone is not a direct emission from transportation sources, but is formed when volatile organic compounds, such as pesticides and solvents, and NO_x combine in the presence of sunlight. Although the ozone in the upper atmosphere protects us from harmful ultraviolet rays, ground-level ozone is the main component of smog.
- PM_{2.5}** Fine particulate matter, particles smaller than 2.5 microns in diameter, which are more likely to lodge in human lungs than larger particles.
- PM₁₀** Coarse particulate matter, particles smaller than 10 microns in diameter, which are more likely to lodge in human lungs than larger particles.

More Information:

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

REGIONAL TRANSPORTATION ADVISORY COMMITTEE

VI-C

Attendance List

<u>Member Agency/Name</u>	Jan '23	Feb '23	Mar '23	Apr '23	May '23	June '23	July '23	Aug '23	Sept '23	Oct '23*	Nov '23	Dec '23	TOTAL
<i>ACHD/ T. Ferch/T. Laws/D. Rader</i>	3	3	2	3	3	3	3	3	3		3		29
<i>Ada County/ L. Letson/B. Moore/S.Yarrington</i>	3	2	2	2	1	0	2	2	2		2		18
<i>Boise State/ G. Finkelstein</i>	1	1	1	0	1	1	1	1	1		1		9
<i>Canyon County/ M. Barron/D. Lister/D. Root</i>	0	1	0	0	1	3	2	1	0		2		10
<i>Canyon Highway District #4/ L. Riccio</i>	1	1	1	1	1	1	1	1	1		0		9
<i>Capital City Development Corporation/ Vacant</i>	0	0	0	0	0	0	0	0	0		0		0
<i>City of Boise/ B. Brush/T. Greegor/vacant (6/2023)</i>	1	3	2	3	2	2	2	2	1		2		20
<i>City of Caldwell/ W. Herbel/R. MacDonald</i>	1	1	0	1	1	1	1	1	0		0		7
<i>City of Eagle/ N. Baird Spencer/B. Vaughan</i>	1	1	1	1	1	1	1	1	1		2		11
<i>City of Garden City/ H.Veal</i>	1	1	1	1	0	1	1	1	0		1		8
<i>City of Greenleaf/ L. Belt</i>	1	1	1	1	1	1	0	1	1		1		9
<i>City of Kuna/ D. Hanson/Vacant</i>	0	1	1	1	1	1	1	1	1		1		9
<i>City of Melba/ D. Romine</i>	1	1	1	1	1	1	1	1	1		1		10
<i>City of Meridian/ C. Hood/B. McClure/vacant (10/2023)</i>	2	3	3	3	2	3	3	3	3		1		26
<i>City of Middleton/ J. VanGilder</i>	1	1	1	1	1	1	1	1	1		1		10
<i>City of Nampa/ R. Ashby/C. Craig/M. Steuer</i>	3	3	3	3	3	3	2	2	3		1		26
<i>City of Notus/ Vacant</i>	0	0	0	0	0	0	0	0	0		0		0
<i>City of Parma/ A. Lee</i>	0	0	0	0	0	0	0	0	0		0		0
<i>City of Star/ S. Nickel</i>	1	1	1	1	1	1	1	0	1		1		9
<i>City of Wilder/ C. Johnson</i>	1	0	0	0	0	0	0	0	0		0		1
<i>IDEQ/ M. Toole</i>	1	1	1	1	1	1	1	1	1		1		10
<i>ITD/ V. Trimboli</i>	1	1	1	1	1	1	1	1	1		1		10
<i>Public Participation Committee/ L. Disney</i>	1	0	0	1	1	1	0	1	0		1		6
<i>Valley Regional Transit/ S. Hunt</i>	1	1	1	1	1	1	1	0	1		1		9
<i>Central District Health/ S. Kenney</i>	1	1	0	0	0	0	0	0	0		0		2
<i>Governor's Office/ H. Rogers</i>	0	0	0	0	0	0	0	0	0		0		0
<i>Greater Boise Auditorium District/ P. Rice</i>	0	0	0	0	0	0	0	0	0		0		0

Community Planning Association (COMPASS)

Staff Administrative Modification #17 for FY2023-2029 / #3 for FY2024-2030 Transportation Improvement Program (TIP)

Key Number	Project	Sponsor	Scheduled Funding for Project Lifetime			Program / Funding Source	Federal Funding Year	Funding Phase	Current Total	Total After Revision	Brief Explanation
			*Current Total	**Revised Total	**Percent Change						
20259	Roadway and ADA Improvements, Part 1, Boise Area - FY2023	ACHD	\$7,703,000	\$9,338,000	21.23%	STBG-TMA	2024	Construction	\$6,379,000	\$6,914,000	In Administrative Modification #8, right-of-way was delayed using advanced construction local, but the FY2024 TIP did not reflect the delay. Also, mirror increased construction amount in the FY2024 TIP in the FY2023 TIP.
						STBG-TMA	2025	Construction	\$0	\$ 1,100,000	
						AC Local	2024	Right-of-Way	\$300,000	\$300,000	
						AC Local	2024	Construction	\$0	\$1,100,000	
						AC Local	2025	Construction	\$0	\$ (1,100,000)	
20536	US 20/26 and SH-44, Mill and Inlay, Ada County	ITD	\$11,528,000	\$13,428,798	16.49%	NHPP	2023	Construction	\$10,898,000	\$10,798,798	To make adjustments for final obligations and to cover increase for ADA improvements.
						NHPP	2024	Construction	\$0	\$2,000,000	
20788	SH-16, I-84 to US 20/26 and SH-44, Ada and Canyon Counties	ITD	\$136,602,000	\$136,653,822	0.04%	Leading Idaho	2024	Design	\$0	\$50,000	To cover additional design costs. Funds from KN 23338, which is a statewide project. Also, update the FY2024 TIP to match changes that occurred late in FY2023.
						GARVEE	2024	Design	\$ (2,133,000)	\$ (2,133,173)	
						GARVEE	2024	Right-of-Way	\$ (863,000)	\$ (862,767)	
20796	I-84, Temporary Paving Shoulder Widening, Karcher to Franklin, Nampa	ITD	\$5,664,358	\$5,770,857	1.88%	TECM	2023	Construction	\$ -	\$ 2,000	To cover non-participating costs identified in the Materials Certification memo.
						TECM	2024	Construction	\$0	\$104,499	
22103	Franklin Boulevard, Freight Improvements near 3rd Avenue North, Nampa	City of Nampa	\$9,887,000	\$ 10,530,888	6.51%	Local Participating	2024	Design	\$0	\$1,081,828	To cover the design contract, remove right-of-way funding, and mirror the FY2024 TIP for construction funds.
						Freight	2023	Right-of-Way	\$600,000	\$0	
						Freight	PD	Construction	\$8,168,000	\$8,329,968	
22165	US 20/26, I-84 to Middleton Road, Canyon County	ITD	\$60,383,000	\$ 61,153,072	1.28%	TECM	2023	Construction	\$1,000,000	\$5,999,500	To mirror ITD's program updates and remove all advance construction funding.
						AC (State)	2023	Construction	\$5,211,000	\$0	
						AC (State)	2024	Construction	\$ (8,871,000)	\$0	
						AC (State)	2025	Construction	\$ (5,210,000)	\$0	
						Leading Idaho	2024	Construction	\$8,871,000	\$9,372,000	
						Leading Idaho	2025	Construction	\$5,500,000	\$0	
						Previous	2023 TIP	N/A	\$53,581,000	\$45,480,809	
Previous	2024 TIP	N/A	\$60,382,000	\$51,781,072							
22677	US 20/26 and SH-44, Surface Treatments, Ada and Canyon Counties	ITD	\$10,594,000	\$9,760,970	-7.86%	State	2023	Design	\$160,000	\$0	Update to mirror the ITD's program updates. FY2023 funds were not obligated.
						State	2024	Design	\$0	\$40,000	
						State	2024	Construction	\$10,433,000	\$9,719,970	
						Previous	2024 TIP	N/A	\$161,000	\$1,000	
22944	Pedestrian Improvements, Stoddard Pathway, Nampa	City of Nampa	\$539,820	\$574,820	6.48%	TAP-State	2024	Construction	\$0	\$35,000	To cover bid amount. Project was obligated in FY2022. Funds from KN 23892 (outside the COMPASS area).
23025	Pathway, Grimes City Pathway Extension, Nampa	City of Nampa	\$502,000	\$761,000	51.59%	CRP-LU	2024	Construction	\$0	\$650,000	To mirror the FY2024 TIP update.
						STBG-U	PD	Construction	\$391,000	\$0	
23080	I-84, Franklin Road Interchange to Karcher Road Interchange - West, Nampa	ITD	\$65,939,000	\$67,338,898	2.12%	Leading Idaho	2024	Construction	\$0	\$ 1,400,000	To cover additional fencing.
						Previous	2024 TIP	N/A	\$70,289,000	\$ 64,109,896	
23337	US 20/26, Middleton Road to Star Road, Ada and Canyon Counties	ITD	\$235,134,000	\$82,133,785	-65.07%	State Early Development	2024	Constructon	\$153,000,000	\$0	Remove construction funds, as all construction was broken out into Key Numbers 24309 and 24310 in the FY2024-2030 TIP.
23408	SH-16, Ustick Road to US 20/26, Ada County	ITD	\$78,708,000	\$88,371,017	12.28%	TECM	2023	Construction	\$75,580,000	\$75,269,602	Update to match FY2024 update. Construction was obligated in FY2023, but the construction funds were duplicated in FY2024 TIP. There is an increase of \$9.1 million in the FY2023 TIP, but also a decrease \$114 million in the FY2024 TIP.
						Leading Idaho	2024	Construction	\$2,791,000	\$2,454,000	
						Leading Idaho	2025	Construction	\$0	\$10,000,000	
						Local Participating	2023	Construction	\$0	\$310,898	

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							
23638	SH-55, Beacon Light Road to Brookside Lane, Ada County	ITD	\$0	\$14,580,967	100.00%	State	2023	Design	\$0	\$25,000	Add project to mirror the FY2024 TIP update and increase design funds in FY2024. (1.38% increase)
						State Early Development	2024	Design	\$0	\$275,000	
						Private Developer	2025	Design	\$0	\$705,000	
						Private Developer	2025	Right-of-Way	\$0	\$212,600	
						Private Developer	2028	Right-of-Way	\$0	\$1,920,000	
						Private Developer	2029	Construction	\$0	\$11,443,367	
24062	Pathway, Greenbelt Connection near 52nd Street, Garden City	ITD	\$0	\$4,608,600	100.00%	NHPP	2024	Design	\$0	\$40,000	Add project to mirror the FY2024 TIP update.
						NHPP	2027	Construction	\$0	\$4,568,600	
24099	Linder Road Overpass, Overland Road to Franklin Road, Meridian	ACHD, ITD & City of Meridian	\$0	\$25,325,000	100.00%	Local Participating	2024	Design	\$0	\$165,000	Add project to mirror the FY2024 TIP update.
						Local Participating	2024	Right-of-Way	\$0	\$2,500,000	
						Local Participating	2025	Right-of-Way	\$0	\$3,000,000	
						Local Participating	PD	Construction	\$0	\$11,450,000	
						State Early Development	2024	Design	\$0	\$10,000	
						State Early Development	PD	Construction	\$0	\$6,500,000	
24117	SH-44, I-84 to Star Road, Ada and Canyon Counties	ITD	\$0	\$1,541,750	100.00%	NHPP	2024	Design	\$0	\$10,000	Add project to mirror the FY2024 TIP update, and make phase correction in the FY2024 TIP in FY2027 (move funds from PE to CE).
						NHPP	2027	Construction	\$0	\$1,531,750	
24118	SH-44, SH-16 to SH-55 (Eagle Road), Canyon and Ada Counties	ITD	\$0	\$2,053,500	100.00%	NHPP	2025	Design	\$0	\$50,000	Add project to mirror the FY2024 TIP update, and change funding source from state funds to federal funds.
						NHPP	2030	Construction	\$0	\$2,003,500	
24221	Transit - Orchard Transit Facility Improvements, VRT, Boise	VRT	\$0	\$2,700,000	100.00%	CRP-TMA	2024	Design	\$0	\$500,000	Add project to mirror the FY2024 TIP update.
						CRP-TMA	2024	Construction	\$0	\$659,000	
						CRP-TMA	2025	Construction	\$0	\$1,133,000	
						STBG-TMA	2025	Construction	\$0	\$408,000	
24222	Pathway, Greenbelt Connection near 52nd Street, Garden City	City of Garden City	\$0	\$2,118,000	100.00%	TAP-TMA	2024	Design	\$0	\$285,000	Add project to mirror the FY2024 TIP update.
						TAP-TMA	2026	Right-of-Way	\$0	\$6,000	
						CRP-TMA	2028	Construction	\$0	\$479,000	
						STBG-TMA	2026	Right-of-Way	\$0	\$4,000	
						STBG-TMA	2028	Construction	\$0	\$1,344,000	
24229	Middleton Road, SH-55 (Karcher) to Flamingo Avenue, Nampa	City of Nampa	\$0	\$4,427,000	100.00%	Local	2024	Design	\$0	\$326,000	Add project to mirror the FY2024 TIP update.
						Local	PD	Construction	\$0	\$1,674,000	
						STBG-U	PD	Construction	\$0	\$2,427,000	
24230	Pedestrian Improvements, West Park, Nampa	City of Nampa	\$0	\$323,000	100.00%	CRP-LU	2024	Design	\$0	\$46,000	Add project to mirror the FY2024 TIP update.
						CRP-LU	2026	Construction	\$0	\$277,000	
24233	Study, Carbon Reduction Strategy, COMPASS	COMPASS	\$0	\$180,000	100.00%	CRP-TMA	2024	Design	\$0	\$180,000	Add project to mirror the FY2024 TIP update.
24236	Pathway, Matthew Peltzer Trailhead at Wilson Park, Nampa	City of Nampa	\$0	\$842,000	100.00%	CRP-LU	2024	Design	\$0	\$118,000	Add project to mirror the FY2024 TIP update.
						CRP-LU	2025	Construction	\$0	\$625,000	
						Local	2025	Construction	\$0	\$99,000	
24293	Railroad Crossing, South 4th Avenue Closure, Caldwell	City of Caldwell	\$0	\$230,000	100.00%	Fed RRX	2024	Construction	\$0	\$230,000	Add project to mirror the FY2024 TIP update.
24309	US 20/26, Middleton Road to Star Road, Westbound, Ada and Canyon Counties	ITD	\$0	\$84,540,000	100.00%	TECM Early Development	2024	Constructoin	\$0	\$84,540,000	Add project to mirror the FY2024 TIP update. Broken out from KN 23337.
24310	US 20/26, Middleton Road to Star Road, Eastbound, Ada and Canyon Counties	ITD	\$0	\$56,460,000	100.00%	TECM Early Development	2024	Construction	\$0	\$56,460,000	Add project to mirror the FY2024 TIP update. Broken out from KN 23337.

Key Number	Project	Sponsor	Scheduled Funding for Project Lifetime			Program / Funding Source	Federal Funding Year	Funding Phase	Current Total	Total After Revision	Brief Explanation
			*Current Total	**Revised Total	**Percent Change						
24337 NEW1	Pathway, Orr Multi-Use City Pathway, Nampa	City of Nampa	\$0	\$2,416,000	100.00%	CRP-LU	2024	Design	\$0	\$324,000	Add project to mirror the FY2024 TIP update and change the key number from temporary NEW1 to permanent 24337.
						CRP-LU	2026	Right-of-Way	\$0	\$90,000	
						CRP-LU	2027	Construction	\$0	\$625,000	
						CRP-LU	2028	Construction	\$0	\$625,000	
						Non-Part Local	2027	Construction	\$0	\$752,000	
						AC Local	2027	Construction	\$0	\$625,000	
						AC Local	2028	Construction	\$0	-\$625,000	
24382 NEW05	Fairview Avenue, North Garden to Whitewater Park and Bridge Replacement	ACHD	\$0	\$8,602,000	100.00%	Local Participating	2024	Design	\$0	\$200,000	Add project to mirror the FY2024 TIP update and change Key Number from temporary NEW05 to permanent KN 24382.
						Local Participating	2025	Design	\$0	\$200,000	
						Local Participating	2026	Design	\$0	\$490,000	
						Local Participating	2026	Right-of-Way	\$0	\$2,000	
						Local Participating	2027	Design	\$0	\$210,000	
						Local Participating	PD	Construction	\$0	\$7,500,000	
24383 NEW06	Emerald Street, Camelot Drive to Raymond Street and Bridge Replacement, Boise	ACHD	\$0	\$9,050,000	100.00%	Local Participating	2024	Design	\$0	\$300,000	Add project to mirror the FY2024 TIP update and change Key Number from temporary NEW06 to permanent KN 24383.
						Local Participating	2025	Design	\$0	\$300,000	
						Local Participating	2025	Right-of-Way	\$0	\$500,000	
						Local Participating	2026	Right-of-Way	\$0	\$500,000	
						Local Participating	PD	Construction	\$0	\$7,450,000	

Change all temporary key numbers by removing "ORN" from all key numbers.

* Current Total - Previous TIP total.

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

COMPASS TIP Amendment Policy: <https://www.compassidaho.org/documents/people/policies/TIPAmendPolicy081522.pdf>

Only information proposed to change is included in this action.

AC = Advanced Construction

ACHD = Ada County Highway District

ADA = Americans with Disabilities Act

CN = Construction

CRP - Carbon Reduction Program

FY = Fiscal Year

GARVEE = Grant Anticipation Revenue Vehicle

HD = Highway District

I = Interstate

ITD = Idaho Transportation Department

KN = Key Number

LU = Large Urban

NHPP = National Highway Performance Program

PD = Preliminary Development

R = Rural

RRX = Rail Road Crossing

TECM = Transportation Expansion and Congestion Mitigation

SH = State Highway

STBG = Surface Transportation Block Grant

STBG - U = Surface Transportation Block Grant, Urban

TIP = Transportation Improvement Program

TMA = Transportation Management Area

U = Urban

VRT = Valley Regional Transit

Staff Recommendation:



Sherone Sader, Resource Development Assistant

COMPASS

Approval:



Stoll, Executive Director

COMPASS

Date:

11-15-2023