



Working together to plan for the future

COMPASS BOARD OF DIRECTORS' MEETING PACKET

April 20, 2020



Working together to plan for the future

Community Planning Association of Southwest Idaho 2020 COMPASS Board of Directors

GENERAL MEMBERS	SPECIAL MEMBERS	EX-OFFICIO MEMBERS
Ada County: Commissioner Kendra Kenyon Commissioner Diana Lachiondo Commissioner Patrick Malloy	Boise State University: Greg Hill, Director, Idaho Policy Institute School of Public Service	Governor's Office: Andrew Mitzel, Senior Advisor of Intergovernmental Affairs
Ada County Highway District: Commissioner Kent Goldthorpe Commissioner Sara Baker Commissioner Mary May	Capital City Development Corporation: John Brunelle, Executive Director	Greater Boise Auditorium District: Pat Rice, Executive Director
Canyon County: Commissioner Tom Dale Commissioner Leslie Van Beek Commissioner Pam White	Idaho Department of Environmental Quality: Aaron Scheff, Regional Administrator	Southwest District Health Department: Nikole Zogg, District Director
Canyon Highway District No. 4: Commissioner Jay Gibbons	Idaho Transportation Department: Caleb Lakey, District 3 Engineer	
City of Boise: Mayor Lauren McLean Councilmember Elaine Clegg Councilmember Holli Woodings	Valley Regional Transit: Kelli Badesheim, Executive Director	
City of Caldwell: Mayor Garret Nancolas Brent Orton, Public Works Director		
City of Eagle: Mayor Jason Pierce Nichoel Baird Spencer, Planner III		
City of Garden City: Mayor John Evans		
City of Greenleaf: Councilmember Kurt Kopadt		
City of Kuna: Mayor Joe Stear		
City of Melba: Councilmember Parkie Stapleton		
City of Meridian: Councilmember Jessica Perreault Mayor Robert Simison Charlie Rountree		
City of Middleton: Mayor Steve Rule		
City of Nampa: Mayor Debbie Kling Councilmember Victor Rodriguez Tom Points, Public Works Director		
City of Notus: Mayor David Porterfield		
City of Parma: Nathan Leigh		
City of Star: Mayor Trevor Chadwick		
City of Wilder: Chelsie Johnson, Public Works Superintendent		
Golden Gate Highway District No. 3: Commissioner David Lincoln		

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MAKING A MOTION:

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

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

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

TABLE OF RULES RELATING TO MOTIONS:

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

2020 COMPASS BOARD MEETING DATES

COMPASS BOARD MEETING DATE/TIME	LOCATION	KEY ITEMS
June 15, 2020 1:30 pm – 3:30 pm	COMPASS 700 NE 2nd Street Meridian, Idaho	<ul style="list-style-type: none"> • Consider Review and Recommendation of Executive Director by Executive Committee • Approve End-of-Year Program and Redistribution Priorities • Approve FY2022-2028 COMPASS Funding Application Guide
August 17, 2020 1:30 pm – 3:30 pm	COMPASS 700 NE 2nd Street Meridian, Idaho	<ul style="list-style-type: none"> • Approve FY2021 Communities in Motion (CIM) Implementation Grants and Project Development Program Projects • Approve FY2021 Resource Development Plan • Adopt Resolution Approving the FY2021 Unified Planning Work Program and Budget (UPWP) • Approve COMPASS Workgroup Charters • Accept Transit Asset Management Targets
October 19, 2020 1:30 pm – 3:30 pm	COMPASS 700 NE 2nd Street Meridian, Idaho	<ul style="list-style-type: none"> • Establish 2021 COMPASS Board and Executive Committee Meeting Dates and Location. Provide 30 Day Notice of Annual Meeting • Adopt Resolution Approving FY2021-2027 Regional Transportation Improvement Program (TIP) and Associated Air Quality Conformity Demonstration • Adopt Resolution Approving Rural Application Prioritization
December 21, 2020 Holiday Luncheon 12:00 pm Annual Meeting 1:30 pm – 3:30 pm	Nampa Civic Center 311 3rd Street South Nampa, Idaho	<ul style="list-style-type: none"> • Confirm 2021 Board Officers: Chair, Chair Elect, Vice Chair, Immediate Past Chair. Elect Secretary-Treasurer • Confirm 2021 Executive Committee Representatives for Cities under 25,000 in Population • Confirm 2021 Executive Committee Representative from Highway Districts in Canyon County • Confirm Regional Transportation Advisory Committee Membership • Approve 2021 Federal Transportation Policy Positions • Approve 2021 Idaho Legislative Session Position Statements • Adopt Resolution Approving Revision 1 of the FY2021 Unified Planning Work Program and Budget (UPWP)

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COMPASS BOARD OF DIRECTORS' MEETING
APRIL 20, 2020 – 1:30 PM
ZOOM CONFERENCE CALL

Public Participation: Facebook Live Streaming
- https://www.facebook.com/COMPASSIdaho

AMENDED AGENDA

I. CALL TO ORDER (1:30)

II. PLEDGE OF ALLEGIANCE

III. OPEN DISCUSSION/ANNOUNCEMENTS

IV. CONSENT AGENDA

- Page 7 *A. Approve February 24, 2020, COMPASS Board Meeting Minutes
Page 11 *B. Receive Approved February 4, 2020, Executive Committee Meeting Minutes
Page 13 *C. Receive Approved December 12, 2019, Finance Committee Meeting Minutes

V. ACTION ITEMS

- 1:35 *A. Accept 2020 Population Estimates Carl Miller
Page 15 Carl Miller will seek acceptance of the 2020 Population Estimates.
1:50 *B. Approve FY2021 General and Special Membership Dues Meg Larsen
Page 18 Meg Larsen will seek approval of the proposed membership dues for FY2021.
2:00 *C. Adopt Resolution 06-2020 Approving Revision 2 of the Meg Larsen
Page 21 FY2020 Unified Planning Work Program and Budget (UPWP)
Meg Larsen will seek approval of Revision 2 of the FY2020 UPWP.
2:10 *D. Adopt Resolution 07-2020 Amending the FY2020-2026 Regional Toni Tisdale
Page 50 Transportation Improvement Program (TIP)
Toni Tisdale will seek adoption of a resolution amending the TIP to delay an I-84 resurfacing project and increase the I-84, Franklin to Karcher project.
2:20 *E. Approve Updated Policies for Transportation Improvement Toni Tisdale
Page 54 Program Amendments and Communities in Motion Updates
Toni Tisdale will seek COMPASS Board of Directors' approval to update policies for Transportation Improvement Program Amendments and Communities in Motion updates.

2:25 *F. **Approve Families First Coronavirus Relief Act (FFCRA) Leave Policy** Matt Stoll
Page 70 *Matt Stoll will seek COMPASS Board of Directors' approval of the Families First Coronavirus Relief Act Leave Policy per the COMPASS Executive Committee's Recommendation.*

VI. INFORMATION/DISCUSSION ITEMS

2:30 *A. **Status Report – State and Federal Legislative Issues** Ken Burgess
Page 74 *Ken Burgess will provide a status report on state and federal legislative issues.*

2:45 B. **Status Report – Finance Committee** Debbie Kling
Finance Committee Chair Debbie Kling will provide a status report on the March 19, 2020, Finance Committee meeting.

2:50 *C. **Review Fiscal Impact Analysis Tool and Results** Carl Miller
Page 78 *Carl Miller and Colin McAweeney will review fiscal impact Analysis process.* Colin McAweeney

3:10 *D. **Review Draft “What If” Scenarios for *Communities in Motion* 2050 and preview public involvement #2 survey** Carl Miller
Page 84 *Carl Miller will review draft “what if” scenarios for Communities in Motion 2050, and Amy Luft will preview the survey presenting them to the public for feedback.* Amy Luft

VII. EXECUTIVE DIRECTOR’S REPORT (INFORMATION ONLY) (3:30)

Page 86 *A. **Staff Activity Reports**

Page 99 *B. **Status Report – Current Air Quality Efforts**

Page 102 *C. **Status Report – Regional Transportation Advisory Committee Attendance**

Page 103 *D. **Administrative Modifications**

VIII. ADJOURNMENT (3:35)

*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 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 475-2229 con 48 horas de anticipación.

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COMPASS BOARD AGENDA ITEM IV-A

Date: April 20, 2020

COMPASS BOARD OF DIRECTORS' MEETING FEBRUARY 24, 2020 COMPASS, 1ST FLOOR BOARD ROOM 700 NE 2ND STREET, MERIDIAN, IDAHO

****MINUTES****

ATTENDEES:

Kelli Badesheim, Valley Regional Transit
Nichoel Baird Spencer, City of Eagle
Elaine Clegg, Councilmember, City of Boise, **Chair**
Tom Dale, Commissioner, Canyon County, **Immediate Past Chair**
Matt Edmond for John Brunelle, Capital City Development Corporation
Jay Gibbons, Commissioner, Canyon Highway District No. 4
Kent Goldthorpe, Commissioner, Ada County Highway District
Caleb Hood for Robert Simison, Mayor, City of Meridian
Debbie Kling, Mayor, City of Nampa, **Secretary-Treasurer**
Kurt Kopadt, Councilmember, City of Greenleaf
Caleb Lakey, Idaho Transportation Department – District 3
Mary May, Commissioner, Ada County Highway District
Lauren McLean, Mayor, City of Boise
Mitra Mehta-Cooper for Diana Lachiondo, Commissioner, Ada County
Garret Nancolas, Mayor, City of Caldwell, **Chair Elect**
Brent Orton, City of Caldwell
Jessica Perreault, Councilmember, City of Meridian
Tom Points, City of Nampa
Victor Rodriguez, Councilmember, City of Nampa
Charlie Rountree, City of Meridian
Aaron Scheff, Idaho Department of Environmental Quality
Joe Stear, Mayor, City of Kuna, **Vice Chair**
Matt Stoll, Executive Director, Community Planning Association, Ex officio
Dave Wallace for Sara Baker, Commissioner, Ada County Highway District
Holli Woodings, Councilmember, City of Boise

MEMBERS

ABSENT:

Trevor Chadwick, Mayor, City of Star
John Evans, Mayor, Garden City
Greg Hill, Boise State University
Chelsie Johnson, City of Wilder
Kendra Kenyon, Commissioner, Ada County
Nathan Leigh, City of Parma
David Lincoln, Commissioner, Golden Gate Highway District No. 3
Andrew Mitzel, Senior Advisor, Governor's Office, Ex officio

David Porterfield, Mayor, City of Notus
Jason Pierce, Mayor, City of Eagle
Patrick Rice, Greater Boise Auditorium District, Ex officio
Steve Rule, Mayor, City of Middleton
Parkie Stapleton, Councilmember, City of Melba
Leslie Van Beek, Commissioner, Canyon County
Rick Visser, Commissioner, Ada County
Pam White, Commissioner, Canyon County
Nikole Zogg, Southwest District Health, Ex officio

OTHERS: Morgan Andrus, Community Planning Association
Jeff Barnes, City of Nampa
Ken Burgess, Veritas Advisors
Jim Hansen, Commissioner, Ada County Highway District
Rachel Haukkala, Community Planning Association
Liisa Itkonen, Community Planning Association
Meg Larsen, Community Planning Association
Amy Luft, Community Planning Association
Carl Miller, Community Planning Association
Robert Minch, Foundation for Ada-Canyon Trails System
Gary Segers, Foundation for Ada-Canyon Trails System
Toni Tisdale, Community Planning Association

CALL TO ORDER:

Chair Elaine Clegg called the meeting to order at 1:34 p.m.

OPEN DISCUSSION/ANNOUNCEMENTS

Chair Elaine Clegg welcomed new COMPASS Board members, Mayor Trevor Chadwick, Mayor Lauren McLean, Mayor Jason Pierce, Mayor Steve Rule, Mayor Robert Simison, Councilmember Jessica Perreault, Idaho Transportation Department – District 3 Engineer Caleb Lakey and Ada County Highway District Commissioner Kent Goldthorpe.

CONSENT AGENDA

- A. Approve December 16, 2019, COMPASS Board Meeting Minutes**
- B. Receive Approved January 14, 2020, Executive Committee Meeting Minutes**
- C. Confirm COMPASS Finance Committee Membership**
- D. Ratify Adoption of Resolution 05-2020 Amending the FY2020-2026 Regional Transportation Improvement Program (TIP)**

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

SPECIAL ITEMS

A. Delegation – Foundation of Ada/Canyon Trails, Inc. (“FACTS”)

Gary Segers, FACTS, gave a presentation regarding their work on the Boise River Greenbelt.

B. Status Report – State and Federal Legislative Issues

Ken Burgess provided a status report on state and federal legislative issues.

ACTIONS ITEMS

A. Consider Establishing 2020 State Legislative Position Statement Regarding Property Taxes and Local Roadway Improvements

Ken Burgess presented draft 2020 state legislative position statement regarding impact of potential property tax reduction legislation upon local units of governments' ability to provide required match for local roadway improvements funded with impact fees.

The COMPASS Board of Directors opposes any state tax policy that limits local governments' ability to establish and maintain vital infrastructure improvements necessary to serve growth and promote economic development. Ada and Canyon Counties have been, and continue to be, the fastest growing areas in the state of Idaho. Local governments combine property tax income with collected impact fees to provide roadway infrastructure for new growth. Additional limitations on local property tax collections puts at risk the ability to serve such growth and could have a negative impact on the economic development of the region.

After discussion, **Nichoel Baird Spencer moved and Kent Goldthorpe seconded adoption of legislative position statement as read. Motion passed. Caleb Lakey abstained.**

B. Approve Extension of Delivery Deadlines on Local Federal-Aid Projects

Toni Tisdale discussed extending the federal-aid projects delivery deadline from March 1 to June 1, 2020, for one project as requested by the City of Eagle and from March 1 to May 1, 2020, for three projects as requested by the Ada County Highway District (ACHD).

After discussion, **Garret Nancolas moved and Joe Stear seconded approval of extension of the obligation deadline for the City of Eagle project to June 1, 2020, and the ACHD projects to May 1, 2020. Motion passed unanimously.**

INFORMATION/DISCUSSION ITEMS

A. Status Report – Updated Information in Communities in Motion 2040 2.0 (CIM 2040 2.0)

Liisa Itkonen provided information updates to CIM 2040 2.0 per Board Policy 2019-01.

B. Overview of Communities in Motion 2050

Liisa Itkonen provided an overview of Communities in Motion 2050.

C. Review Results of Communities in Motion 2050 Public Involvement Survey #1

Carl Miller reviewed the results of the first public survey for Communities in Motion 2050.

D. Review Results of Rails-With-Trails Study

Rachel Haukkala reviewed the results of the Rails-with-Trails study for conceptual design and planning level cost estimates.

ADJOURNMENT

The meeting was adjourned at 3:30 p.m.

Approved this 20th day of April 2020.

By: _____
Elaine Clegg, Chair
Community Planning Association of
Southwest Idaho

Attest:

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

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COMPASS BOARD AGENDA ITEM IV-B

Date: April 20, 2020

**EXECUTIVE COMMITTEE MEETING
FEBRUARY 4, 2020
COMPASS, 2ND FLOOR LARGE CONFERENCE ROOM
MERIDIAN, IDAHO**

****MINUTES****

ATTENDEES: Jay Gibbons, Commissioner, Canyon Highway District #4
Debbie Kling, Mayor, City of Nampa, **Secretary-Treasurer**, via telephone
Mary May for Sara Baker, Commissioner, Ada County Highway District
Garret Nancolas, Mayor, City of Caldwell, **Chair Elect**
Steve Rule, Mayor, City of Middleton
Robert Simison, Mayor, City of Meridian
Joe Stear, Mayor, City of Kuna, **Vice Chair**

MEMBERS ABSENT: Elaine Clegg, Councilmember, City of Boise, **Chair**
Tom Dale, Commissioner, Canyon County
Kendra Kenyon, Commissioner, Ada County
Jason Pierce, Mayor, City of Eagle

OTHERS PRESENT: Morgan Andrus, Community Planning Association
Ken Burgess, Veritas Advisors, via telephone
David Corcoran, Ada County Development Services
Meg Larsen, Community Planning Association
Amy Luft, Community Planning Association
Jessica Perreault, Councilmember, City of Meridian
Matt Stoll, Executive Director, Community Planning Association
Dave Wallace, Ada County Highway District

CALL TO ORDER:

Chair Elect Garret Nancolas called the meeting to order at 1:34 p.m.

OPEN DISCUSSION/ANNOUNCEMENTS

General announcements were made.

CONSENT AGENDA

A. Approve January 14, 2020, Executive Committee Meeting Minutes

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

ACTION ITEM

A. Consider Establishing Formal Position on Idaho Senate Bill 1250

Ken Burgess presented Senate Bill 1250, written and promoted by United Heritage, and sponsored by Senator Chuck Winder which "(a)mends existing law to prohibit the use of certain electronic devices while driving a motor vehicle, to establish penalties, and to provide that Idaho law preempts local ordinances."

After discussion, **Joe Stear moved and Robert Simison seconded to authorize support for the United Heritage version of Senate Bill 1250. Motion passed unanimously.**

INFORMATION/DISCUSSION ITEMS

A. Status Report - 2020 Idaho Legislative Session

Ken Burgess provided a status report on the 2020 Idaho legislative session.

B. Status Report - Regional Transportation Advisory Committee – Memo Only

ADJOURNMENT

Joe Stear moved to adjourn and Mary May seconded. Motion passed unanimously. Meeting adjourned at 2:07 p.m.

Approved this 10th day of March 2020.

**By: _____
Elaine Clegg, Chair
Community Planning Association of
Southwest Idaho**

Attest:

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

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COMPASS BOARD AGENDA ITEM IV-C

Date: April 20, 2020

**FINANCE COMMITTEE MEETING
DECEMBER 12, 2019
COMPASS, 2ND FLOOR LARGE CONFERENCE ROOM
MERIDIAN, IDAHO**

****MINUTES****

ATTENDEES: Rebecca Arnold, Commissioner, Ada County Highway District
John Evans, Mayor, City of Garden City, **Vice Chair**
Jay Gibbons, Commissioner, Canyon Highway District #4
Pam White, Commissioner, Canyon County

MEMBERS ABSENT: Diana Lachiondo, Commissioner, Ada County
Garret Nancolas, Mayor, City of Caldwell
Stan Ridgeway, Mayor, City of Eagle, **Chair**

OTHERS PRESENT: Morgan Andrus, Community Planning Association
Kevin Congo, Harris CPAs
Keith Holmes, Community Planning Association
Meg Larsen, Community Planning Association
Amy Luft, Community Planning Association
Matt Stoll, Community Planning Association
Josh Tyree, Harris CPAs.

CALL TO ORDER:

Acting Chair John Evans called the meeting to order at 12:08 p.m.

OPEN DISCUSSION/ANNOUNCEMENTS

General announcements were made.

CONSENT AGENDA

A. Approve November 21, 2019, Finance Committee Meeting Minutes

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

INFORMATION/DISCUSSION ITEM

A. Review Report of Disbursements Made in the Reporting Period

The Report of Disbursements made in the reporting period November 20, 2019 to December 4, 2019, was provided in the packet for information.

ACTION ITEMS

A. Approve Draft Fiscal Year 2019 Audit

Josh Tyree, Harris & Co., reviewed the draft FY2019 audit.

After discussion, **Rebecca Arnold moved and Pam White seconded approval of the draft FY2019 audit report as presented. Motion passed unanimously.**

B. Establish 2020 Finance Committee Meeting Dates

Matt Stoll reviewed the proposed Finance Committee meeting dates for calendar year 2020.

After discussion, **Rebecca Arnold moved and Jay Gibbons seconded approval of the 2020 Finance Committee meeting dates as presented. Motion passed unanimously.**

ADJOURNMENT

Acting Chair John Evans adjourned the meeting at 12:28 p.m.

Approved this 19th day of March 2020.

By: _____
Debbie Kling, Chair

Attest:

By: _____
Vice Chair

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COMPASS BOARD AGENDA ITEM V-A

Date: April 20, 2020

Topic: 2020 Population Estimates

Request/Recommendation

COMPASS staff seeks COMPASS Board of Directors' acceptance of the 2020 population estimates, as recommended by the Demographic Advisory Workgroup on March 4, 2020.

Background/Summary:

Local population estimates have a multitude of uses to policy makers, planners, and the public. The estimates are used as indicators of economic conditions and for planning various government programs, evaluating land development impacts on the transportation network, and establishing COMPASS member dues.

COMPASS develops population estimates for city and county jurisdictions in Ada and Canyon Counties. Since 1990, COMPASS has used a "Housing Unit Method" estimation model to update population estimates. This method is based on the premise that changes in the number of occupied housing units reflect changes in the population. This estimation process is broken into three distinct parts: housing unit estimation, household population estimation, and geographic boundary modification.

Population estimates are calculated as:

$$\text{Population} = [(h + r) * s * o] + q$$

Where:

- h = decennial census households
- r = new residential units permitted
- s = household size
- o = residential occupancy rate
- q = group quarters population

The year 2020 is a decennial census year; however, the census counts are not available immediately. The US Census Bureau will provide official decennial census counts to the President of the United States by December 31, 2020, and to states by March 31, 2021. This data will provide a new baseline for annual population estimates for the next 10 years.

Implication (policy and/or financial):

Population estimates are used for local and regional planning, grant writing, and as a factor to help establish COMPASS membership dues.

More Information:

- 1) Attachment 1: 2020 Population Estimates
- 2) Attachment 2: Historic Population Estimates by City Limits
- 3) For additional information contact: Carl Miller, Principal Planner, at 208/475-2239 or cmiller@compassidaho.org.

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2020 Population Estimates
City and County Population Estimates for April 1, 2020
Areas Refer to Corporate Limits of Cities as of December 31, 2019

	2020 Population*	2019 Population	2010 Population ^	2010-2020 Increase	2020 Percent of County	Percent of Planning Area		
						2000	2010	2020
Ada								
Boise City	240,380	236,310	205,671	34,709	47.8%	43.0%	35.4%	32.6%
Eagle	32,560	31,270	19,908	12,652	6.5%	2.6%	3.4%	4.4%
Garden City	12,460	12,240	10,972	1,488	2.5%	2.5%	1.9%	1.7%
Kuna	24,890	23,140	15,210	9,680	4.9%	1.2%	2.6%	3.4%
Meridian	119,350	114,680	75,092	44,258	23.7%	8.1%	12.9%	16.2%
Star (Ada County)	11,850	10,980	5,783	6,067	2.4%	0.4%	1.0%	1.6%
Unincorporated	61,480	59,040	59,739	1,741	12.2%	11.9%	10.3%	8.3%
Total County	502,970	487,660	392,365	110,605		69.6%	67.5%	68.2%
Canyon								
Caldwell	61,210	58,830	46,237	14,973	26.1%	6.0%	8.0%	8.3%
Greenleaf	870	870	846	24	0.4%	0.2%	0.1%	0.1%
Melba	590	590	513	77	0.3%	0.1%	0.1%	0.1%
Middleton	9,780	9,710	5,524	4,256	4.2%	0.7%	1.0%	1.3%
Nampa	106,860	102,030	81,557	25,303	45.5%	12.0%	14.0%	14.5%
Notus	570	570	531	39	0.2%	0.1%	0.1%	0.1%
Parma	2,160	2,150	1,983	177	0.9%	0.4%	0.3%	0.3%
Star (Canyon County)	10	10	10	0	0.0%	0.4%	0.3%	0.0%
Wilder	1,810	1,760	1,533	277	0.8%	0.3%	0.3%	0.2%
Unincorporated	50,960	48,020	50,179	781	21.7%	10.6%	8.6%	6.9%
Total County	234,820	224,540	188,923	45,897		30.4%	32.5%	31.8%
Ada and Canyon Counties	737,790	712,200	581,288	156,502				

*2020COMPASS Population Estimate

^2010 Census Population Count

Historic Population Estimates by City Limits

Ada County

Year	Boise	Eagle	Garden City	Kuna	Meridian	Star	Unincorporated	Total	Regional Total
2020	240,380	32,560	12,460	24,890	119,350	11,860	61,480	502,970	737,790
2019	236,310	31,270	12,240	23,140	114,680	10,990	59,040	487,660	712,200
2018	232,300	29,910	11,880	20,740	106,410	10,310	59,390	470,930	688,110
2017	228,930	26,930	11,500	19,700	98,300	9,290	59,760	454,400	669,830
2016	226,900	25,510	11,420	18,430	91,420	8,150	61,020	442,850	651,030
2015	223,670	24,600	12,060	17,320	91,310	7,930	61,780	438,660	646,450
2014	217,730	23,460	11,160	16,070	85,240	7,140	61,130	421,920	620,080
2013	209,700	21,350	11,070	15,960	81,380	6,480	60,930	406,870	599,840
2012	207,730	20,550	11,020	15,650	78,290	6,030	60,400	399,670	590,070
2011	206,470	20,140	10,980	15,470	76,510	5,900	60,510	395,960	585,810
2010 (Census)	205,671	19,908	10,972	15,210	75,092	5,793	59,739	392,365	581,288
2000 (Census)	185,787	11,085	10,624	5,382	34,919	1,795	51,312	300,904	432,345
1990 (Census)	125,738	3,327	6,369	1,955	9,596	648	58,142	205,775	295,851

Canyon County

Year	Caldwell	Greenleaf	Melba	Middleton	Nampa	Notus	Parma	Wilder	Unincorporated	Total
2020	61,210	870	590	9,780	106,860	570	2,160	1,810	50,960	234,820
2019	58,830	870	590	9,710	102,030	570	2,150	1,760	48,020	224,540
2018	56,860	860	570	9,190	98,370	570	2,140	1,710	46,900	217,180
2017	54,120	860	570	8,110	96,820	570	2,120	1,690	50,560	215,430
2016	52,620	860	570	7,580	90,860	570	2,110	1,640	51,360	208,180
2015	51,880	860	570	7,110	89,210	570	2,140	1,640	53,800	207,790
2014	47,440	840	520	6,150	84,840	540	2,010	1,540	54,270	198,160
2013	47,580	850	520	5,860	83,840	530	1,990	1,530	50,270	192,970
2012	46,800	850	520	5,630	82,160	530	1,990	1,530	50,390	190,400
2011	46,730	850	520	5,600	81,920	530	1,990	1,530	50,160	189,850
2010 (Census)	46,237	846	513	5,524	81,557	531	1,983	1,533	50,179	188,923
2000 (Census)	25,967	862	439	2,978	51,867	458	1,771	1,462	45,637	131,441
1990 (Census)	18,586	648	252	1,851	28,365	380	1,597	1,232	37,165	90,076



COMPASS BOARD AGENDA ITEM V-B
DATE: APRIL 20, 2020

Topic: FY2021 General and Special Membership Dues

Request/Recommendation:

COMPASS staff seeks COMPASS Board approval of the proposed FY2021 membership dues.

Background/Summary:

The COMPASS Board approved the attached Member Dues Calculation Policy at its January 26, 2015, meeting. The policy specifies the formula that shall be used to calculate the annual membership dues. The approved formula was incorporated into the Joint Powers Agreement adopted by the Board at its September 21, 2015, meeting.

COMPASS staff used the FY2020 population estimates recommended by the Demographic Advisory Workgroup at its March 4, 2020, meeting to calculate the proposed FY2021 membership dues. The per capita rate used in the calculation is identical to the rate approved by the COMPASS Board for FY2015 through FY2020 dues. The change in dues for each entity in Ada and Canyon Counties reflects the change in estimated population from FY2019.

Implication (policy and/or financial):

The proposed dues will be used in the draft FY2021 Unified Planning Work Program and Budget to be presented to the Finance Committee in its June 18, 2020, meeting.

More Information:

- 1) Attachments: Member Dues Calculation Policy
Proposed FY2021 Membership Dues
- 2) For detailed information contact: Meg Larsen, at 208-475-2228
or mlarsen@compassidaho.org.

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MEMBER DUES CALCULATION POLICY

Each member agency's proportionate share of general membership dues is calculated using a formula based on the population within the member agency's jurisdiction, as described below.

- a. County dues = $(1/2 \text{ of the unincorporated county population} + 1/3 \text{ of the population from incorporated portions of the county}) \times \text{the dues per person rate.}$
- b. Highway district dues = $(1/2 \text{ of the unincorporated county population within the highway district boundary} + 1/3 \text{ of the population from incorporated portions of the county within the highway district boundary}) \times \text{the dues per person rate.}$
- c. City dues = $(1/3 \text{ of each city's population within incorporated boundaries}) \times \text{the dues per person rate.}$

The population data used in the calculation are the population estimates for each jurisdiction developed by COMPASS staff and accepted by the Board annually.

The dues per person rate is the per capita rate approved by the Board.

Special member dues for each special member are equal to 1% of the total general member dues, rounded to the nearest hundred.

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**COMPASS
PROPOSED FY2021 MEMBERSHIP DUES**

	Actual FY2020 Membership Dues		Proposed FY2021 Membership Dues		Change
	FY2019 Estimated Population	Dues amount per person in jurisdiction \$ 1.322725	FY2020 Estimated Population	Dues amount per person in jurisdiction \$ 1.322725	\$ -
GENERAL MEMBERS					
ADA COUNTY					
Ada County	487,660	\$ 228,095	502,970	235,317	\$ 7,222
Ada County Highway District	487,660	228,095	502,970	235,317	7,222
City of Boise	236,310	104,191	240,380	105,986	1,795
City of Eagle	31,270	13,787	32,560	14,356	569
City of Garden City	12,240	5,397	12,460	5,494	97
City of Kuna	22,830	10,066	24,890	10,974	908
City of Meridian	114,680	50,563	119,350	52,622	2,059
City of Star	10,984	4,843	11,860	5,229	386
TOTAL ADA COUNTY	487,660	645,037	502,970	\$ 665,295	\$ 20,258
CANYON COUNTY					
Canyon County	224,540	109,594	234,820	114,775	\$ 5,181
Canyon Highway District No. 4	84,550	41,183	87,780	42,784	1,601
Nampa Highway District No. 1	122,080		128,472		-
Golden Gate Hwy District No. 3	9,040	5,398	9,539	5,718	320
Notus Parma Highway District	8,870		9,030		-
City of Caldwell	58,830	25,939	61,210	26,988	1,049
City of Greenleaf	870	384	870	384	-
City of Melba	590	260	590	260	-
City of Middleton	9,710	4,281	9,780	4,312	31
City of Nampa	102,030	44,986	106,860	47,115	2,129
City of Notus	570	251	570	251	-
City of Parma	2,150	948	2,160	952	4
City of Wilder	1,760	776	1,810	798	22
TOTAL CANYON COUNTY	224,540	\$ 234,000	234,820	\$ 244,337	\$ 10,337
SPECIAL MEMBERS					
Boise State University		8,800		9,100	\$ 300
Capital City Development Corporation		8,800		9,100	300
Department of Environmental Quality		8,800		9,100	300
Idaho Transportation Department		8,800		9,100	300
Valley Regional Transit		8,800		9,100	300
TOTAL SPECIAL MEMBERS		\$ 44,000		\$ 45,500	\$ 1,500
TOTAL MEMBER DUES		\$ 923,037		\$ 955,132	\$ 32,095

10 Canyon County residents in Star are excluded from the calculation of Ada County and ACHD dues. These residents are allocated to the City of Star, Canyon County and Canyon Highway District.

COMPASS BOARD AGENDA ITEM V-C

Date: April 20, 2020

Topic: Revision 2 of the FY2020 Unified Planning Work Program and Budget

Request/Recommendation:

COMPASS staff seeks COMPASS Board of Directors' adoption of Resolution 06-2020 approving Revision 2 of the FY2020 Unified Planning Work Program and Budget (UPWP).

Background/Summary:

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

The Finance Committee reviewed the proposed amendments at its March 19, 2020, meeting and recommended approval of Revision 2 of the FY2020 UPWP as presented.

The following revisions to revenues are proposed in Revision 2 of the FY2020 UPWP:

- Add \$150,000 of funds from the Idaho Transportation Department to assist with their I-84 Corridor Operations Plan.
- Add \$85,000 of funds from the ACHD Commuteride to increase the scope of the Park & Ride Study for *Communities in Motion 2050*.
- Add \$6,386 from fund balance to cover matching funds for key #19571, *Communities in Motion 2050*.
- Decrease the draw from fund balance by \$59,656 to cover the revenue shortfall.

The following revisions to expenses are proposed in Revision 2 of the FY2020 UPWP:

- Add \$150,000 to program number 842002, I-84 Corridor Operations Plan.
- Add \$85,000 to increase the scope of the Park & Ride Study for *Communities in Motion 2050*.
- Add \$28,750 to program number 660001, Long Range Planning for Metroquest Survey Software.
- Add \$175,000 to program number 660001, Long Range Planning for Fiscal Impact Analysis-Phase II.
- Remove \$5,000 from program number 660001, Long Range Planning for PMF Redo.
- Remove \$289,800 from program number 660001, Long Range Planning for the Carry Forward balance.
- Add \$37,780 to Labor and Fringe to cover costs for a new Modeler Position.

Implication (policy and/or financial):

Without COMPASS Board adoption of Revision 2 of the FY2020 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

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RESOLUTION NO. 06-2020

**FOR THE PURPOSE OF APPROVING REVISION 2 OF THE
FY2020 UNIFIED PLANNING WORK PROGRAM AND BUDGET**

WHEREAS, Revision 2 of the FY2020 Unified Planning Work Program and Budget was adopted by the Community Planning Association of Southwest Idaho Board of Directors under Resolution 06-2020, dated April 20, 2020;

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 2 of the FY2020 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 2 of the FY2020 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 20th day of April 2020.

APPROVED:

By: _____
Elaine Clegg, 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 to FY2020 - Revision 2
Summary

FY2020 Revision 1 UPWP Revenues		3,836,738	FY2020 Revision 1 UPWP Expenses	3,836,738
1	Idaho Transportation Department; I-84 Corridor Operations Plan	150,000	Carry-Forward. Add \$150,000 to be used in fiscal year 2021 for I-84 Corridor Operations Plan	150,000
2	ACHD Commuteride; Park and Ride study for <i>Communities in Motion 2050</i>	85,000	Professional Services. Add \$85,000 to expand the scope of the planned Park and Ride study	85,000
	Draw from Fund Balance to cover matching funds for key number 19571, <i>Communities in Motion 2050</i>	6,386		
			Survey software for <i>Communities in Motion 2050</i>	28,750
			Fiscal Impact Analysis-Phase II	175,000
			Performance Measure Framework update completed in fiscal year 2019	(5,000)
			Adjustment to carry forward amount for future year <i>Communities in Motion 2050</i> expenditures	(289,800)
3	Decrease draw from Fund Balance needed for revenue shortfall.	(59,656)		
4			Add Labor and Fringe for new Modeler position	37,780
Recommended Adjustments to Revenues		181,730	Recommended Adjustments to Expenses	181,730
Adjusted Revenues - Revision 2		4,018,468	Adjusted Expenses - Revision 2	4,018,468
Remaining Revenue		0		

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**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
FY2020 UNIFIED PLANNING WORK PROGRAM and Budget - Revision 2
REVENUE AND EXPENSE SUMMARY (total)**

REVENUE	FY2020 Revision 1	FY2020 Revision 2
GENERAL MEMBERSHIP		
Ada County	228,095	228,095
Ada County Highway District	228,095	228,095
Canyon County	109,594	109,594
Canyon Highway District No. 4	41,183	41,183
Golden Gate Highway District No.3	5,398	5,398
City of Boise	104,191	104,191
City of Caldwell	25,939	25,939
City of Eagle	13,787	13,787
City of Garden City	5,397	5,397
City of Greenleaf	384	384
City of Kuna	10,066	10,066
City of Meridian	50,563	50,563
City of Melba	260	260
City of Middleton	4,281	4,281
City of Nampa	44,986	44,986
City of Notus	251	251
City of Parma	948	948
City of Star	4,843	4,843
City of Wilder	776	776
Subtotal	879,037	879,037
SPECIAL MEMBERSHIP		
Boise State University	8,800	8,800
Capital City Development Corporation	8,800	8,800
Idaho Department of Environmental Quality	8,800	8,800
Idaho Transportation Department	8,800	8,800
Valley Regional Transit	8,800	8,800
Subtotal	44,000	44,000
GRANTS AND SPECIAL PROJECTS		
FHWA/FTA - Consolidated Planning Grants		
CPG - FY2020 K# 19258 Ada County	1,023,420	1,023,420
CPG - FY2020 K# 19258 Canyon County	359,580	359,580
Sub Total CPG Grants	1,383,000	1,383,000
STP TMA - K# 19766, FY2020 off-the-top funds for Planning	306,705	306,705
STP TMA - K# 19571, <i>Communities in Motion 2050</i> (carry over from FY19)	433,520	433,520
STP TMA - K# 19571, <i>Communities in Motion 2050</i>	80,614	80,614
STP TMA - K# 18694, Treasure Valley ITS Plan (carry over from FY19)	57,400	57,400
STP TMA - K# 19303, Travel Survey Data Collection	138,990	138,990
Subtotal	1,017,229	1,017,229
OTHER REVENUE SOURCES		
Idaho Transportation Department (I-84 Corridor Operations Plan)		150,000
ACHD Commuteride (Park and Ride Study)		85,000
Idaho Department of Environmental Quality	25,000	25,000
Ada County Air Quality Board	25,000	25,000
Air Quality Operations - Management Fee	64,738	64,738
Orthophotography - Participant Contributions	83,333	83,333
City of Boise - Project Development	9,839	9,839
Interest Income	24,000	24,000
Subtotal	231,909	466,909
TOTAL REVENUE; Dues, Federal Funds, and Other miscellaneous	3,555,176	3,790,176
Draw from Fund Balance (Match for CIM 2050)	34,341	40,727
Draw from Fund Balance (Match for Treasure Valley ITS Plan)	4,547	4,547
Draw From Fund Balance (CIM Implementation Grants)	62,000	62,000
Draw From Fund Balance (Carry-Over FY2019 Ortho Project)	125,000	125,000
Draw From Fund Balance (to fund revenue shortfall)	55,675	(3,981)
Subtotal	281,563	228,293
TOTAL REVENUE, ALL RESOURCES	3,836,738	4,018,468

EXPENSE	FY2020 Revision 1	FY2020 Revision 2
SALARY, FRINGE & CONTINGENCY		
Salary	1,321,100	1,347,530
Fringe	593,006	604,356
Contingency (Overtime, Bonus, and Sick Time Trade)	18,857	18,857
Subtotal	1,932,963	1,970,743
INDIRECT OPERATIONS & MAINTENANCE		
Indirect Costs	203,450	203,450
Subtotal	203,450	203,450
DIRECT OPERATIONS & MAINTENANCE		
620001, Demographics and Growth Monitoring	2,500	2,500
620003, Census 2020	50,000	50,000
653001, Communication and Education	35,600	35,600
661001, Long-Range Planning	674,661	668,611
661008, Bike Counter Management	19,540	19,540
685001, Transportation Improvement Program	5,500	5,500
685002, Project Development Program	84,839	84,839
685004, CIM Implementation Grants	62,000	62,000
702001, Air Quality Outreach	45,455	45,455
760001, Legislative Services	115,050	115,050
801001, Staff Development	40,000	40,000
820001, Committee Support	2,000	2,000
836001, Regional Travel Demand Model	25,200	25,200
838001, Travel Survey Data Collection	150,000	150,000
842001, Congestion Management Process	61,947	61,947
842002, I-84 Corridor Operations Plan		150,000
860001, Geographic Information System Maintenance	250,333	250,333
990001, Direct Operations and Maintenance	75,700	75,700
Subtotal	1,700,325	1,844,275
TOTAL EXPENSE	3,836,738	4,018,468

REVENUE AND EXPENSE SUMMARY		
TOTAL REVENUE	3,836,738	4,018,468
LESS: TOTAL EXPENSES	3,836,738	4,018,468
REVENUE EXCESS/(DEFICIT)	0	0

**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
FY2020 UNIFIED PLANNING WORK PROGRAM and Budget - Revision 2
EXPENSES BY WORK PROGRAM NUMBER AND FUNDING SOURCE**

WORK PROGRAM NUMBER	EXPENSES				FUNDING SOURCE						MATCH, LOCAL & OTHER FUNDING				TOTAL FUNDING SOURCES
	Work Days	Indirect Cost	Direct Cost	Total Cost	FY20 CPG Ada County K# 19258 (74%)	FY20 CPG Canyon County K# 19258 (26%)	STP-TMA Off The Top K# 19766	STP-TMA CIM 2050 K# 19751	STP-TMA Treasure Valley ITS Plan	STP-TMA Travel Survey Data Collection	Total Federal Funds	Required Match	Local Funds/FB	Other Revenue	
601001 UPWP/Budget Development and Federal Assurances	100	77,630	-	77,630	31,030	10,902	30,000				71,932	5,698		5,698	77,630
620001 Demographics and Growth Monitoring	136	101,083	2,500	103,583	48,826	17,155	30,000				95,980	7,603		7,603	103,583
620002 Development Monitoring	31	19,912	-	19,912	6,254	2,197	10,000				18,451	1,462		1,462	19,912
620003 Census 2020	67	33,269	50,000	83,269	8,012	2,815	20,000				30,827	2,442	50,000	52,442	83,269
653001 Communication and Education Long-Range Planning	168	104,605	35,600	140,205							-		140,205	140,205	140,205
661001 General Project Management	269	190,220	668,611	858,832	130,431	45,827		514,134			690,393	54,689	28,750	85,000	858,832
661003 Roadways	34	22,580	-	22,580	15,483	5,440					20,923	1,657		1,657	22,580
661004 Freight	20	15,393	-	15,393	10,555	3,708					14,263	1,130		1,130	15,393
661005 Bicycles/Pedestrians	125	54,948	-	54,948	37,677	13,238					50,914	4,033		4,033	54,948
661006 Public Transportation	120	52,893	-	52,893	36,268	12,743					49,011	3,882		3,882	52,893
661007 Performance Measurement	20	14,317	-	14,317	9,817	3,449					13,266	1,051		1,051	14,317
661008 Bike Counter Management	116	53,761	19,540	73,301	36,863	12,952					49,815	3,946	19,540	23,486	73,301
661009 Public Involvement	61	39,414	-	39,414	27,026	9,495					36,521	2,893		2,893	39,414
Resource Development/Funding											-				
685001 Transportation Improvement Program	392	248,211	5,500	253,711	96,194	33,798	100,000				229,992	18,219	5,500	23,719	253,711
685002 Project Development Program	33	24,322	84,839	109,160	16,677	5,860					22,537	1,785	75,000	9,839	109,160
685003 Grant Research and Development	140	100,194	-	100,194							-		100,194	100,194	100,194
685004 CIM Implementation Grants	18	12,777	62,000	74,777	8,761	3,078					11,839	938	62,000	62,938	74,777
#REF!	1,850	1,165,530	928,590	2,094,119	519,872	182,658	190,000	514,134	-	-	1,406,664	111,428	481,189	94,839	2,094,119
701001 Membership Services	167	110,592	-	110,592	75,831	26,643					102,474	8,117		8,117	110,592
702001 Air Quality Outreach	7	4,545	45,455	50,000							-		50,000	50,000	50,000
703001 General Public Services	14	8,981	-	8,981							-	8,981		8,981	8,981
704001 Air Quality Operations	87	64,738	-	64,738							-		64,738	64,738	64,738
705001 Transportation Liaison Services	64	47,789	-	47,789	32,768	11,513					44,282	3,508		3,508	47,789
760001 Legislative Services	58	60,087	115,050	175,137							-	175,137		175,137	175,137
761001 Growth Incentives	5	3,848	-	3,848	3,566						3,566	282		282	3,848
#REF!	402	300,581	160,505	461,086	112,165	38,157	-	-	-	-	150,322	11,908	184,119	114,738	461,086
801001 Staff Development	111	72,109	40,000	112,109	76,871	27,009					103,880	8,229		8,229	112,109
820001 Committee Support	218	141,010	2,000	143,010	96,688	33,972					130,660	10,350	2,000	12,350	143,010
836001 Regional Travel Demand Model	174	133,917	25,200	159,117	77,025	27,063	20,000				124,088	9,830	25,200	35,030	159,117
838001 Travel Survey Data Collection	20	15,393	150,000	165,393	10,555	3,708					153,253	12,140		12,140	165,393
842001 Congestion Management Process	85	65,419	61,947	127,367	44,857	15,761			57,400		118,018	9,349		9,349	127,367
842002 I-84 Corridor Operations Plan	-	-	150,000	150,000							-		150,000	150,000	150,000
860001 Geographic Information System Maintenance	462	280,234	250,333	530,567	85,386.82	31,253.60	96,705				213,345	16,900	91,989	208,333	530,567
#REF!	1,070	708,082	679,480	1,387,563	391,383	138,766	116,705	-	57,400	138,990	843,243	66,797	119,189	358,333	1,387,563
990001 Direct Operations / Maintenance	-	-	75,700	75,700							-		51,700	24,000	75,700
991001 Support Services Labor	894	-	-	-							-		-	-	-
999001 Indirect Operations/Maintenance	-	-	-	-							-		-	-	-
#REF!	894	-	75,700	75,700	-	-	-	-	-	-	-	-	51,700	24,000	75,700
GRAND TOTAL	4,216	2,174,193	1,844,275	4,018,468	1,023,420	359,580	306,705	514,134	57,400	138,990	2,400,229	190,133	836,196	591,909	4,018,468

EXPENSES BY WORK PROGRAM NUMBER AND FUNDING SOURCE

**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
FY2020 UNIFIED PLANNING WORK PROGRAM and Budget - Revision 2
DIRECT EXPENSE SUMMARY**

DESCRIPTION	TOTAL DIRECT	PROFESSIONAL SERVICES (830)	EQUIPMENT / SOFTWARE (834)	TRAVEL / EVENTS / EDUCATION (840)	PRINTING (860)	OTHER (863)	PUBLIC INVOLVEMENT (864)	MEETING SUPPORT (865)	LEGAL / LOBBYING (872)	CARRY-FORWARD
620001 Demographics and Growth Monitoring	2,500					2,500				
620003 Census 2020	50,000						50,000			
653001 Communication and Education	35,600	15,000			600		20,000			
661001 Long-Range Planning	668,611	451,550					49,000			168,061
661008 Bike Counter Management	19,540	5,000	14,540							
685001 Transportation Improvement Program	5,500						5,500			
685002 Project Development Program	84,839	84,839								
685004 CIM Implementation Grants	62,000	62,000								
702001 Air Quality Outreach	45,455	45,455								
760001 Legislative Services	115,050			18,000		11,100			85,950	
801001 Staff Development	40,000			40,000						
820001 Committee Support	2,000							2,000		
836001 Regional Travel Demand Model	25,200	25,200								
838001 Travel Survey Data Collection	150,000	150,000								
842001 Congestion Management Process	61,947	61,947								
842002 I-84 Corridor Operations Plan	150,000									150,000
860001 Geographic Information System Maintenance	250,333	125,000	42,000			-				83,333
990001 Direct Operations / Maintenance										
TRB Sponsor; 'Tools of the Trade'	10,000					10,000				
New/replacement hardware and software	6,000		6,000							
Transit network planning software	20,000		20,000							
Cube renewal; Cube Land	14,100		14,100							
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	1,844,275	1,025,991	96,640	59,600	600	23,600	124,500	9,000	102,950	401,394

**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
 FY2020 UNIFIED PLANNING WORK PROGRAM and Budget - Revision 2
 INDIRECT OPERATIONS AND MAINTENANCE EXPENSE SUMMARY**

CATEGORY	ACCOUNT CODE	FY2020 Revision 1	FY2020 Revision 2
Professional Services	930	30,000	30,000
Equipment Repair / Maintenance	936	200	200
Publications	943	1,000	1,000
Employee Professional Membership	945	7,500	7,500
Postage	950	750	750
Telephone	951	11,500	11,500
Building Maintenance and Reserve for Major Repairs	955	54,000	54,000
Printing	960	1,000	1,000
Advertising	962	1,000	1,000
Audit	970	15,000	15,000
Insurance	971	13,000	13,000
Legal Services	972	5,000	5,000
General Supplies	980	6,000	6,000
Computer Supplies	982	15,000	15,000
Computer Software / Maintenance	983	25,000	25,000
Vehicle Maintenance	991	1,000	1,000
Utilities	992	10,000	10,000
Local Travel	993	1,500	1,500
Other / Miscellaneous	995	5,000	5,000
TOTAL		203,450	203,450

**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
FY2020 UNIFIED PLANNING WORK PROGRAM and Budget - Revision 2
WORKDAY ALLOCATION SUMMARY**

WORK PROGRAM DESCRIPTION		LEAD STAFF	DIRECTORS	PLANNING	COMMUNICATIONS	OPERATIONS	TOTAL
601001	UPWP/Budget Development and Federal Assurances	ML	39	13	3	45	100
620001	Demographics and Growth Monitoring	CM	-	131	5	-	136
620002	Development Monitoring	CM	-	31	-	-	31
620003	Census 2020	CM	-	17	50	-	67
653001	Communication and Education	AL	11	15	142	-	168
	Long-Range Planning	LI	-	-	-	-	-
661001	General Project Management	LI	15	207	47	-	269
661003	Roadways	LI	-	34	-	-	34
661004	Freight	LI	-	20	-	-	20
661005	Bicycles/Pedestrians	BC	-	122	3	-	125
661006	Public Transportation	RH	-	109	11	-	120
661007	Performance Measurement	CM	-	17	3	-	20
661008	Bike Counter Management	BC	-	114	2	-	116
661009	Public Involvement	LI	-	26	35	-	61
	Resource Development/Funding	TT	-	-	-	-	-
685001	Transportation Improvement Program	TT	12	349	31	-	392
685002	Project Development Program	KP	-	33	-	-	33
685003	Grant Research and Development	KP	8	126	6	-	140
685004	CIM Implementation Grants	KP	-	18	-	-	18
TOTAL PROJECTS			85	1,382	338	45	1,850
701001	Membership Services	LI	-	159	8	-	167
702001	Air Quality Outreach	AL	-	-	7	-	7
703001	General Public Services	MW	-	14	-	-	14
704001	Air Quality Operations	ML	23	12	6	46	87
705001	Transportation Liaison Services	MS	12	38	14	-	64
760001	Legislative Services	MS	58	-	-	-	58
761001	Growth Incentives	MS	-	5	-	-	5
TOTAL SERVICES			93	228	35	46	402
801001	Staff Development	ML	9	71	14	17	111
820001	Committee Support	ML	12	92	23	91	218
836001	Regional Travel Demand Model	MW	-	174	-	-	174
838001	Travel Survey Data Collection	MW	-	15	5	-	20
842001	Congestion Management Process	HM	-	80	5	-	85
842002	I-84 Corridor Operations Plan	MW	-	-	-	-	-
860001	Geographic Information System Maintenance	EA	-	457	5	-	462
TOTAL SYSTEM MAINTENANCE			21	889	52	108	1,070
TOTAL DIRECT			199	2,499	425	199	3,322
991001	Support Services Labor	ML	261	107	35	491	894
TOTAL INDIRECT/OVERHEAD			261	107	35	491	894
TOTAL LABOR			460	2,606	460	690	4,216

PROGRAM NO.	601				CLASSIFICATION:	Project	
TITLE:	UPWP Budget Development and Monitoring						
TASK / PROJECT DESCRIPTION:	Monitor and amend, as necessary, the FY2020 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 FY2021 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.						
FY2020 BENCHMARKS							
MILESTONES / PRODUCTS							
FY2020 UPWP Process and track revenues and expenditures for the FY2020 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 FY2020 UPWP revisions Distribute revisions of the FY2020 UPWP to the Idaho Transportation Department for tracking purposes Distribute revisions of the FY2020 UPWP to the Federal Highway Administration and the Federal Transit Administration for approval						As Needed	
FY2021 UPWP Development Develop process and schedule for the FY2021 UPWP Solicit membership input on possible transportation planning projects and associated needs for FY2021 Submit initial revenue assessment for FY2021 to the Finance Committee for input Obtain Board approval on FY2021 General and Special membership dues						Nov Jan-Feb Mar Apr	
Present FY2021 UPWP Present draft FY2021 UPWP to Finance Committee for input and feedback Present draft FY2021 UPWP to Finance Committee for recommendation Submit FY2021 UPWP to Board for adoption Submit and obtain approval from Federal Highway Administration of FY2021 UPWP Distribute FY2021 UPWP to the Idaho Transportation Department and Federal Transit Administration						May Jun 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 Document and prepare for Federal Certification Review Monitor federal changes through the Federal Register						Ongoing	
LEAD STAFF: Meg Larsen						Expense Summary	
END PRODUCTS: FY2020 UPWP revisions; FY2021 UPWP; and maximize funding opportunities.							
						Total Workdays: 100	
						Salary \$ 48,690	
						Fringe 21,550	
						Overhead 7,390	
						Total Labor Cost: \$ 77,630	
ESTIMATED DATE OF COMPLETION: September-2020						DIRECT EXPENDITURES:	
Funding Sources				Participating Agencies			
	Ada	Canyon	Special	Total	Member Agencies		
CPG, K19258	\$ 31,030	\$ 10,902		\$ 41,932	Federal Highway Administration		
CPG, K19071				-	Federal Transit Administration		
STP-TMA, K19060			30,000	30,000			
Local / Fund Bal	4,217	1,481		5,697			
Total:	\$ 35,247	\$ 12,383	\$ 30,000	\$ 77,630			
							Professional Services \$ -
							Legal / Lobbying
						Equipment Purchases	
						Travel / Education	
						Printing	
						Public Involvement	
						Meeting Support	
						Other	
						Total Direct Cost: \$ -	
						601 Total Cost: \$ 77,630	

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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, Census 2020 preparation work, 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; 4) Development review enables local decision-makers to bridge regional and local planning efforts to provide growth supportive of <i>Communities in Motion</i> ; and 5) Census preparation and outreach enables the most accurate counts during the 2020 Census, enables local governments to receive a variety of federal program funds, and provides key demographic data.				
FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:	<p>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...."</p> <p>Tasks are included to complete the following <i>Communities in Motion</i> 2040 tasks:</p> <p>1.1.1.a. Annually monitor local land use plans and transportation agencies subarea and corridor plans; identify gaps in meeting goals of linking land use and transportation.</p> <p>2.1.1.c. Annually compile a development monitoring report.</p>				
FY2020 BENCHMARKS					
MILESTONES / PRODUCTS					
Population and Employment Estimates					
Data collection and geocoding of building permits Complete 2019 employment data Complete 2019 Development Monitoring Report Complete 2020 population estimates and receive Board acceptance					Ongoing March March April
Census Liaison/Clearinghouse					
Complete Census New Construction Program (NCP) Support the Regional Census Complete Count Committee (Census Advisory Workgroup) Develop Census outreach templates and related materials in support of local Census outreach efforts Conduct regional outreach to encourage participation in the 2020 Census Complete the Census Boundary and Annexation Survey (BAS) Integrate Census data in related projects					Oct Oct - June Oct - Dec Jan - April March Ongoing
Development Forecasting, Tracking, and Reconciliation					
Update preliminary plat files and other entitled development Develop population forecast for CIM 2050 and receive Board approval Update CIM 2050 population and employment allocation Conduct reconciliation and report to workgroup/committee Develop population buildout forecast					Ongoing Dec Dec Apr June
Demographics Support					
Respond to member requests for census data Provide development and policy reviews and checklists Development checklist report					Ongoing Ongoing Mar
LEAD STAFF:	Carl Miller				
END PRODUCT:	Demographic products: 1) 2020 population estimates; 2) 2019 employment estimates; 3) Census 2020 support work including technical and outreach work (Complete Count Committee; outreach materials and templates; 4) develop CIM 2050 forecast and allocation; 5) updated annual demographic reconciliation; and 6) demographic data and support for member agencies and the media.				
					Expense Summary
					Total Workdays: 234
					Salary \$ 97,603
					Fringe 42,824
					Overhead 14,686
					Total Labor Cost: \$ 154,264
ESTIMATED DATE OF COMPLETION: September-2020					
Funding Sources					Participating Agencies
	Ada	Canyon	Special	Total	Member Agencies
CPG, K19258	\$ 63,092	\$ 22,167		\$ 85,259	
CPG, K19071				-	
STP-TMA, K19060			60,000	60,000	
Local / Fund Bal	8,515	2,992	50,000	61,507	
Total:	\$ 71,607	\$ 25,159	\$ 110,000	206,766	
					DIRECT EXPENDITURES:
					Professional Services
					Legal / Lobbying
					Equipment Purchases
					Travel / Education
					Printing
					Public Involvement \$ 50,000.00
					Meeting Support
					Other 2,500
					Total Direct Cost: \$ 52,500
					620 Total Cost: \$ 206,764

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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 "Fixing America's Surface Transportation Act" (FAST Act) requires that the regional long-range transportation plan be updated every four years in areas with more than 200,000 people or with air quality issues. Since the area meets the test on both criteria, a new plan has to be adopted by 2019. 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.				
FY2020 BENCHMARKS					
MILESTONES / PRODUCTS					
661001 General Project Management Work with the Regional Transportation Advisory Committee, workgroups and the COMPASS Board to develop CIM 2050 Manage contracts related to CIM 2050 Monitor legislative, funding, etc. changes Compile updates to CIM 2040 2.0 Develop and implement fiscal impact analysis tool Using feedback on trends and values, develop "what if" transportation scenarios					Oct-Dec Oct-Sep Ongoing Dec May May
661003 Roadways Update the regional complete streets policy					June
661004 Freight Work with Freight Advisory Workgroup to update Complete Streets policy Help member agencies identify freight projects and develop funding applications					June Ongoing
661005 Active Transportation (bicycle and pedestrian) Develop and implement work plan Treasure Valley Regional Bikeway and Pathway Plan Develop planning tool kit for first/last mile improvements (with public transportation) Work with Active Transportation Workgroup to update Complete Streets policy Develop Rails with Trails implementation plan Compile annual Rails with Trails progress report					Oct-Sep Dec June Dec July
661006 Public Transportation Develop and implement fixed guideway work plan for public transportation scenario planning Develop planning toolkit for first/last mile improvements (with active transportation) Work with Public Transportation Workgroup to update Complete Streets policy Conduct Park and Ride study, Phase I					Oct-Sep Dec June Aug
661007 Performance Management Compile FHWA and FTA required performance reporting Develop and implement fiscal impact analysis tool Complete the 2020 Change in Motion scorecard Complete TIP Achievement reporting process Develop a regional pavement asset inventory, calibration, and management plan					Ongoing May Aug Aug Sep
661008 Bike Counter Management Manage portable counter requests Manage permanent counter program and COMPASS Data Bike Manage and report data					Ongoing Ongoing Ongoing
661009 Public Involvement Conduct public involvement according to the work plan					Oct-Sep
LEAD STAFF: Liisa Itkonen					Expense Summary
END PRODUCT: Implementation of <i>Communities in Motion 2050</i> work plan, including two public involvement opportunities; summary of project updates in CIM 2040 2.0; updated complete streets policy; planning tool kit for first/last mile improvements; bicycle and pedestrian data.					Total Workdays: 765
					Salary \$ 278,180
					Fringe 123,123
					Overhead 42,224
					Total Labor Cost: 443,526
ESTIMATED DATE OF COMPLETION: September-2020					DIRECT EXPENDITURES:
Funding Sources				Participating Agencies	
	Ada	Canyon	Special	Total	Member Agencies
CPG, K19258	\$ 304,120	\$ 106,852		\$ 410,972	ITD
CPG, K19071				-	FHWA
STP-TMA, K19060			514,134	514,134	FTA
Stp-TMA, K19571			85,000	85,000	
Local / Fund Bal	54,228	19,053	48,290	121,571	
				-	
Total:	\$ 358,348	\$ 125,905	\$ 647,424	\$1,131,677	
					Professional Services \$ 456,550
					Legal / Lobbying
					Equipment Purchases 14,540
					Travel / Education
					Printing
					Public Involvement 49,000
					Meeting Support
					Carry-Forward 168,061
					Total Direct Cost: \$ 688,151
					661 Total Cost: \$ 1,131,677

PROGRAM NO.	685				CLASSIFICATION:	Project	
TITLE:	Resource Development/Funding						
TASK / PROJECT DESCRIPTION:	Develop a FY2021-2025 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 FY2020-2024 TIP. COMPASS staff, with consultant assistance, 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 is 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 2040 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 on-going maintenance of the transportation system; also assists member agencies in implementing the regional long-range transportation plan, <i>Communities in Motion 2040 2.0</i> , and the annual TIP. Under 12 CFR § 450.306 and 23 CFR § 450.324, 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 Idaho Transportation Investment Program (ITIP), 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.						
FY2020 BENCHMARKS							
MILESTONES / PRODUCTS							
685001 Transportation Improvement Program Update funding application process Conduct member outreach Solicit project applications Assist members with developing complete applications Facilitate prioritization of project applications Assign projects to funding programs Rank applications Develop the final FY2021-2025 Regional Transportation Improvement Program Incorporate reporting methods for federal performance targets, as information is available, prior to deadlines Monitor and track FY2020-2024 Regional Transportation Improvement Program Balance programs managed by COMPASS, as changes occur Provide assistance to member agencies with federal-aid funding concerns Provide 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 - TIGER, FASTLANE, 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 and TIP update. Annual Resource Development Plan. Project Development Program pre-concept reports. Application assistance. CIM Implementation Grants.							
					Total Workdays: 583		
					Salary \$ 241,788		
					Fringe 107,016		
					Overhead 36,700		
					Total Labor Cost: \$ 385,504		
ESTIMATED DATE OF COMPLETION: September-2020					DIRECT EXPENDITURES:		
Funding Sources				Participating Agencies			
	Ada	Canyon	Special	Total	Member Agencies		
CPG, K19258	\$ 121,632	\$ 42,736		\$ 164,368			
CPG, K19071				-			
STP-TMA, K19060			100,000	100,000			
			9,839	9,839			
Local / Fund Bal	15,497	5,445	242,694	263,636			
Total:	\$ 137,129	\$ 48,181	\$ 352,533	\$ 537,843	Professional Services \$ 146,839		
					Legal / Lobbying		
					Equipment Purchases		
					Travel / Education		
					Printing		
					Public Involvement 5,500		
					Meeting Support		
					Other		
					Total Direct Cost: \$ 152,339		
					685	Total Cost: \$ 537,843	

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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.							
FY2020 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 Other requests as budget allows Specific requested assistance: Provide modeling support for ACHD's CIP Update (10 workdays in Task 836) Update the Planning Functional Classification Map (30 workdays total: 20 workdays in task 701 and 10 workdays in 860) Assist Canyon Highway District #4 Impact Fee Feasibility and Analysis (20 workdays) Provide support to City of Star Circulation Study and Network Analysis (20 workday) Update the Boise State Bike Ped Master Plan (10 workdays) Update the Boise State All Hazards Map (8 workdays in Task 860)					Ongoing			
					As Needed			
LEAD STAFF:	Liisa Itkonen				Expense Summary			
END PRODUCT: Data, mapping, and modeling assistance to COMPASS members. Support for member agency studies and planning activities.					Total Workdays: 167 Salary \$ 69,363 Fringe 30,700 Overhead 10,528 Total Labor Cost: \$ 110,592			
ESTIMATED DATE OF COMPLETION:	September-2020				DIRECT EXPENDITURES: Professional Services Legal / Lobbying Equipment Purchases Travel / Education Printing Public Involvement Meeting Support Other Total Direct Cost: \$ - Total Cost: \$ 110,592			
Funding Sources				Participating Agencies				
	Ada	Canyon	Special	Total			Member Agencies	
CPG, K19258	\$ 75,831	\$ 26,643		\$ 102,474				
CPG, K19071				-				
Local / Fund Bal	6,007	2,111		8,118				
Total:	\$ 81,838	\$ 28,754		\$ 110,592	701			

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PROGRAM NO.	702			CLASSIFICATION:	Service
TITLE:	Air Quality Outreach				
TASK / PROJECT DESCRIPTION:	The Air Quality Outreach program supports the Idaho Department of Environmental Quality (DEQ) and the Air Quality Board in their outreach efforts regarding air quality in the Treasure Valley through managing a contract to cover the airing of television and radio public service announcements, and assisting in obtaining related earned media exposure as appropriate.				
PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:	Air quality has been an ongoing issue in the Treasure Valley for over 30 years. While many steps have been taken to limit the release of air quality pollutants, individual behaviors must also change to achieve an improvement, or even a lack of degradation, in air quality. Outreach and education on air quality issues and steps individuals can take to curb individual air quality emissions are necessary to bring about this change.				
FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:	COMPASS will assist DEQ and the Air Quality Board in fulfilling requirements for outreach and education as outlined in Title 39, Section 116B of Idaho code, which states, (1) The board shall...provide for the implementation of a motor vehicle inspection and maintenance program...[and]...provide for: ...(g) A fee, bond or insurance which is necessary to carry out the provisions of this section and <u>to fund an air quality public awareness and outreach program.</u> (http://www.legislature.idaho.gov/ldstat/Title39/T39CH1SECT39-116B.htm).				
FY2020 BENCHMARKS					
MILESTONES / PRODUCTS					
Public Service Announcements Work with service provider to purchase radio and television air time for public service announcements, and assist in obtaining related earned media exposure as appropriate.					Ongoing
LEAD STAFF: Amy Luft					Expense Summary
END PRODUCT: Increased public understanding of air quality issues and an individual's role in curbing air emissions, through assisting DEQ and the Air Quality Board in reaching out to the public via public service announcements.					Total Workdays: 7
					Salary \$ 2,851
					Fringe 1,262
					Overhead 433
					Total Labor Cost: \$ 4,545
ESTIMATED DATE OF COMPLETION: September-2020					DIRECT EXPENDITURES:
Funding Sources				Participating Agencies	
	Ada	Canyon	Special	Total	Department of Environmental Quality
				\$ -	Ada County Air Quality Board
Special			50,000	50,000	
				-	
Total:	\$ -	\$ -		\$ 50,000	
					Total Direct Cost: \$ 45,455
					702 Total Cost: \$ 50,000

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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).						
FY2020 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 Demographic, development, and related information Traffic counts and related information Other general requests for information						Ongoing	
LEAD STAFF:	Mary Ann Waldinger					Expense Summary	
END PRODUCT:	Information assistance to the general public.					Total Workdays: 14	
						Salary \$ 5,633	
						Fringe 2,493	
						Overhead 855	
						Total Labor Cost: \$ 8,981	
ESTIMATED DATE OF COMPLETION:	September-2020					DIRECT EXPENDITURES: \$ -	
Funding Sources				Participating Agencies			
	Ada	Canyon	Special	Total	Member Agencies		
				\$ -			
Local / Fund Bal			8,981	\$ 8,981			
Total:	\$ -	\$ -	\$ 8,981	\$ 8,981	Total Direct Cost: \$ -		
						703	Total Cost: \$ 8,981

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PROGRAM NO.	704			CLASSIFICATION:	Service	
TITLE:	Air Quality Operations					
TASK / PROJECT DESCRIPTION:	To provide COMPASS labor supporting the ongoing administrative functions related to the operations of Air Quality Board. 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:	Assisting COMPASS' members in meeting and improving air quality is one of the many planning services that COMPASS currently provides. Providing assistance to the Air Quality Board for its operating functions will free up time for its staff to focus on emissions testing.					
FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW	There is no federal requirement for this service.					
FY2020 BENCHMARKS						
MILESTONES / PRODUCTS						
General Administration Review standing agreements Conduct appropriate procurement processes and prepare contracts, as needed Facilitate updates to Air Quality Rules and Regulations, as needed Monitor general workplace and personnel needs Provide administrative assistance for agency needs Personnel Management Prepare and complete recruitment processes Conduct employee annual evaluations Renew insurance policies Pursue FY2020 benefit options Financial Management Close FY2019 financial records and begin FY2020 Provide annual audit support and complete financial reports Complete COMPASS annual Audit Report Prepare and distribute year-end payroll reports Prepare financial reports for review by the Air Quality Board Maintain inventory of furniture, equipment, hardware and software Information Technology Manage Information Technology consultant and coordinate work efforts Prioritize needs, analyze costs, make recommendations and implement system improvements Coordinate with staff to configure equipment and software to meet the needs of each position Maintain security and integrity of IT systems, and perform appropriate back ups					Aug As needed As needed Ongoing Ongoing As needed Oct-Nov Oct-Dec Jan Jan Quarterly Ongoing Ongoing	
LEAD STAFF: Meg Larsen				Expense Summary		
End Product: Using the skills of COMPASS staff, provide for the administrative functions of the Air Quality Board.				Total Workdays: 87		
				Salary \$ 40,604		
				Fringe 17,971		
				Overhead 6,163		
				Total Labor Cost: \$ 64,738		
ESTIMATED DATE OF COMPLETION: September-2020				DIRECT EXPENDITURES:		
Funding Sources				Participating Agencies		
	Ada	Canyon	Special	Total	Air Quality Board	
Air Quality Board			\$ 64,738	\$ 64,738		
					Professional Services \$ -	
					Legal / Lobbying	
					Equipment Purchases	
					Travel / Education	
					Printing	
					Public Involvement	
					Meeting Support	
					Other	
					Total Direct Cost: \$ -	
Total:	\$ -	\$ -	\$ 64,738	64,738	704	Total Cost: \$ 64,738

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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.		

FY2020 BENCHMARKS	MILESTONES / PRODUCTS
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Attend member agency meetings and coordinate transportation-related planning activities with member agencies.	Ongoing
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LEAD STAFF: Matt Stoll	Expense Summary											
END PRODUCT: Ongoing staff liaison role to member agencies.	<table border="1"> <tr> <td>Total Workdays:</td> <td>64</td> </tr> <tr> <td>Salary</td> <td>\$ 29,973</td> </tr> <tr> <td>Fringe</td> <td>13,266</td> </tr> <tr> <td>Overhead</td> <td>4,550</td> </tr> <tr> <td>Total Labor Cost:</td> <td>\$ 47,789</td> </tr> </table>		Total Workdays:	64	Salary	\$ 29,973	Fringe	13,266	Overhead	4,550	Total Labor Cost:	\$ 47,789
Total Workdays:	64											
Salary	\$ 29,973											
Fringe	13,266											
Overhead	4,550											
Total Labor Cost:	\$ 47,789											
ESTIMATED DATE OF COMPLETION: September-2020	DIRECT EXPENDITURES:											
Funding Sources		Professional Services \$ -										
Participating Agencies		Legal / Lobbying										
CPG, K19258	Ada	Canyon	Special	Total	Member Agencies	Equipment Purchases						
CPG, K19071	\$ 32,768	\$ 11,513		\$ 44,281		Travel / Education						
				-		Printing						
Local / Fund Bal	2,596	912		3,508		Public Involvement						
				-		Meeting Support						
Total:	\$ 35,364	\$ 12,425		\$ 47,789		Other						
						Total Direct Cost: \$ -						
						705 Total Cost: \$ 47,789						

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PROGRAM NO.	761			CLASSIFICATION:	Service
TITLE:	Growth Incentives				
TASK / PROJECT DESCRIPTION:	Provides assistance to COMPASS members, by evaluating growth incentive policies, reviewing best practices with stakeholders, and reporting to relevant committee.				
PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:	This service promotes linkage of the regional long-range transportation plan and local land use planning, as well as provides necessary information to land use agencies for evaluating policies, plans, and strategies for developing the employment market.				
FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:	Several <i>Communities in Motion 2040</i> goals and objectives support this program, including: Goal 2.3 "Encourage infill development and more compact growth near community identified activity centers." Goal 4.1 "Promote land use patterns that provide Treasure Valley residents with safe, reliable, and cost efficient infrastructure services." Goal 6.1 "Develop a regional transportation system that connects communities, provides access to employment centers, and provides efficient truck, rail, and/or air freight movement throughout the Treasure Valley." Objective 6.1.3 "Maintain adequate land for industrial uses near freight routes and transfer centers."				
FY2020 BENCHMARKS					
MILESTONES / PRODUCTS					
Administration Facilitate required annual meeting of Blueprint for Good Growth					April
Policy Analysis Evaluate growth incentive policies (best practices, legal requirements) as directed by relevant committee Report to workgroup/committee and identify pilot study					As needed
LEAD STAFF: Matt Stoll					Expense Summary
END PRODUCT: Blueprint for Good Growth annual meeting. The policy analysis, if requested, would work with land use and transportation agencies in identifying growth incentive strategies that could be implemented locally to meet the <i>Communities in Motion 2040</i> Vision by encouraging infill, redevelopment, and Major Activity Centers.					Total Workdays: 5
					Salary \$ 2,413 Fringe 1,068 Overhead 366 Total Labor Cost: \$ 3,848
ESTIMATED DATE OF COMPLETION: September-2020					DIRECT EXPENDITURES:
Funding Sources				Participating Agencies	
	Ada	Canyon	Special	Total	Professional Services \$ -
CPG, K19258 CPG, K19071	\$ 3,566			\$ 3,566	Legal / Lobbying
Local / Fund Bal	282			282	Equipment Purchases
Total:	\$ 3,848	\$ -		\$ 3,848	Travel / Education
					Printing
					Public Involvement
					Meeting Support
					Other
					Total Direct Cost: \$ -
					761 Total Cost: \$ 3,848

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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 Planners, Association of Metropolitan Planning Organizations, and the Transportation Research Board, etc., to keep staff well informed.				
FY2020 BENCHMARKS					
MILESTONES / PRODUCTS					
Staff training and development					Ongoing
LEAD STAFF: Meg Larsen					Expense Summary
END PRODUCT: Maintain staff knowledge of federal grant requirement needs and changes and build a strong team through national and local seminars, workshops, conferences, and educational classes.					Total Workdays: 111
					Salary \$ 45,227
					Fringe 20,017
					Overhead 6,865
					Total Labor Cost: \$ 72,109
ESTIMATED DATE OF COMPLETION:				September-2020	
Funding Sources				Participating Agencies	
	Ada	Canyon	Special	Total	
CPG, K19258	\$ 76,871	\$ 27,009		\$ 103,880	Federal Highway Administration
CPG, K19071				-	Federal Transit Administration
Local / Fund Bal	6,089	2,140		8,229	
				-	
Total:	\$ 82,960	\$ 29,149		\$ 112,109	
					DIRECT EXPENDITURES:
					Professional Services \$ -
					Legal / Lobbying
					Equipment Purchases
					Travel / Education 40,000
					Printing
					Public Involvement
					Meeting Support
					Other
					Total Direct Cost: \$ 40,000
					801 Total Cost: \$ 112,109

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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. As lead agency, COMPASS also provides support to the Interagency Consultation Committee.					
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.					
FY2020 BENCHMARKS						
MILESTONES / PRODUCTS						
Provide meeting coordination, materials, and follow-up to the Board, standing committees and workgroups.					Ongoing	
LEAD STAFF:	Meg Larsen				Expense Summary	
END PRODUCT: Ongoing support of committees to promote involvement and communication.					Total Workdays: 218	
					Salary \$ 88,441	
					Fringe 39,144	
					Overhead 13,424	
					Total Labor Cost: \$ 141,010	
ESTIMATED DATE OF COMPLETION:				September-2020		DIRECT EXPENDITURES:
Funding Sources				Participating Agencies		Professional Services \$ -
	Ada	Canyon	Special	Total	Member Agencies	Legal / Lobbying
CPG, K19258	\$ 96,688	\$ 33,972		\$ 130,660		Equipment Purchases
CPG, K19071				-		Travel / Education
						Printing
Local / Fund Bal	7,658	2,691	2,000	12,350		Public Involvement
						Meeting Support 2,000
						Other
Total:	\$ 104,346	\$ 36,663		\$ 143,010		Total Direct Cost: \$ 2,000
					820	Total Cost: \$ 143,010

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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 Ada County Highway District's impact fee program, conduct air quality conformity of the Regional Transportation Improvement Program (TIP) and regional long-range transportation plan, review proposed developments and traffic impact studies, provide area of influence, and respond to various special member requests.				
FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:	Federal Code 23 CFR § 450.322 -- 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, 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...."				
FY2020 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
Maintain the input and output files for air quality conformity process and model (MOVES) and conduct conformity for regional TIP and/or long-range transportation plan					Apr - Jul
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					Mar - May
2050 Plan Technical Support					
Provide technical and modeling support as needed for the early phases of the 2050 Plan.					Ongoing
Special Tasks and Model Improvements					
Implement updated TAZ structure, additional collectors, and update the entire model structure for the 2050 Plan					Oct - Jan
Run preliminary models using the new TAZs, collectors, 2050 horizon year, etc. to identify issues.					Jan - Mar
Implement feedback loop version of the regional travel demand model					Oct - Jan
Document mode choice model refinements as addendums to the completed calibration report					Oct - Mar
Provide modeling and technical assistance to ACHD CIP update					Ongoing
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 unexpected 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: 102
					Salary \$ 83,993
					Fringe 37,175
					Overhead 12,749
					Total Labor Cost: \$ 133,917
ESTIMATED DATE OF COMPLETION: September-2020					DIRECT EXPENDITURES:
Funding Sources				Participating Agencies	
	Ada	Canyon	Special	Total	
CPG, K19258	\$ 77,025	\$ 27,063		\$ 104,088	Highway Districts
CPG, K19071				-	Member Agencies
STP-TMA, K19060			20,000	20,000	Federal Highways Administration
				-	Idaho Transportation Department
				-	Valley Regional Transit
Local / Fund Bal	7,273	2,556	25,200	35,029	Department of Environmental Quality
				-	
Total:	\$ 84,298	\$ 29,619	\$ 45,200	\$ 159,117	
					Total Direct Cost: \$ 25,200
					836 Total Cost: \$ 159,117

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PROGRAM NO.	838	CLASSIFICATION:	System Maintenance
TITLE:	Technical Support: 2020/21 Travel Data Survey (key no. 19303)		
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. Travel survey data are used to update various inputs and parameters necessary to facilitate the calibration and validation of the regional travel demand model. The data are also used to support other planning activities that benefit from high quality local data not available from any other source.		
PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:	The model outputs are used to test and plan transportation projects, support Ada County Highway District's impact fee program, conduct air quality conformity of the Regional Transportation Improvement Program (TIP) and regional long-range transportation plan, review proposed developments and traffic impact studies, provide area of influence, and respond to various special member requests.		
FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:	Federal Code 23 CFR § 450.322 -- 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, 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...."		

FY2020 BENCHMARKS **MILESTONES / PRODUCTS**

Key Elements	
<ul style="list-style-type: none"> Develop request for qualifications/proposals Release RFP/P Review submittals Select consultant Negotiate contract Review scope of work, survey methods, survey questions, etc Conduct "pilot" survey data collection Identify issues, make necessary refinements to the survey, methodology and / or questions Project management of the Travel Survey Data Collection project 	Mar - Apr Apr May May May-Jun Jun - Jul Aug - Sept Aug - Sept Ongoing

LEAD STAFF: Mary Ann Waldinger	Expense Summary																														
END PRODUCT: Reasonable and reliable regional travel demand model using the latest available information and forecasts for various types of projects, studies, and analyses.	Total Workdays: 20																														
	Salary \$ 9,654 Fringe 4,273 Overhead 1,465 Total Labor Cost: \$ 15,393																														
ESTIMATED DATE OF COMPLETION: September-2020	DIRECT EXPENDITURES:																														
Funding Sources	Participating Agencies																														
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th style="text-align: center;">Ada</th> <th style="text-align: center;">Canyon</th> <th style="text-align: center;">Special</th> <th style="text-align: center;">Total</th> </tr> </thead> <tbody> <tr> <td>CPG, K19258</td> <td style="text-align: right;">\$ 10,555</td> <td style="text-align: right;">\$ 3,708</td> <td></td> <td style="text-align: right;">\$ 14,263</td> </tr> <tr> <td>CPG, K19071</td> <td></td> <td></td> <td></td> <td style="text-align: center;">-</td> </tr> <tr> <td>STP-TMA, K19303</td> <td></td> <td></td> <td style="text-align: right;">138,990</td> <td style="text-align: right;">138,990</td> </tr> <tr> <td>Local / Fund Bal</td> <td style="text-align: right;">8,984</td> <td style="text-align: right;">3,156</td> <td></td> <td style="text-align: right;">12,140</td> </tr> <tr> <td>Total:</td> <td style="text-align: right;">\$ 19,539</td> <td style="text-align: right;">\$ 6,864</td> <td style="text-align: right;">\$ 138,990</td> <td style="text-align: right;">\$ 165,393</td> </tr> </tbody> </table>		Ada	Canyon	Special	Total	CPG, K19258	\$ 10,555	\$ 3,708		\$ 14,263	CPG, K19071				-	STP-TMA, K19303			138,990	138,990	Local / Fund Bal	8,984	3,156		12,140	Total:	\$ 19,539	\$ 6,864	\$ 138,990	\$ 165,393	Highway Districts Member Agencies Federal Highways Administration Idaho Transportation Department Valley Regional Transit Department of Environmental Quality
	Ada	Canyon	Special	Total																											
CPG, K19258	\$ 10,555	\$ 3,708		\$ 14,263																											
CPG, K19071				-																											
STP-TMA, K19303			138,990	138,990																											
Local / Fund Bal	8,984	3,156		12,140																											
Total:	\$ 19,539	\$ 6,864	\$ 138,990	\$ 165,393																											
	Professional Services \$ 150,000 Legal / Lobbying Equipment Purchases Travel / Education Printing Public Involvement Meeting Support Other																														
	Total Direct Cost: \$ 150,000																														
	838 Total Cost: \$ 165,393																														

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PROGRAM NO.	842			CLASSIFICATION:	System Maintenance	
TITLE:	Congestion Management Process					
TASK / PROJECT DESCRIPTION:	Maintain a functional congestion management system (CMS) for the Treasure Valley. Conduct data collection, update the congestion management process as needed, produce an annual Transportation System Monitoring Report, maintain regional intelligent transportation system (ITS) architecture. Research, provide, and monitor transportation demand management (TDM) strategies. Develop strategy for congestion management data collection.					
PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:	Provides annual CMS report of the congestion levels on major corridors that compares previous year results, and explains the reason for the change. Typically, reason for change is improvements needed such as signal timing and ITS. Periodic needs are: baseline data collection of vehicle occupancy rates, additional research and evaluation of possible transportation demand management strategies.					
FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:	Federal Code 23 CFR § 450.322 -- Congestion Management Process is one of the Planning Factors and is required in Transportation Management Areas (TMA). COMPASS has been collecting travel time data since 2003, which provides a summary of how the major roads are functioning during the am and pm peak hours. This process and its results have been integrated into the transportation improvement program prioritization process. Travel time data collection and a data management plan are also required for MPOs in federal legislation. Furthermore, FHWA Final Rule and FTA Policy on ITS requires that all ITS projects funded by highway trust fund or Mass Transit Account conform to the National ITS Architecture.					
FY2020 BENCHMARKS						
MILESTONES / PRODUCTS						
Congestion Management and Travel Time Data Complete the Congestion Management Annual (CMA) report using the National Performance Measure Research Data Set (NPMRDS) for 2019 Complete the new Congestion Management Plan (CMP)					Jan-Mar Dec	
NPMRDS Travel Time Data and Process Develop a reference table to link the NPMRDS travel time data to the COMPASS unique ID (PMID) system Set up a process to match accident log data (from State Comm or ACHD) to the crash data and NPMRDS travel time data to evaluate system performance, recovery times and non-reoccurring congestion Set up a process to evaluate the impact of major roadway projects - under construction or completed to integrate into the CMA report per the new CMP Refine the process to calculate average speed using the NPMRDS data and consider using it for input speeds in the mode (supports travel demand model)					Ongoing	
Transportation System Management and Ops (TSMO) and ITS Plan Update Complete the regional 2019 ITS inventory Accept the final TSMO and ITS Plan Project management of TSMO-ITS Plan update Refine the integration of management and operation strategies and TSMO projects into the long range plan (2050 plan) Project management of the I-84 Corridor Operations Study (start in summer 2020 extend into FY21)					Feb-Apr Dec Oct-Dec Ongoing Aug-Oct	
842002: I-84 Corridor Operations Plan Inventory and evaluate existing and planned strategies to improve corridor operations Provide a full range of TSMO options/strategies Analyze existing I-84 corridor conditions data for safety, mobility, and reliability Develop a full range of options/strategies Develop screening criteria to select the most feasible options for further evaluation Perform a technical evaluation of the most effective options Review the possible outcomes of each strategy Develop a plan that prioritizes operational strategies to be implemented along the corridor over one to three, three to five, and five to ten years Work with stakeholders throughout the plan						
LEAD STAFF: Mary Ann Waldinger					Expense Summary	
END PRODUCT: Update of the Congestion Management Process and 2018 travel time data collection, analysis and report.						
					Total Workdays: 85	
					Salary	\$ 41,031
					Fringe	18,161
					Overhead	6,228
					Total Labor Cost:	\$ 65,420
ESTIMATED DATE OF COMPLETION: September-2020					DIRECT EXPENDITURES:	
Funding Sources				Participating Agencies		
	Ada	Canyon	Special	Total	Highway Districts	Professional Services \$ 61,947
CPG, K19258	\$ 44,857	\$ 15,761		\$ 60,618	Member Agencies	Legal / Lobbying
CPG, K19071				-	Federal Highways Administration	Equipment Purchases
STP-TMA, K18694			57,400	57,400		Travel / Education
			150,000	150,000		Printing
Local / Fund Bal	6,918	2,431		9,349		Public Involvement
				-		Meeting Support
				-		Carry-Forward 150,000
				-		
Total:	\$ 51,775	\$ 18,192	\$ 207,400	\$ 277,367		Total Direct Cost: \$ 211,947
					842	Total Cost: \$ 277,367

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PROGRAM NO.	860	CLASSIFICATION:	System Maintenance
TITLE:	Geographical Information System Maintenance (GIS)		
TASK / PROJECT DESCRIPTION:	Planning activities depend on current and accurate geographic information. For data to be available in a quality suitable for planning, continual data acquisition is necessary. This involves partnering with other GIS stakeholders, data maintenance, editing, and creating new data from GPS and orthophotography.		
PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:	GIS data and technology are used for internal budget support. COMPASS also provides this geographic information to its members and the general public in the form of maps, data, and analysis. COMPASS works in conjunction with its member agencies via the Regional Geographic Advisory Workgroup (RGAWG) to create regional data that can be used for many purposes.		
FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW, REFERENCE TO STRATEGIC PLAN:	Federal Code 23 CFR § 450.324 (f)-- In updating the transportation plan, the MPO shall use the latest available estimates and assumptions for population, land use, travel, employment, congestion, and economic activity. "The metropolitan transportation plan shall, at a minimum, include (1) The projected transportation demand of persons and goods in the metropolitan planning area over the period of the transportation plan...."		
FY2020 BENCHMARKS			
MILESTONES / PRODUCTS			
Provide GIS Data Maintenance and Support for COMPASS Projects. Data analysis, and maintenance for performance reporting and other planning needs Enterprise database creation Data integration GIS Technology 2020 Census (new construction program and BAS)			Ongoing
GIS Cooperation Continue participation in the Canyon Spatial Data Cooperative (SDC) and Ada County Special Interest Group (SIG) meetings			Quarterly/as needed
Regional Geographic Advisory Committee Host the Regional Geographic Advisory Workgroup to enable regional cooperation of GIS data			Quarterly/as needed
Regional Data Center Expand and maintain authoritative regional GIS data COMPASS staff will conduct data accuracy checks and metadata on regional data sets			Ongoing
FY20 CIM 2040 2.0 GIS Data and Mapping Support (55 workdays) Roadways: pavement scoring Freight: identify needs and integrate into scenarios Active Transportation: maintain and update the regional bike/ped pathway plan Public Transportation: develop 2050 PT and fixed guideway system GIS layers, assist with first/last mile analysis and data needs			Nov - Feb As Needed Ongoing
TIP Provide ongoing support			Ongoing
Orthophotography Provide orthophotography data to private sector as needed Continue to plan for future orthophotography acquisition and funding			Ongoing
FY 20 Member Requests Update and maintain the planning functional classification GIS layers and map (10 workdays) Update Boise State Student All Hazards map (8 workdays)			Ongoing
LEAD STAFF: Eric Adolfson END PRODUCT: 1) An expanded use of GIS technology and data for regional planning; and 2) Continued GIS coordination and development of the most accurate and up-to-date information possible.			Expense Summary Total Workdays: 462 Salary \$ 175,763 Fringe 77,793 Overhead 26,678 Total Labor Cost: \$ 280,234
ESTIMATED DATE OF COMPLETION: September-2020			DIRECT EXPENDITURES: Professional Services \$ 125,000 Legal / Lobbying Equipment Purchases 42,000 Travel / Education Printing Public Involvement Meeting Support Other Carry-Forward \$ 83,333 Total Direct Cost: \$ 250,333
Funding Sources		Participating Agencies	
	Ada	Canyon	Special
	Total		
CPG, K19258	\$ 85,387	\$ 31,254	\$116,640
CPG, K19071			-
STP-TMA, K19060			96,705
			96,705
			-
Ortho Pre-Paid			208,333
Local / Fund Bal	12,506	4,394	208,333
			91,989
			108,889
			-
Total:	\$ 97,893	\$ 35,648	\$ 397,027
			\$530,567
			860
			Total Cost: \$ 530,567

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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.				
FY2020 BENCHMARKS					
				MILESTONES / PRODUCTS	
Provide local dollars for expenditures not federally funded.					Ongoing
LEAD STAFF: Meq Larsen					Expense Summary
END PRODUCT: Adequately cover the direct expenses needed to support the Board, Executive Director, equipment needs, and COMPASS operations.					Total Workdays: 0
					Salary \$ -
					Fringe -
					Overhead -
					Total Labor Cost: \$ -
ESTIMATED DATE OF COMPLETION: September-2020				DIRECT EXPENDITURES:	
Funding Sources				Participating Agencies	
	Ada	Canyon	Special	Total	Member Agencies
				\$ -	
Other			24,000	24,000	Professional Services -
Local / Fund Bal			51,700	51,700	Legal / Lobbying \$ 17,000
				-	Equipment Purchases 40,100
					Travel / Education 1,600
					Printing
					Public Involvement
					Meeting Support 7,000
					Other 10,000
					Total Direct Cost: \$ 75,700
Total:	\$ -	\$ -	\$ 75,700	\$ 75,700	990 Total Cost: \$ 75,700

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PROGRAM NO.	991			CLASSIFICATION:	Indirect / Overhead	
TITLE:	Support Services Labor					
TASK / PROJECT DESCRIPTION:	To provide labor to support the ongoing administrative functions related to the operations 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>					
FY2020 BENCHMARKS						
MILESTONES / PRODUCTS						
General Administration Review standing agreements Conduct appropriate procurement processes and prepare contracts, as needed Update COMPASS operational policies as needed Monitor general workplace and personnel needs Provide administrative assistance for agency needs Personnel Management Prepare and complete recruitment processes Conduct employee annual evaluations Renew insurance policies Pursue FY2020 benefit options Financial Management Close FY2019 financial records and begin FY2020 Provide annual audit support and complete financial reports Complete COMPASS annual Audit Report Prepare and distribute year-end payroll reports Complete budget variance information and report to the Finance Committee quarterly. Maintain inventory of furniture, equipment, hardware and software Information Technology Manage Information Technology consultant and coordinate work efforts Prioritize needs, analyze costs, make recommendations and implement system improvements Coordinate with staff to configure equipment and software to meet the needs of each position Maintain security and integrity of IT systems, and perform appropriate back ups Coordinate systems with member agencies					Aug As needed As needed Ongoing Ongoing As needed Oct-Nov Oct-Dec Jan Jan Quarterly Ongoing Ongoing	
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: 890 Salary \$ - Fringe - Overhead - Total Labor Cost: \$ -	
ESTIMATED DATE OF COMPLETION: September-2020					DIRECT EXPENDITURES:	
Funding Sources				Participating Agencies		
	Ada	Canyon	Special	Total	Member Agencies	
				\$ -	Idaho Transportation Department	
				-	Equipment Purchases	
				-	Travel / Education	
				-	Printing	
				-	Public Involvement	
				-	Meeting Support	
				-	Other	
Total:	\$ -	\$ -		\$ -	Total Direct Cost: \$ -	
					991	Total Cost: \$ -

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COMPASS BOARD AGENDA ITEM V-D

Date: April 20, 2020

Topic: Amendment to the FY2020-2026 Regional Transportation Improvement Program (TIP)

Request/Recommendation:

COMPASS staff seeks COMPASS Board of Directors' adoption of Resolution 07-2020 (Attachment 1) amending the FY2020-2026 TIP. The Regional Transportation Advisory Committee (RTAC) recommended approval on March 18, 2020.

Background/Summary:

COMPASS Policy 2019-02, COMPASS Regional Transportation Improvement Program (TIP) Amendments, requires COMPASS Board of Directors' approval under the following situations:

No.	Amendment Criteria	Public Involvement
1	Add new project	X
2	Remove project	X
3	Advance or delay funds across fiscal years outside the first four years of the program	
4	Significant change to project termini or scope	X
5	Change that affects air quality conformity demonstration	X
6	Transfer funding from the Federal Highway Administration (FHWA) to the Federal Transit Administration (FTA) or vice versa	
7	Change in project costs, if project total increases by more than 30% or \$2,000,000, whichever is less, with minimum change amount of \$25,000	
8	Conversion of funds from local to federal using limitations in #7	

A summary of the actions in the amendment is provided below, including a reference to the criteria number requiring an amendment from the table above. Financial details are provided in Attachment 1.

- The Idaho Transportation Department (ITD) requests to delay the **I-84, Garrity Interchange to Ten Mile Interchange, Ada and Canyon Counties (Key Number 20212)** project from FY2021 to FY2025 to offset the advance of a project in Jerome (criteria #3).
- ITD also requests to increase the **I-84, Franklin Interchange to Karcher Interchange, Canyon County (Key Number 22196)** project by \$13,647,000 to cover the current cost estimate (criteria #7).

A public comment period was not required for these proposed changes.

Implication (policy and/or financial):

This amendment changes project years and funds a cost increase to allow projects to be ready for immediate obligation.

More Information:

- 1) Attachment 1: Resolution 07-2020
- 2) For detailed information contact: Toni Tisdale, Principal Planner, at 208/475-2238 or ttisdale@compassidaho.org.

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RESOLUTION NO. 07-2020

**FOR THE PURPOSE OF AMENDING THE FY2020-2026
REGIONAL TRANSPORTATION IMPROVEMENT PROGRAM**

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

WHEREAS, the Fixing America's Surface Transportation (FAST) Act, Title 23 United States Code Section 134, and Title 49 United States Code Section 5303 requires metropolitan planning organizations to develop and approve a Transportation Improvement Program;

WHEREAS, the FAST Act, Title 23 United States Code Section 134, and Title 49 United States Code Section 5303 require projects contained in the Transportation Improvement Program to be financially constrained;

WHEREAS, the 1990 Clean Air Act Amendments requires all transportation plans and programs in nonattainment or maintenance areas demonstrate conformity to applicable state implementation plans for air quality improvement;

WHEREAS, no additional review for air quality conformity is necessary for this action;

WHEREAS, the FAST Act, Title 23 United States Code Section 134, and Title 49 United States Code Section 5303 requires Transportation Improvement Programs be developed and amended in consultation with all interested parties;

WHEREAS, no additional public involvement is necessary for this action;

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

WHEREAS, the Community Planning Association of Southwest Idaho developed this amendment to the FY2020-2026 Regional Transportation Improvement Program in compliance with all applicable state and federal regulations; and

WHEREAS, the attached table details the amendment to FY2020-2026 Regional Transportation Improvement Program.

NOW, THEREFORE, BE IT RESOLVED, that the Community Planning Association of Southwest Idaho's Board of Directors approves the amendment to the FY2020-2026 Regional Transportation Improvement Program.

ADOPTED this 20th day of April 2020.

By: _____
Elaine Clegg, 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 Amendment #3 for the
FY2020-2026 Regional Transportation Improvement Program (TIP)

Idaho Transportation Department, January and February 2020

Key No	Project	Scheduled Costs (including Match) (costs in \$1,000)							
		Cost year	PE	PC	RW	UT	CE	CN	SUM
20212	I-84, Garrity Interchange to Ten Mile Interchange, Canyon and Ada Counties	2020							0
	Funding Source: IM	2021					224	4157	4381
	Resurface the pavement on I-84 between the Garrity Interchange in the City of Nampa and the Ten Mile Interchange in the City of Meridian. This is a routine procedure to maintain the existing pavement. (Federal = \$4,042,0000) Delay construction from FY2021 to FY2025 to offset advance of a project in Jerome. No change to total cost. Previous obligations = \$89,500 Total cost = \$4,470,990						0	0	0
		2022							0
		2023							0
		2024							0
		2025					0	0	0
		SUM		0	0	0	0	224	4157
22196	I-84, Franklin Interchange to Karcher Interchange, Canyon County	2020			1000		6800	73000	80800
	Funding Source: GARVEE 2017	2021					6697	72000	78697
	Design and construction on I-84 from the Franklin Interchange in the City of Caldwell to the Karcher Interchange in the City of Nampa in Canyon County. (Federal = \$0) Increase CN by \$13,647,000 to cover current cost estimate. Funds from KN 22154 (released in Administrative Modification #3) (8.56% increase) Previous obligations = \$10,200,000 Total cost = \$183,344,000	2022							0
		2023							0
		2024							0
		2025							0
		SUM		0	0	1000	0	13497	145000
								86647	94447
								158647	173144

CE = Construction Engineering
CN = Construction
FY = Fiscal Year
GARVEE = Grant Anticipation Revenue Vehicle

I = Interstate (highway)
IM = Interstate Maintenance
PE = Preliminary Engineering
PC = Preliminary Engineering Consultant

RW = Right-of-Way
UT = Utilities

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COMPASS BOARD AGENDA ITEM V-E

Date: April 20, 2020

Topic: Policies for Transportation Improvement Program Amendments and *Communities in Motion* Updates

Request/Recommendation:

COMPASS staff seeks COMPASS Board of Directors' approval of updated policies relating to Regional Transportation Improvement Program (TIP) amendments and *Communities in Motion* (CIM) updates. The Regional Transportation Advisory Committee (RTAC) recommended approval on March 18, 2020.

Background/Summary:

Policies direct COMPASS staff and RTAC on matters related to management and operations of programs within the TIP and updates to CIM. Staff periodically reviews the policies and recommends changes to ensure they continue to meet the needs of member agencies. At this time, COMPASS staff recommends updates to two policies.

Two versions of each policy are provided in Attachments 1 and 2 – one version with changes tracked and one “clean” version of each revised document. A brief summary of each policy and recommended significant changes follows (minor changes are also included for correction or clarification):

- **COMPASS Regional Transportation Improvement Program (TIP) Amendments** (Policy 2020-01) (Attachment 1)
 - Provides guidance and criteria for all changes to the TIP and the process used for specific actions.
 - Changes listed below are proposed based on discussions with staff from the Federal Highway Administration (FHWA) and the Idaho Transportation Department (ITD) to better meet the intent of federal regulations, as well as keep projects moving as efficiently as possible, while allowing time for adequate review and approval processes.
 - Summary of significant changes:
 - Revise the titles of actions:
 - Amendments require public involvement and COMPASS Board of Directors' (Board) approval
 - Board Administrative Modifications (formerly also titled “Amendments”) require Board approval
 - Staff Administrative Modification (formerly titled “Administrative Modifications”) require COMPASS Executive Director approval
 - Other - changes that are very minor and may be taken with no official approval
 - Changes to criteria:
 - Amended:
 - Change to public involvement to remove requirement for public involvement if the sponsoring agency has already solicited

public comment on a new project. If deemed acceptable by the COMPASS Executive Director, public comments received by the public agency's outreach efforts will be included in action to add a project.

- Staff presented the possible change to public involvement to the Public Participation Workgroup on March 6, 2020. There was no concern regarding this approach, as long as the information provided is consistent with current policy.
- Criteria #7 – changed minimum amount from \$25,000 to \$50,000 for local projects and \$500,000 for state projects.
- Add:
 - Criteria #9 – to meet intent of federal regulation, project phase costs are included for approval through staff administrative modification (currently, we only include increases to the total project cost).
 - Criteria #15 – includes specific process if a project is already under construction to allow ability to make changes in a timely manner.
 - Criteria #16 – specifies that releases of funds may occur for approval through staff administrative modification.
 - Criteria #23 – specifies that funds may be moved within a phase of a project if the total cost is not affected. However, if funds move between phases (i.e., from design to construction), a staff administrative modification is required, per federal regulation.
- **Updates to CIM 2040 2.0** (Policy 2020-02) (Attachment 2)
 - Provides guidance and criteria to update CIM 2040 2.0 to provide factual information updates on an annual basis.
 - Summary of significant changes:
 - Change the deadline of making changes from “by” December 31 to “as of” December 31 in order to include all changes made through the end of the calendar year.
 - Update the criteria for minor or major changes to include the same language as the updated TIP Amendment Policy.

Implication (policy and/or financial):

The recommended policy updates will help ensure clarity and transparency in funding decisions regarding program amendment and update protocols.

More Information:

- 1) Attachment 1: Policy 2020-01, COMPASS Regional Transportation Improvement Program (TIP) Amendments
- 2) Attachment 2: Policy 2020-02, Updates to *Communities in Motion 2040 2.0* (CIM 2040 2.0)
- 3) For detailed information contact: Toni Tisdale, Principal Planner, at 208/475-2238 or ttisdale@compassidaho.org or Liisa Itkonen, Principal Planner, at 208/475-2241 or litkonen@compassidaho.org.

POLICY STATEMENT

No. Board ~~2019-02~~2020-01

Adopted: ~~February 25, 2019~~

By: COMPASS Board of Directors

Last Revision: ~~December 21, 2015~~ February 25, 2019

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 either through an amendment, which requires approval by the COMPASS Board of Directors and possibly public involvement, depending on the nature of the change, 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), 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 minimum 15 days
 - Public comment follows the procedures outlined in the Integrated Communication 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 Regional Transportation Advisory Committee

For the purposes of the TIP, state funds are treated the same as federal-aid funds. Therefore, projects funded with state funds follow the process outlined here.

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 a requested change is processed in the TIP.

Previous Policy:

This policy replaces the ~~original~~ TIP Amendment Policy approved by the COMPASS Board of Directors on ~~December 17, 2007~~ February 25, 2019, ~~and amended on February 25, 2008,~~ ~~December 10, 2010, April 21, 2014, and December 21, 2015.~~ There was no policy number on the original policy 2019-02.

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://apps.itd.idaho.gov/apps/Fund/stip2018/amendments/STIP_TIP_Amendment_Modification_Process.pdf
- Link to Interagency Consultation Committee webpage: <http://www.compassidaho.org/people/icc.htm>
- Link to Public Involvement webpage: <http://www.compassidaho.org/people/publicinvolvement.htm>
- Link to TIP policies and procedures: <http://www.compassidaho.org/prodserv/transimprovement.htm#TIPAmendPol>

Process Matrix				
	<u>Amendment</u>	<u>Board Administrative Modification</u>	<u>Staff Administrative Modification</u>	<u>Other</u>
Tasks Action Required	Amendment BOARD ACTION (Includes Public Involvement¹)	BOARD ACTION Needs (No Public Involvement)	STAFF ACTION Administrative Modification (No Board Action and No Public Involvement)	No Action Needed
Form of Communication	Amendment	Administrative Modification	Administrative Modification	None
1. Add new project	X			
2. Remove project	X			
3. Advance or delay funds across fiscal years outside the first four years of the program				
9.3. Significant^{2*} change to project termini or scope	X			
10.4. 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		
11.6. Transfer funding from the Federal Highway Administration (FHWA) to the Federal Transit Administration (FTA) or vice versa		X		
12.7. Increase Change in project costs, if project total increases by more than >30% (minimum change > \$50,000 for local projects or \$500,000 for state projects) or \$2,000,000, whichever is less, with minimum change amount of \$25,000		X		
13.8. Conversion of funds from local to federal using limitations in #7		X		
ADMINISTRATIVE MODIFICATIONS				
9. Increase in project phase cost (project phase refers to the development of a project (design, right-of-way, or construction), unless total project cost increase meets the limitations in #7			X	
20.10. Mirror existing TIP with a new TIP to align first quarter obligations, after COMPASS Board of Directors' approval of the new TIP			X	
21.11. Changes within a "Suite of Projects" that fit criteria within the overall corridor^{3**}			X	

¹ 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.

² 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.

³ A "Suite of Projects" includes projects that started as one key number for improvements to an overall corridor and later split into multiple key numbers for efficiency in design and management.

Process Matrix				
	<u>Amendment</u>	<u>Board Administrative Modification</u>	<u>Staff Administrative Modification</u>	<u>Other</u>
Tasks Action Required	Amendment BOARD ACTION (Includes Public Involvement¹)	BOARD ACTION Needs-(No Public Involvement)	STAFF ACTION Administrative Modification (No Board Action and No Public Involvement)	No Action Needed
<u>22-12.</u> COMPASS changes through the End-of-Year program and redistribution funded by ITD, after COMPASS Board of Directors' approval of local priorities			X	
<u>23-13.</u> ITD changes through the End-of-Year program and redistribution ^{4***}			X	
<u>24-14.</u> Action for an emergency situation ^{5****}			X	
<u>15.</u> Changes needed during the construction phase of a project. If project meets criteria in #7, the request will be forwarded to COMPASS Board for a review (three working days) prior to approval through an Administrative Modification, if there are no concerns, with the intent to keep construction activities underway.			X	
<u>16.</u> Release of funds on any project (reprogram through the balancing process using criteria in #7).			X	
<u>25-17.</u> Any change not specifically listed above that does not trigger an amendment			X	
NO ACTION REQUIRED				
<u>32-18.</u> Spelling or grammatical corrections				X
<u>33-19.</u> Add detail or clarification to the description, if the scope of the project is not affected				X
<u>34-20.</u> Change match rate, if the total is not affected by the change (if cost change, follow criteria above)				X
<u>35-21.</u> Change status of informational items (such as inflation, performance measure, funding allocation, or project type)				X
<u>36-22.</u> Clarify title of the project if scope is not affected				X
<u>23.</u> Move funds within a phase ⁶ of a project, with no change to phase total.				X

***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 ITD changes for the end-of-year program and redistribution 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.

⁵ 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.

⁶ 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.

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

~~***ITD changes for the end of year program and redistribution 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.~~

~~***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.~~

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POLICY STATEMENT

No. Board 2020-01

Adopted:

By: COMPASS Board of Directors

Last Revision: February 25, 2019

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 either through an amendment, which requires approval by the COMPASS Board of Directors and possibly public involvement, depending on the nature of the change, 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), 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 minimum 15 days
 - Public comment follows the procedures outlined in the Integrated Communication 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 Regional Transportation Advisory Committee

For the purposes of the TIP, state funds are treated the same as federal-aid funds. Therefore, projects funded with state funds follow the process outlined here.

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 a requested change is processed in the TIP.

Previous Policy:

This policy replaces the TIP Amendment Policy approved by the COMPASS Board of Directors on February 25, 2019, policy number 2019-02.

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://apps.itd.idaho.gov/apps/Fund/stip2018/amendments/STIP_TIP_Amendment_Modification_Process.pdf
- Link to Interagency Consultation Committee webpage: <http://www.compassidaho.org/people/icc.htm>
- Link to Public Involvement webpage: <http://www.compassidaho.org/people/publicinvolvement.htm>
- Link to TIP policies and procedures: <http://www.compassidaho.org/prodserv/transimprovement.htm#TIPAmendPol>

Process Matrix				
	Amendment	Board Administrative Modification	Staff Administrative Modification	Other
Action Required	BOARD ACTION (Includes Public Involvement¹)	BOARD ACTION (No Public Involvement)	STAFF ACTION (No Board Action and No Public Involvement)	No Action Needed
1. Add new project	X			
2. Remove project	X			
3. Significant ² 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. Transfer funding from the Federal Highway Administration (FHWA) to the Federal Transit Administration (FTA) or vice versa		X		
7. Increase in project cost, if project total increases >30% (minimum change > \$50,000 for local projects or \$500,000 for state projects) or \$2,000,000, whichever is less.		X		
8. Conversion of funds from local to federal using limitations in #7		X		
9. Increase in project phase cost (project phase refers to the development of a project (design, right-of-way, or construction), unless total project cost increase meets the limitations in #7			X	
10. Mirror existing TIP with a new TIP to align first quarter obligations, after COMPASS Board of Directors' approval of the new TIP			X	
11. Changes within a "Suite of Projects" that fit criteria within the overall corridor ³			X	
12. COMPASS changes through the End-of-Year program and redistribution funded by ITD, after COMPASS Board of Directors' approval of local priorities			X	
13. ITD changes through the End-of-Year program and redistribution ⁴			X	

¹ 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.

² 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.

³ A "Suite of Projects" includes projects that started as one key number for improvements to an overall corridor and later split into multiple key numbers for efficiency in design and management.

⁴ ITD changes for the end-of-year program and redistribution 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.

Process Matrix				
	Amendment	Board Administrative Modification	Staff Administrative Modification	Other
Action Required	BOARD ACTION (Includes Public Involvement¹)	BOARD ACTION (No Public Involvement)	STAFF ACTION (No Board Action and No Public Involvement)	No Action Needed
14. Action for an emergency situation ⁵			X	
15. Changes needed during the construction phase of a project. If project meets criteria in #7, the request will be forwarded to COMPASS Board for a review (three working days) prior to approval through an Administrative Modification, if there are no concerns, with the intent to keep construction activities underway.			X	
16. Release of funds on any project (reprogram through the balancing process using criteria in #7)			X	
17. Any change not specifically listed above that does not trigger an amendment			X	
18. Spelling or grammatical corrections				X
19. Add detail or clarification to the description, if the scope of the project is not affected				X
20. Change match rate, if the total is not affected by the change (if cost change, follow criteria above)				X
21. Change status of informational items (such as inflation, performance measure, funding allocation, or project type)				X
22. Clarify title of the project if scope is not affected				X
23. Move funds within a phase ⁶ of a project, with no change to phase total.				X

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⁵ 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.

⁶ 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.

POLICY STATEMENT

Attachment 2a

No. Board ~~2019-01~~2020-02

Adopted: ~~December 17, 2018~~

By: COMPASS Board of Directors

Last Revised: ~~None~~December 17, 2018

Policy Statement:

Updates to *Communities in Motion 2040 2.0* (CIM 2040 2.0)

CIM 2040 2.0 is a completely online document, which makes it possible to revise and update information in the plan in a way that could not be done before with a hard copy document. To provide up-to-date information to the public, COMPASS will update factual information in specific portions of CIM 2040 2.0 annually. The update policy follows the definition of an administrative modification to a long-range metropolitan transportation plan, according to 23 CFR 450.104.

COMPASS will update CIM 2040 2.0 annually, by-as of December 31, to include changes to project costs and changes to project descriptions of **currently-included funded or unfunded projects**.

Changes will be processed differently, depending on the significance of the change.

“Minor” changes include:

- cost changes of at least \$2550,000 for local projects and \$500,000 for state projects, and less than 30% of the project total or \$2,000,000, whichever is less,
- termini changes less than ¼ mile, or
- a revised project description that does not change the scope of the project.

These changes will be reviewed and approved by the COMPASS Executive Director and provided to the Regional Transportation Advisory Committee and the COMPASS Board of Directors as information. These changes do not require public review and comment, redemonstration of fiscal constraint, or an air quality conformity determination for projects in Northern Ada County.

“Major” changes include:

- cost changes of more than \$50,000 for local projects and \$500,000 for state projects, and more than 30% or \$2,000,000, whichever is less,
- termini changes greater than ¼ mile, or
- scope changes that are inconsistent with the 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 (e.g., traditional vs. roundabout).

Major changes will be added according to an approved Regional Transportation Improvement Program (TIP) amendment or TIP update, and by the COMPASS Board of Directors' approval.

All changes will be documented for the public and the COMPASS Board of Directors.

This policy does NOT change the way COMPASS formally amends CIM 2040 2.0 to make policy changes or add new funded or unfunded projects to the plan. Amendments will require public comment and COMPASS Board of Directors' approval.

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POLICY STATEMENT

Attachment 2b

No. Board 2020-02

Adopted:

By: COMPASS Board of Directors

Last Revised: December 17, 2018

Policy Statement:

Updates to *Communities in Motion 2040 2.0* (CIM 2040 2.0)

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COMPASS will update CIM 2040 2.0 annually, as of December 31, to include changes to project costs and changes to project descriptions of **currently-included funded or unfunded projects**.

Changes will be processed differently, depending on the significance of the change.

“Minor” changes include:

- cost changes of at least \$50,000 for local projects and \$500,000 for state projects, and less than 30% of the project total or \$2,000,000, whichever is less,
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- a revised project description that does not change the scope of the project.

These changes will be reviewed and approved by the COMPASS Executive Director and provided to the Regional Transportation Advisory Committee and the COMPASS Board of Directors as information. These changes do not require public review and comment, redemonstration of fiscal constraint, or an air quality conformity determination for projects in Northern Ada County.

“Major” changes include:

- cost changes of more than \$50,000 for local projects and \$500,000 for state projects, and more than 30% or \$2,000,000, whichever is less,
- termini changes greater than ¼ mile, or
- scope changes that are inconsistent with the 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 (e.g., traditional vs. roundabout).

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COMPASS BOARD AGENDA ITEM V-F

Date: April 20, 2020

Topic: Families First Coronavirus Relief Act Leave Policy

Request/Recommendation:

Approve the Families First Coronavirus Relief Act Leave Policy.

Background/Summary:

On March 18, 2020, the Families First Coronavirus Relief Act (FFCRA) was signed into law. The law requires that covered employers provide new categories of paid leave to all employees, during the period April 1, 2020 through December 31, 2020.

The leave categories are:

- 1) Two weeks (up to 80 hours) of paid sick leave at the employee's regular rate of pay where the employee is unable to work because the employee is quarantined (pursuant to Federal, State, or local government order or advice of a health care provider), and/or experiencing COVID-19 symptoms and seeking a medical diagnosis.
- 2) Two weeks (up to 80 hours) of paid sick leave at two-thirds the employee's regular rate of pay because the employee is unable to work because of a bona fide need to care for an individual subject to quarantine (pursuant to Federal, State, or local government order or advice of a health care provider), or care for a child (under 18 years of age) whose school or child care provider is closed or unavailable for reasons related to COVID-19 and/or the employee is experiencing a substantially similar condition.
- 3) Up to an additional 10 weeks of paid expanded family and medical leave at two-thirds the employee's regular rate of pay where an employee is unable to work (including tele-work) due to a bona fide need for leave to care for a child whose school or child care provider is closed or unavailable for reasons related to COVID-19.

The Internal Revenue Service has published additional guidance on the FFCRA requirements, including the documentation requirements. Employees that are requesting leave based on a school closing where the child is between fourteen and eighteen are asked to provide a statement about the special circumstances that require the employee to provide care.

Employees that are provided an opportunity to perform their work remotely and are able to do so are not eligible for these categories of leave. Currently, all COMPASS staff have transitioned to working remotely, and everyone is healthy as of this writing. COMPASS has not needed to provide these types of leave so far.

The FFCRA leave provisions present a fair amount of complexity in implementation. COMPASS staff is staying on top of the FFCRA guidance as it is published so staff can provide the leave in compliance with the law, should the need arise.

Implication (policy and/or financial):

The Families First Coronavirus Relief Act is law as of April 1, 2020 and employers are required to implement it.

More Information:

- 1) Attachment: Families First Coronavirus Relief Act Leave Policy
- 2) For detailed information contact: Meg Larsen, at 208-475-2228 or mlarsen@compassidaho.org.

Families First Coronavirus Relief Act Leave Policy

This policy is effective April 1, 2020 through December 31, 2020 (the Policy Period). This policy will automatically expire on December 31, 2020, without further action by the COMPASS Board of Directors.

Interpretations and guidance on the Families First Coronavirus Relief Act (FFCRA) leave requirements continue to be updated. This policy is subject to change at any time, based on up to date guidance from federal agencies.

Per the requirements of FFCRA, COMPASS has the following leave categories available to employees. These categories of leave are in addition to the leave categories described in Section 17 of the COMPASS Employment Policies and Procedures.

Emergency Paid Sick Leave – COVID-19 Illness

Employees are eligible for two weeks (up to 80 hours) of paid sick leave at the employee's regular rate of pay where the employee is unable to work (including tele-work) because the employee is quarantined (pursuant to Federal, State, or local government order, or advice of a health care provider), and/or experiencing COVID-19 symptoms and seeking a medical diagnosis.

Emergency Paid Sick Leave – COVID-19 Care for Others

Two weeks (up to 80 hours) of paid sick leave at two-thirds the employee's regular rate of pay because the employee is unable to work because of a bona fide need to care for an individual subject to quarantine (pursuant to Federal, State, or local government order or advice of a health care provider), or care for a child (under 18 years of age) whose school or child care provider is closed or unavailable for reasons related to COVID-19 and/or the employee is experiencing a substantially similar condition, as specified by the Secretary of Health and Human Services.

Emergency Family Medical Leave – COVID-19 Child Care

Up to 10 weeks of paid expanded family and medical leave at two-thirds the employee's regular rate of pay where an employee is unable to work (including tele-work) due to a bona fide need for leave to care for a child whose school or child care provider is closed or unavailable for reasons related to COVID-19. This is in addition to Emergency Paid Sick Leave categories of leave.

Employees that are provided an opportunity to tele-work from home and are able to do so are not eligible for these categories of leave.

Employees who are terminated, laid-off (separated from employment) or furloughed (placed on unpaid leave) are not eligible for this leave. Additionally, if an employee is granted leave, but is laid-off or furloughed while on leave, all leave benefits will immediately stop.

For purposes of this policy, "Child" means a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis, who is:

- (A) under 18 years of age; or
- (B) 18 years of age or older and incapable of self-care because of a mental or physical disability.

For purposes of this policy, "unable to work" means that COMPASS has work for the employee and the employee is unable to perform that work, either at the COMPASS office or by means of telework, for one of the following reasons:

1. The employee is subject to a federal, state or local quarantine or isolation order related to COVID-19.
2. The employee has been advised by a health care provider to self-quarantine due to concerns related to COVID-19.
3. The employee is experiencing symptoms of COVID-19 and seeking a medical diagnosis.
4. The employee is caring for an individual who is subject to either number 1 or 2 above.
5. The employee is caring for his or her child if the school or place of care of the child has been closed, or the childcare provider of such child is unavailable, due to COVID-19 precautions.
6. The employee is experiencing any other substantially similar condition specified by the Secretary of Health and Human Services.

Employees that would like to request leave under one of these FFCRA categories should submit a written statement to the COMPASS Director of Operations with the following information:

- The employee's name;
- The date or dates for which leave is requested;
- A statement of the COVID-19 related reason the employee is requesting leave and written support for such reason; and
- A statement that the employee is unable to work, including by means of telework, for such reason.

In the case of a leave request based on a quarantine order or self-quarantine advice, the statement from the employee should include the name of the governmental entity ordering quarantine or the name of the health care professional advising self-quarantine, and, if the person subject to quarantine or advised to self-quarantine is not the employee, that person's name and relation to the employee.

In the case of a leave request based on a school closing or child care provider unavailability, the statement from the employee should include the name and age of the child (or children) to be cared for, the name of the school that has closed or place of care that is unavailable, and a representation that no other person will be providing care for the child during the period for which the employee is receiving family medical leave and, with respect to the employee's inability to work or telework because of a need to provide care for a child older than fourteen during daylight hours, a statement that special circumstances exist requiring the employee to provide care.

DATE: April 1, 2020
TO: COMPASS Board of Directors
FROM: Ken Burgess, Veritas Advisors, LLP
SUBJECT: COMPASS 2020 Legislative Report

The deadline for Governor Little to act on legislation passed by the legislature ended the evening of March 31. There were a number of bills with which we were actively engaged or tracking on behalf of COMPASS.

Overall, the 2020 legislative session may be known more for issues they failed to resolve, chiefly funding for Medicaid expansion and property tax relief. The member agencies of the COMPASS board certainly had a keen interest in the various property tax proposals that emerged. In the end, disagreements between the House and Senate resulted in no significant property tax relief bills passing the legislature. Another interim committee to study the property tax issue was authorized to work through the interim, with an eye toward some recommendations for the 2021 legislature. It should be noted that one of the hardest-working individuals this session was Mayor John Evans as he represented the interests of Idaho's cities – and all local government – on the property tax issue.

Similarly, the counties had a stake in the still-as-yet-unresolved method for funding Medicaid expansion moving forward. The legislature is inclined to tap into the County Indigent Funds and Catastrophic Health Care funds to pay for Medicaid expansion. Three proposals to this effect were introduced but failed to advance. In the end, there is an \$8.5 million gap left in the funding for the second half of this Fiscal Year for Medicaid expansion. In theory, those costs can be “backfilled” with a supplemental appropriation in 2021. Expect this issue to be one of the more urgent things to resolve in 2021.

On the issues and proposals specific to COMPASS, we engaged in, or tracked about 25 bills this session. This was not expected to be a big year for transportation policy or funding issues, and that generally proved to be the case. The one bill that would have generated another roughly \$18 million in sales tax for transportation was vetoed by Governor Little based on concerns for needing

that money for coronavirus response. A second proposal to create an economic reserve investment fund from which interest would be directed to the Highway Distribution Account showed early promise, but it was discovered the Treasurer couldn't legally invest those particular funds into higher risk (and higher return) accounts. That bill was pulled.

A bright spot in terms of a legislative success was the adoption of a statewide hands-free electronic device while driving statute. We and other interest groups engaged alongside Jeff and John from United Heritage Insurance to drive this legislation, which was ultimately the version adopted.

Our effort to eliminate restrictive language related to the use of High Occupancy Vehicle (HOV) lanes made it through the Senate but failed to get a hearing in the House Transportation Committee (just as Chairman Joe Palmer promised me at the beginning of the legislative session).

An effort to reinstate a dedicated funding source for children's walking and biking infrastructure also failed to advance. About \$2 million for this purpose was included in the "surplus eliminator" law, which sun-set in 2018. Even an effort this year to create an unfunded program within ITD failed in the Senate Transportation committee.

We expect much study and work to be done in the interim on transportation funding solutions with a goal to pursue a comprehensive transportation funding a policy bill in the 2021 legislative session. Many stakeholders, including COMPASS are currently contributing to and participating in this effort.

Below is some greater detail of the main bills we were working on this session. I am happy to answer any specific questions you may have on these or any other COMPASS-related legislation.

FUNDING:

H325 TECM program, sales tax distribution to TECM fund – Rep. Palmer.

Increases from 1% to 2% the amount of Total sales tax to the TECM program (estimated additional \$18 million/year). Was amended by the Senate to have 60% go to TECM and 40% go to a bridge maintenance program.

Status: VETO by Governor Little on March 24. Passed Senate (as amended) 24-10 on March 11, agreed to by House 50-12 on March 19.

H513 Economic Reserve Investment Fund – Monks: Second version, creates investment fund invested similarly to Millennium Fund (higher return than other investment savings accounts) Interest and Excess \$\$\$ goes to Highway Distribution Account. Former version directed \$\$ to Strategic Initiatives Fund.
Status: referred back to House Transportation committee from House floor.

H623 Surplus Eliminator – Rep. Kauffman

Would re-institute the “surplus eliminator” provision of sharing any surplus budget funds 50% to Budget Stabilization Fund and 50% to Highway Distribution Account.

Status: Introduced on March 10 and held at the Speaker’s desk. To lay some discussion of the issue for 2021.

HANDS FREE DEVICE:

H614 Motor Vehicles, Electronic Devices – Rep. Palmer (a reprint of United Heritage S1314). This was the fourth version of a distracted driving bill and the most preferable this year. Defines enforcement and conditions under which a hand-held electronic devices are used while driving. Creates a statewide law and pre-empts current local ordinances.

Status: LAW. Signed by Governor Little on March 24. Passed Senate 24-7 on March 19. Passed House 49-21 on March 18.

HOV LANES

S1312 HOV Lanes: Strikes language limiting designation of HOV lanes to counties of 25,000 or less in population and in which a resort city resides.

Status: Failed to get hearing in House Transportation Committee. Passed Senate 32-0 on March 9.

BIKE/PED FUNDING

S1276 Children’s Walking & Biking Infrastructure program by Idaho Walk/Bike Alliance. Created a specific program within ITD into which funds can be placed. No specific funding attached. Would be distributed through competitive grants.
Status: Failed in Senate Transportation Committee.

PROPERTY TAXES

H409 Property Tax Limitation – Rep Moyle

Original version would institute a one-year property tax level freeze for all taxing Districts (*passed House 46-23 on Feb 25*). Senate amended the bill to cap amount of increase to 4% for a three-year period (*FAILED in Senate 11-24 on March 12*).

S1416 Homestead Exemption – Sen Vick

Would increase the Homeowners Exemption from current \$100,000 to \$120,000.
Status: Introduced on March 13. Referred back to State Affairs Committee from Senate Floor on March 19 when agreement with House failed to materialize.

S1417 Circuit Breaker – Sens. Anthon, Burgoyne, Lent

Would increase the eligibility for those who qualify for the “circuit Breaker” property tax rebate.
Status: Referred to House Ways and Means Committee after passing Senate 31-1 on March 18.

SCR 134 Property Tax Study Committee – Sen. Rice, Rep. Moyle

Authorizes Legislative Council to appoint an interim committee to study Idaho Property tax system.
Status: ADOPTED. Passed House 65-1 on March 11. Passed Senate 34-0 on Feb 20.

COMPASS BOARD AGENDA ITEM VI-C

Date: April 20, 2020

Topic: Fiscal Impact Tool for *Communities in Motion 2050* (CIM 2050)

Request/Recommendation:

This is a discussion item only.

Background/Summary:

Fiscal impact analyses estimate the public revenues and expenditures associated with varying land uses and growth patterns. They are used to assist in decision-making and to aid in comparing the fiscal impact of different types of growth.

COMPASS contracted with TischlerBise, Inc. to conduct a fiscal analysis for the region and to develop a fiscal impact tool that COMPASS can use to conduct its own regional analyses. The fiscal impact tool provides objective data that show the difference in revenues expected from various land use types and geographic areas, using representative local real estate values, tax rates, development fees, and municipal service costs. This tool also considers the public capital and operating expenses of public education (K-12), public safety and emergency services, public parks, and more.

This work was conducted to support the regional “what if” growth and transportation scenarios for CIM 2050. COMPASS used the tool to analyze the four different scenarios to be presented for public feedback to provide the public and stakeholders with the financial implications of each. This fiscal impact tool will also be used to evaluate the buildout calculation, which is a compilation of local comprehensive plans.

The completion of the regional fiscal impact analysis and tool provides COMPASS foundational information for financial analysis of land use alternatives. COMPASS will build upon this work in the next year by working with a consultant to develop a community-level fiscal impact tool that will provide additional geographic sensitivity, refined level of service thresholds, and additional marginal cost analyses.

Implication (policy and/or financial):

The fiscal impact tool provides an objective methodology and calculator for understanding how alternative growth and transportation scenarios impact a community’s costs, revenues, and ability to provide services.

More Information:

- 1) Attachment: Fiscal Impact Analysis and Tool Executive Summary
- 2) For detailed information contact Carl Miller at 208/475-2239 or cmiller@compassidaho.org.

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Regional Fiscal Impact Tool

Executive Summary

Prepared for:
**Community Planning Association of
Southwest Idaho (COMPASS)**

April 2, 2020



4701 Sangamore Road
Suite S240
Bethesda, Maryland 20816
800.424.4318
www.tischlerbise.com



TischlerBise is a fiscal, economic, and planning firm specializing in fiscal/economic impact analysis, impact fees, infrastructure financing studies, cost allocation plans, user fees, utility rate studies, and related revenue strategies. We have been providing consulting services nationally for over 35 years. During that time the firm has prepared over 800 fiscal impact analyses and over 900 impact fees, more than any other firm.

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EXECUTIVE SUMMARY

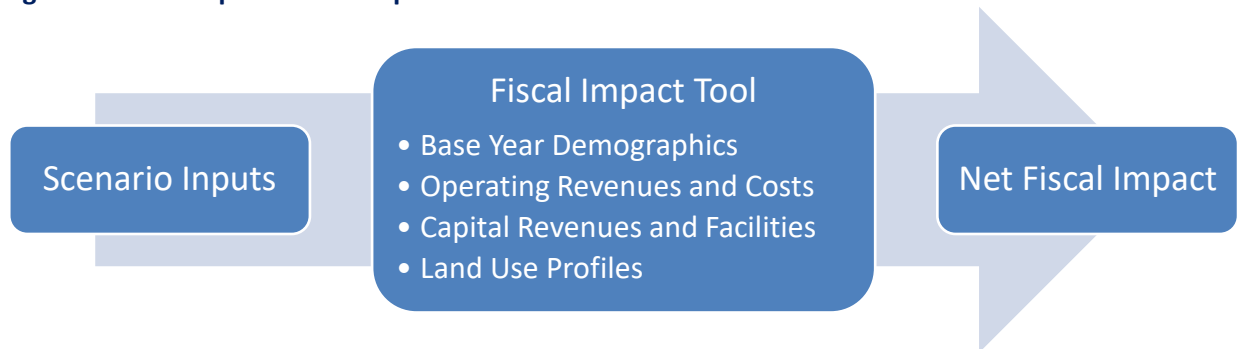
TischlerBise has been contracted to produce a fiscal impact analysis tool to facility the region’s future vision and alternative growth scenarios. The tool has been programmed to react dynamically to long-range regional growth scenarios, through a user-friendly interface. The tool will provide a net fiscal impact result for the region and all the included taxing districts. By comparing results of alternative growth scenarios, COMPASS will be able to understand the fiscal impacts of varying future development patterns.

Fundamentals of the Fiscal Impact Tool

There are several components to the foundation of the tool. First, the budgets of 36 taxing districts are programmed to estimate revenues and operating and capital expenditures from projected grow. The taxing districts include cities, counties, highway districts, school districts, and fire districts. Secondly, base year demographics are estimated for the taxing districts to set the current levels of service. The model assumes that the current levels of service are held constant through the analysis period (i.e., the analysis period is 30-years). The third foundational component to the tool is the land use profiles. Four residential and eleven nonresidential development types have been created for each taxing district. These land use types include details such as property market value, persons per household, and jobs per 1,000 square feet. Furthermore, the City of Boise has been divided into six subareas and the City of Meridian has been divided into three subareas. These subareas allow the unique characteristics of the area to be captured in the land use profiles. Below are the taxing jurisdictions included in the tool:

- **Counties:** Ada and Canyon
- **Cities & Subareas:** Boise Bench, Boise Downtown, Boise South and SW, Boise North and NW, Boise West, Boise East and SE, Caldwell, Eagle, Garden City, Greenleaf, Kuna, Melba, North Meridian, South Meridian, Center Meridian, Middleton, Nampa, Notus, Parma, Star, and Wilder
- **Highway Districts:** Ada County, Canyon #4, Golden Gate #3, Nampa #1, and Notus Parma #2
- **Fire Districts:** Eagle, Kuna, North Ada, Star
- **School Districts:** Boise, Caldwell, Kuna, Melba, Middleton, Nampa, Notus, Parma, Vallivue, West Ada, and Wilder

Figure 1. Fiscal Impact Tool Components



Tool Programming and User Inputs

The COMPASS Fiscal Impact Tool is developed as a network of spreadsheet files in Microsoft Excel and Visual Basic for Applications (VBA). A basic level of competence with spreadsheet programs is recommended. Users can customize the application to particular needs, or TischlerBise can make future changes as mutually agreed upon with the client.

A user-friendly input page has been programmed to facilitate the growth scenario inputs for each taxing district. The user has the option to input a cumulative full buildout of growth scenarios over the 30-year projection period or input each year individually. The former option will help in the preliminary stage of alternative scenario development. Results will be available by each taxing district along with cumulative result options. Additionally, because of the nature of the model, revenue and expenditures along with triggered capital facilities can be called out.

Furthermore, the model has been programmed to allow for an annual update by the user to base year demographics and budgets. A user manual will be provided to COMPASS as well.

Summary of Revenue and Cost Methodologies

Most of the revenues and costs are based on an average cost approach. This approach finds the average cost per demand unit and applies that to the growth scenario. For example, Parks & Recreation costs are assumed to grow based on population. The current Parks & Recreation budget for each jurisdiction is divided by the jurisdiction's base year population to find a cost per person. Every new resident generated by the scenario is assumed to generate that cost per person factor. Elaborated further below and in the body of this report, a marginal cost approach is applied to roads capital and operating costs and school capital costs.

Along with operating expenditures, the model includes capital costs for general government, parks & recreation, fire, road, and school facilities. The capital expenditures assumed in the analysis, and the resulting costs, are projected independent of the current capital improvement programs and debt capacity guidelines. Rather, the capital costs projected in the model reflect the potential cost to serve new growth, regardless of whether the resources are available to cover the costs. The districts will continue to balance their annual budgets considering financial guidelines and policies, applicable operating impacts, and available resources.

An average cost approach is assumed for general government, parks & recreation, and fire facilities. A marginal cost approach is applied to roads and schools. The user will be able to include if new growth will require above average road construction, average road construction, or below average road construction. This will help capture the difference in road costs for greenfield developments compared to densifying urban developments. Also, the current student enrollment and student capacity for each school district is analyzed. School capital costs will not be triggered until all the available seats are filled (an average cost approach is used to estimate school operating costs). Capital cost savings will be observed in districts with available seats, while residential growth in districts already at capacity will immediately triggered a capital cost for a new school seat.

Additional Elements to Fiscal Impact Tool

Furthermore, through discussions with COMPASS staff and the RTAC subcommittee, several additional elements have been included in the tool.

1. **Homeowner's Exemption.** The user will be able to test the fiscal impact of both the percentage of future homes eligible for the exemption and the maximum allowable property value credit.
2. **Local Option Sales Tax.** Although no additional sales taxes, other than the State mandated surtax, currently exists in the region, the tool allows the user to establish a local option sales tax rate for Ada and/or Canyon County.
3. **Deferred Road Maintenance.** In general, the tool estimates the fiscal impacts to serve growth at the current levels of service. However, in the case of roads, it may not be plausible to assume that highway districts and other jurisdictions will continue to provide adequate levels of maintenance on the new roads triggered in the tool. The user is able to control deferred road maintenance in the model by determining the percentage of necessary maintenance districts will operate at (e.g., 95 percent of the cost that would be necessary to maintain adequate conditions and useful life).

Next Steps

Although a number of steps and improvements have been programmed into the model to capture long-range regional growth scenarios, the scope of work for Phase 1 and the regional magnitude of the tool has limited the extent to which localized details can be included into the Phase 1 tool. The details not captured predominately stem from the average cost approach applied to revenues and costs. For example, a marginal approach to the operating cost for law enforcement services could delineate the personnel by staff type. This approach would allow for new patrol officers and the resulting costs to be triggered differently than administrative staff. In a Phase 2 fiscal impact tool, a more comprehensive approach could be taken with regard to capital facilities as well. This would include drilling down to the available capacity for students by grade level or road capacities at the corridor level.

Important elements to a marginal approach are assessing the current levels of service and personnel and facility capacities. It is necessary to determine how much growth the locality is able to absorb before expansion of staff and facilities. Additionally, facility size thresholds need to be understood, so the tool can trigger the appropriately sized facility. To understanding these elements, input is necessary from stakeholders and service providers.

With that said, an average cost approach was necessary in Phase 1 for most variables because of budget restrictions and the extensive time needed when using a marginal cost approach to capture localized conditions in each jurisdiction. To understand the necessary elements to apply a marginal approach, TischlerBise typically conducts one or two interviews with service providers. Along with interviews, further sophistication of the tool would necessitate an additional data collection period that would require jurisdiction staff involvement. Such interviews and data collection would allow TischlerBise and COMPASS to build upon the Phase 1 tool.

COMPASS BOARD AGENDA ITEM VI-D

Date: April 20, 2020

Topic: "What If" Scenarios for Public Involvement Survey #2 for *Communities in Motion 2050* (CIM 2050)

Request/Recommendation:

This is a discussion item only.

Background/Summary:

As part of the "Explore" phase of developing CIM 2050, COMPASS will use an online survey to engage the public to better understand the region's values, preferences for various growth and transportation scenarios, and support for implementation strategies necessary to achieve those scenarios. The scenarios build upon the feedback from the public involvement opportunity that COMPASS conducted last fall to better understand regional growth, demographic, economic, and lifestyle trends.

The Regional Transportation Advisory Committee (RTAC) and the Public Participation Workgroup have reviewed the scenarios and RTAC helped identify values and implementation strategies for the survey. The scenarios reflect common preferences expressed by the public in COMPASS' fall 2019 survey for transportation efficiency, affordable housing, convenience, access to outdoor recreational areas, and more. These scenarios will help the public envision the trade-offs between various preferences and reflect differing transportation and growth futures for the region. The four "what if" growth and transportation scenarios are described as follows:

Let It Be: Continues the current trend of mostly suburban development, with some urban housing near downtowns and employment centers. Transportation funds focus on road maintenance, widening key corridors, and bus rapid transit on State Street.

Ticket to Ride: Provides a mix of housing, including apartments near transit (including rail) and single family homes. Rail stops will be located near urban activity centers. Traffic increases, but farmland is preserved. New local funding is needed to pay for increased transit services.

Penny Lane: Provides affordable housing in suburban areas and via small lots near jobs. Transportation improvements near activity centers encourage biking, walking, and taking the bus. Commutes get longer as farmland gets developed.

Come Together: Includes a variety of housing choices where services already exist to reduce impacts on community budgets. More funding is needed to pay for bus, bike, and walk facilities. Traffic increases, but transit is added and farmland is preserved.

The survey in preview mode is at: <https://38530601-draft.metroquest.com/> Note that the survey is still a "work in progress" and some small changes may occur prior to the Board meeting. Additionally, information that will be linked from the "More about this" button for each scenario has not yet been linked. This information will be shared in the meeting.

While the preview survey has the same functionality as the final survey, no results are collected in “preview” mode. Please wait for the final version, with a different web address, to take the survey and share it with others. The survey is expected to go live in late May 2020.

Launching a survey during these unprecedented times poses a challenge for public participation. We recognize that current economic and health conditions could impact participation rates and results; however, they also present an opportunity for the public to reconsider how the Treasure Valley could look in the future. Given the uncertainty of when we will return to “normal” conditions, launching the survey in late May as planned enables COMPASS to continue with the presently-outlined schedule to ensure that CIM 2050 is developed by federal deadlines. This survey, coupled with the results of the first survey, will help define the CIM 2050 Vision, which will be the basis for transportation analysis.

Implication (policy and/or financial):

Understanding the region’s values, preferences for various growth and transportation scenarios, and support for implementation strategies will allow COMPASS to develop CIM 2050 based on community support.

More Information:

- 1) Preview of online survey: <https://37930601-draft.metroquest.com/>
- 2) For detailed information contact Carl Miller at 208/475-2239 or cmiller@compassidaho.org or Amy Luft at 208/475-2229 or aluft@compassidaho.org.

CM: t:\fy20\600 projects\661 cim\1. project management\board\board_whatifscenarios_apr2020.docx

FEBRUARY 2020 - STAFF ACTIVITY REPORT

PROGRAM NO.	
601	<p>UNIFIED PLANNING WORK PROGRAM (UPWP) DEVELOPMENT AND FEDERAL ASSURANCES</p> <p style="text-align: right;">MEG LARSEN</p> <ul style="list-style-type: none"> • Began update of five year revenue and expense projections as an early step in the development of the FY2021 UPWP. • Processed and tracked revenues and expenditures associated with Revision 1 of the FY2020 UPWP. • Tracked changes and announcements in the Federal Register and the Daily Digest.
620	<p>DEMOGRAPHICS AND GROWTH MONITORING</p> <p style="text-align: right;">CARL MILLER</p> <ul style="list-style-type: none"> • Completed the 2019 Development Monitoring Report. • Completed the 2020 population estimates. • Completed 5 development checklists for cities of Boise, Caldwell, Meridian, and Nampa. • Submit updates for the Census Boundary and Annexation Survey (BAS). • Completed review of the Census Participant Statistical Areas Program Validation (PSAPV). • Represented COMPASS at a City of Meridian Faith Leaders meeting to discuss the 2020 Census on February 6, 2020. • Represented COMPASS at Idaho's State Census Complete Count Committee meeting on February 13, 2020. • Hosted a Census Advisory Workgroup meeting on February 19, 2020. • Represented COMPASS at the City of Boise's Complete Count Committee meeting on February 21, 2020. • Hosted a census booth at a St. Alphonsus Health and Career Fair on February 29, 2020. • Designed and printed Treasure Valley-specific Census posters, displays, bookmarks, and tent cards for use by member agencies in their census outreach efforts. • Booked ads (radio, newspaper, digital, bus billboards) to promote the 2020 Census throughout March and April 2020.
653	<p>COMMUNICATION AND EDUCATION</p> <p style="text-align: right;">AMY LUFT</p> <ul style="list-style-type: none"> • Posted 11 Facebook messages, 4 Tweets, 10 Instagram messages, and 9 LinkedIn messages. • Tracked issues related to COMPASS and transportation in the news media; facilitated five interviews. • Updated the COMPASS website. • Presented to Leadership Meridian regarding COMPASS and regional growth issues on February 13, 2020. • Began negotiations with speakers for potential education series presentations in April and August, 2020.

PROGRAM NO.	
661	<p data-bbox="310 163 716 195">LONG-RANGE PLANNING</p> <p data-bbox="1256 201 1511 233" style="text-align: right;">LIISA ITKONEN</p> <ul data-bbox="331 237 1500 1119" style="list-style-type: none"> • Hosted a Safety Focus Group on February 4, 2020. • Hosted a Travel and Tourism Focus Group on February 6, 2020. • Hosted a Freight Advisory Workgroup meeting on February 6, 2020. • Hosted a Public Transportation Workgroup meeting on February 11, 2020. • Hosted an Economic Development Focus Group on February 12, 2020. • Presented at the ULI Idaho Urban Design Lecture Series, "Transportation Planning for the Treasure Valley" on February 13, 2020. • Attended ACHD Bicycle Advisory Committee on February 3, 2020. • Attended Caldwell Pathways and Bike Routes Committee meeting on February 20, 2020. • Hosted a Complete Network RTAC Subcommittee meeting on February 20, 2020. • Hosted a Fiscal Impact Analysis RTAC Subcommittee meeting on February 26, 2020. • Hosted the Foundation for Ada/Canyon Trail Systems (F.A.C.T.S.) meeting on February 26, 2020. • Attended the State Street Technical Team meeting and field tour on February 27, 2020. • Uninstalled five pyro-box counters for Capitol City Development Corporation (C.C.D.C.). • Updated the <i>Communities in Motion 2040 2.0</i> website and technical documents to reflect factual changes in costs and descriptions of funded projects and unfunded priorities. • Reviewed the results of the first public involvement survey results with the COMPASS Board of Directors on February 24, 2020.
685	<p data-bbox="310 1119 915 1150">RESOURCE DEVELOPMENT/FUNDING</p> <p data-bbox="1273 1157 1511 1188" style="text-align: right;">TONI TISDALE</p> <ul data-bbox="331 1192 1511 1967" style="list-style-type: none"> • Prepared for and hosted an optional Regional Transportation Advisory Committee (RTAC) workshop to present all applications submitted to COMPASS for consideration of federal-aid on February 5, 2020. • Prepared for and hosted the STP-Urban and Federal Transit Administration (FTA) balancing committees on February 6, 2020. • Participated in a debrief on February 18, 2020 with US Department of Transportation regarding feedback on last year's Better Utilizing Investments to Leverage Development (BUILD) application submitted by COMPASS/ITD. • Met with Local Highway Technical Assistance Council staff on February 19, 2020, regarding their consultant selection process to gain information for the COMPASS Project Development Program. • Informed RTAC and member staff of available funding sources through <i>Funding News</i> emails. • Met with Valley Regional Transit (VRT) to review FTA and US Department of Transportation funding opportunities available throughout the year. • Assisted Ada County Development Services staff in determining best funding sources for their projects. • Worked with VRT on an Executive Summary of their grant applications to request letters of support for two projects, attended a debrief meeting from the FTA on last year's application, and assisted with grant writing. • Started developing information for the FY2020 BUILD grant application.

PROGRAM NO.	
	<ul style="list-style-type: none"> • Developed two administrative modifications to process changes to the Transportation Improvement Program (TIP). • Continued working on recommended updates to the amendment policy for the TIP and long-range transportation plan. • Collected and tallied RTAC paired comparison data to determine project ranking within each federal funding source and presented preliminary rankings to RTAC for priority recommendations. • Met with member agency staff as needed regarding project-specific issues and programming updates.
701	<p>GENERAL MEMBERSHIP SERVICES</p> <p style="text-align: right;">LIISA ITKONEN</p> <ul style="list-style-type: none"> • Met with Garden City and Idaho Transportation Department to discuss planning project needs for Glenwood Street and Chinden Boulevard on February 14, 2020. • Received nine member agency requests for projects in the FY2021 Unified Planning Work Program and Budget. The Regional Transportation Advisory Committee will review and prioritize the requests on March 18, 2020, for consideration by the Finance Committee. • Drafted a report summarizing a January 24, 2020, charrette regarding bicycle/pedestrian facilities along Chinden Boulevard in Garden City.
702	<p>AIR QUALITY OUTREACH</p> <p style="text-align: right;">AMY LUFT</p> <ul style="list-style-type: none"> • Aired air quality public service announcements on radio stations in the Treasure Valley. • Provided a status report to the Idaho Department of Environmental Quality and Air Quality Board. • Developed a proposal for options for future joint outreach efforts, to present to Air Quality Board and Idaho Department of Environmental Quality staff.
703	<p>GENERAL PUBLIC SERVICES</p> <p style="text-align: right;">MARYANN WALDINGER</p> <ul style="list-style-type: none"> • Participated in the Urban Land Institute's UrbanPlan training to help future urban planning students gain practical experience on February 27, 2020. • Responded to questions from the public. • Completed five area of influence model runs for proposed developments located in Kuna, Meridian and Star.
704	<p>AIR QUALITY OPERATIONS</p> <p style="text-align: right;">MEG LARSEN</p> <ul style="list-style-type: none"> • Conducted further analysis on software functionality issues. • Provided general support for emission testing notification, billing, and payment cycles.

PROGRAM NO.	
705	<p style="text-align: right;">MATT STOLL</p> <p>TRANSPORTATION LIAISON SERVICES</p> <ul style="list-style-type: none"> • Attended the Valley Regional Transit Executive Board meeting on February 3, 2020. • Chaired the Caldwell Chamber of Commerce Transportation Committee on February 3, 2020. • Participated in the Meridian Transportation Commission meeting on February 3, 2020. • Hosted a meeting of the Grant Professionals Association – Idaho chapter on February 5, 2020. • Met with Jake Melder and Phoebe Wallace, Idaho Transportation Department communication staff, to share information about COMPASS on February 5, 2020. • Attended the Boise City Council Public Hearing on VRT Funding on February 11, 2020. • Attended the Idaho Transportation Board meeting on February 19, 2020. • Presented at the Boise State Hazard and Climate Resiliency Consortium workshop, “Growth and Transportation in the Treasure Valley” on February 20, 2020. • Attended the Boise Chamber of Commerce Transportation Committee meeting on February 20, 2020. • Met with Shandy Lam, City of Meridian Communication Manager, to share information about COMPASS on February 21, 2020. • Attended a Women in Transportation Seminars (WTS) awards gala on February 27, 2020. • Attended the Caldwell Chamber of Commerce Government Affairs Committee on February 27, 2020. • Met with various COMPASS Board members regarding COMPASS, its members and regional issues.
760	<p style="text-align: right;">MATT STOLL</p> <p>LEGISLATIVE SERVICES</p> <ul style="list-style-type: none"> • Participated in relevant activities in support of Board legislative position statements. • Tracked and reported significant activity in federal and state transportation-related legislative issues. • Monitored proposed rule-making to determine implications to COMPASS and its membership. • Continued reviewing <i>Fixing America’s Surface Transportation (FAST) Act</i> and its impact upon COMPASS and its membership. • Researched high-occupancy vehicle (HOV) lane studies and data and prepared talking points to aid in testimony in favor of COMPASS legislation to remove restrictions on HOV lanes in Idaho. • Attended National Association of Regional Councils’ 2020 National Conference of Regions from February 9 – 11, 2020 in Washington, DC. • Met with Idaho Congressional Delegation and staff regarding COMPASS’ transportation policy and funding priorities on February 12, 2020. • Met with US Department of Transportation staff regarding BUILD and INFRA competitive grant programs on February 12, 2020.
761	<p style="text-align: right;">MATT STOLL</p> <p>GROWTH INCENTIVES</p> <ul style="list-style-type: none"> • No significant activity this month.

PROGRAM NO.	
801	<p>STAFF DEVELOPMENT</p> <p style="text-align: right;">MEG LARSEN</p> <ul style="list-style-type: none"> • Attended the Idaho Smart Growth Citizens Planning Academy, "Idaho's Changing Population" webinar on February 5, 2020. • Attended "Transportation Planning for Treasure Valley" sponsored by the Urban Land Institute on February 12, 2020, in Boise. • Attended the 2020 Southwest Idaho Ground Water Quality Forum in Boise on February 19, 2020. • Participated in the US Department of Transportation's Better Utilizing Investments to Leverage Development (BUILD) Webinar, "How to Compete for BUILD 2020 Transportation Grants," for rural applicants on February 27, 2020. • Attended "How to Handle Emotionally Charged Situations in the Workplace" training on February 28, 2020. • Completed online training for Microsoft Excel and Access.
820	<p>COMMITTEE SUPPORT</p> <p style="text-align: right;">MEG LARSEN</p> <ul style="list-style-type: none"> • Provided staff support to the COMPASS Board of Directors and standing committees.
836	<p>REGIONAL TRAVEL DEMAND MODEL</p> <p style="text-align: right;">MARYANN WALDINGER</p> <ul style="list-style-type: none"> • Continued to provide modeling assistance to member agencies. • Provided data and model information to the consultant working on the State Street Alternative Analysis for Valley Regional Transit. • Launched the BETA version of a regional traffic count map application. • Continued to develop the input files and scripts to update the regional travel demand model in preparation for air quality conformity and "what-if" growth and transportation scenarios.
842	<p>CONGESTION MANAGEMENT PROCESS</p> <p style="text-align: right;">MARYANN WALDINGER</p> <ul style="list-style-type: none"> • Began processing the 2019 travel time data for the Congestion Management Annual Report. • Posted the final Transportation System Management and Operations Plan • Presented results of the 2018 Congestion Management Annual Report to the Complete Network Workgroup (subcommittee of RTAC) • Continued to work on the draft Congestion Management Plan.

PROGRAM NO.	
860	<p data-bbox="310 163 1524 233">GEOGRAPHIC INFORMATION SYSTEM (GIS) MAINTENANCE ERIC ADOLFSON</p> <ul data-bbox="329 233 1524 909" style="list-style-type: none"> • Maintained and created regional geographic data layers and map documents for member agencies and the public. • Finished work on IDOL Employment data. • Provided technical review of proposed 2020 projects. • Finished development of CommunityViz Suitability analysis for CIM 2050 development and supporting data. • Released beta online traffic count data application. • Continued Complete Streets Network Policy project mapping and data support. • Updated school enrollment data • Updated Regional Comprehensive Plan data. • Updated CIM 2040 2.0 online maps. • Provided maps for Garden City • Created storage solution backup for 2019 Orthophotography Data Project. • Provided data for State Street Alternatives Analysis • 2019 building permit geocoding • Support for 2020 Census Boundaries and Annexation (BAS) and Participant Statistical Areas Program (PSAP) • Supported Comprehensive Plan Buildout Analysis
991	<p data-bbox="310 909 1524 978">SUPPORT SERVICES LABOR MEG LARSEN</p> <ul data-bbox="329 978 1524 1050" style="list-style-type: none"> • Provided general accounting, human resources, and administrative support to the agency.

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MARCH 2020 - STAFF ACTIVITY REPORT

PROGRAM NO.	
601	<p>UNIFIED PLANNING WORK PROGRAM (UPWP) DEVELOPMENT AND FEDERAL ASSURANCES</p> <p style="text-align: right;">MEG LARSEN</p> <ul style="list-style-type: none"> • Presented Revision 2 of the FY2020 UPWP for Finance Committee review and recommendation to the COMPASS Board. • Presented five year revenue and expense projections to Finance Committee as prelude to development of the FY2021 UPWP. • Calculated FY2021 proposed membership dues and presented to the Finance Committee for review and recommendation to the COMPASS Board. • Began developing scopes of work to flesh-out COMPASS member agency prioritized requests for COMPASS work in FY2021. • Began the process to develop the FY2021 Unified Planning Work Program and Budget (UPWP), including allocating workdays and developing program worksheets. • Processed and tracked revenues and expenditures associated with Revision 1 of the FY2020 UPWP. • Tracked changes and announcements in the Federal Register and the Daily Digest.
620	<p>DEMOGRAPHICS AND GROWTH MONITORING</p> <p style="text-align: right;">CARL MILLER</p> <ul style="list-style-type: none"> • Hosted a Demographic Advisory Workgroup (DAWG) on March 4, 2020. The following agenda items were discussed: 2019 Development Monitoring Report, 2020 population estimates, <i>Communities in Motion 2050</i> Incremental Forecast, <i>Communities in Motion 2050</i> "What If" scenarios, and the 2019 checklist report. • Completed 6 development checklists for cities of Boise, Kuna, Meridian, and Canyon County. • Presented information on the 2020 Census to residents at the Touchmark retirement community on March 5, 2020. • Attended a 2020 Census State Complete Count Committee meeting on March 12, 2020. • Distributed COMPASS-developed regional Census outreach materials (bookmarks, tent cards, displays) to partners throughout Ada and Canyon Counties. • Promoted participation in the 2020 Census through print, digital, radio, social media, a regional Census website, and more. • Began developing the <i>Communities in Motion 2050</i> "what-if" growth scenarios in preparation for technical analysis.

PROGRAM NO.	
653	<p data-bbox="305 163 894 197">COMMUNICATION AND EDUCATION</p> <p data-bbox="1349 201 1515 235" style="text-align: right;">AMY LUFT</p> <ul data-bbox="331 239 1498 688" style="list-style-type: none"> • Posted 16 Facebook messages, 11 Tweets, 16 Instagram messages, and 3 LinkedIn messages. • Tracked issues related to COMPASS and transportation in the news media; facilitated two interviews and submitted two opinion pieces to print media (op ed and letter to the editor). • Updated the COMPASS website. • Distributed the monthly “Keeping Up With COMPASS” newsletter. • Prepared for, then cancelled, an April education series presentation/workshop on fiscal impact analysis. • Scheduled an August education series presentation on high capacity transit. • Hosted a Public Participation Workgroup meeting on March 6, 2020. • Presented in-house presentation training for new COMPASS staff on March 16, 2020.
661	<p data-bbox="305 695 716 728">LONG-RANGE PLANNING</p> <p data-bbox="1256 732 1515 766" style="text-align: right;">LIISA ITKONEN</p> <ul data-bbox="331 770 1487 1289" style="list-style-type: none"> • Hosted an Active Transportation Workgroup meeting on March 2, 2020. • Attended ACHD Bicycle Advisory Committee on March 2, 2020. • Met with Ada County Emergency Management and Community Resilience staff to discuss the Contraflow Plan update on March 6, 2020. • Attended Canals Connecting Communities meeting on March 12, 2020. • Attended a State Street Technical Team meeting on March 26, 2020. • Continued work with consultant on the regional fiscal impact analysis and tool. • Continued work with consultant on the fixed guideway study update. • Installed two Pyro-box portable counters for the City of Boise. • Continued to develop a survey on values, “what if” scenarios, and implementation strategies for <i>Communities in Motion 2050</i>; the survey is scheduled to be released in late May. • Continued to develop a public participation plan to promote participation in the <i>Communities in Motion 2050</i> survey.
685	<p data-bbox="305 1297 915 1331">RESOURCE DEVELOPMENT/FUNDING</p> <p data-bbox="1273 1335 1515 1369" style="text-align: right;">TONI TISDALE</p> <ul data-bbox="331 1373 1503 1961" style="list-style-type: none"> • Prepared for and hosted an optional Regional Transportation Advisory Committee (RTAC) workshop to present staff recommendations for programming federal-aid funds on March 4, 2020. • Met with Idaho Transportation Department (ITD) staff on March 5, 2020, to lay the groundwork for preparing a Better Utilizing Investments to Leverage Development (BUILD) application for US 20/26, I-84 to Middleton Road. • Met with Ada County Highway District (ACHD) staff and partners to discuss preparing a BUILD grant to plan the Five Mile Road overpass replacement on March 6, 2020. • Hosted a sponsor meeting to discuss projects within programs managed by COMPASS staff on March 12, 2020. • Held first Project Development Program project team meeting for City of Nampa’s Indian Creek Pathway, 16th Avenue to Shortline Drive project on March 17, 2020. • Held first Project Development Program project team meeting on March 18, 2020 for City of Notus’ Street Rebuilds with Stormwater Improvements project.

PROGRAM NO.	
	<ul style="list-style-type: none"> • Virtually attended the ITD public hearing for proposed funded projects in the Transportation Alternatives Program managed by ITD on March 20, 2020. • Met with City of Nampa and Valley Regional Transit (VRT) staff regarding potential BUILD grant applications. • Informed RTAC and member agency staff of available funding sources through <i>Funding News</i> emails. • Wrapped up Boise State University's Project Development Program project, Greenbelt Estimate-Theater Lane to Broadway. • Provided Letter of Support for a VRT grant application. • Presented proposed updates to the amendment policy for the TIP and long-range transportation plan to RTAC for recommendation to the COMPASS Board of Directors. • Developed two administrative modifications to process changes to the Transportation Improvement Program (TIP). • Informed RTAC and member staff of available funding sources through <i>Funding News</i> emails. • Met with member agency staff as needed regarding project-specific issues and programming updates.
701	<p>GENERAL MEMBERSHIP SERVICES</p> <p style="text-align: right;">LIISA ITKONEN</p> <ul style="list-style-type: none"> • Attended Ada County's 3rd Coordinated Growth Conversation in Eagle on March 5, 2020. • Prioritized member agency project requests for the FY2021 Unified Planning Work Program with the Regional Transportation Advisory Committee on March 18, 2020, for consideration by the COMPASS Finance Committee. • Attended a Transit Provider Meeting, hosted by Valley Regional Transit, on March 20, 2020. • Finalized and distributed a summary report from a January 24, 2020, charrette-type meeting with the City of Garden City, Ada County Highway District, and the Idaho Transportation Department on Chinden Boulevard improvements. • Prepared and submitted to Idaho Transportation Department and Federal Highway Administration the required information and files requesting changes to the National Highway System.
702	<p>AIR QUALITY OUTREACH</p> <p style="text-align: right;">AMY LUFT</p> <ul style="list-style-type: none"> • Provided a status report to the Idaho Department of Environmental Quality (DEQ) and Air Quality Board (AOB). • Developed a proposal for future air quality outreach for DEQ/AOB; met to discuss the proposal with DEQ/AOB staff on March 3, 2020. The current memorandum of agreement for COMPASS to conduct air quality outreach on behalf of the two agencies expires on September 30, 2020.
703	<p>GENERAL PUBLIC SERVICES</p> <p style="text-align: right;">MARYANN WALDINGER</p> <ul style="list-style-type: none"> • Responded to questions from the public. • Completed two area of influence model runs for proposed developments located in Boise and Meridian.

PROGRAM NO.	
704	<p data-bbox="310 163 760 197">AIR QUALITY OPERATIONS</p> <p data-bbox="1300 201 1511 235" style="text-align: right;">MEG LARSEN</p> <ul data-bbox="358 239 1479 485" style="list-style-type: none"> • Made preparations to adjust operations to comply with the COVID-19 social distancing public health directives. • Transitioned staff to remote working in response to the COVID-19 public health emergency. • Conducted further analysis on software functionality issues. • Provided general support for emission testing notification, billing, and payment cycles.
705	<p data-bbox="310 516 943 550">TRANSPORTATION LIAISON SERVICES</p> <p data-bbox="1308 554 1511 588" style="text-align: right;">MATT STOLL</p> <ul data-bbox="380 592 1495 1262" style="list-style-type: none"> • Attended the Valley Regional Transit Executive Board meeting on March 2, 2020. • Chaired the Caldwell Chamber of Commerce Transportation Committee on March 2, 2020. • Participated in the Meridian Transportation Commission meeting on March 2, 2020. • Attended the ACHD Commission meeting on March 4, 2020. • Hosted a meeting of the Grant Professionals Association – Idaho chapter on March 4, 2020. • Attended Idaho Public Transportation’s Interagency Working Group meeting on March 10, 2020. • Attended the Canyon County Local Emergency Planning Committee meeting on March 11, 2020. • Attended the Valley Regional Transit Regional Advisory Council online meeting on March 17, 2020. • Attended Ada County Local Emergency Planning Committee online meeting on March 19, 2020. • Met with various COMPASS Board members regarding COMPASS, its members and regional issues.
760	<p data-bbox="310 1262 704 1295">LEGISLATIVE SERVICES</p> <p data-bbox="1300 1299 1511 1333" style="text-align: right;">MATT STOLL</p> <ul data-bbox="334 1337 1511 1724" style="list-style-type: none"> • Participated in relevant activities in support of Board legislative position statements. • Tracked and reported significant activity in federal and state transportation-related legislative issues. • Monitored proposed rule-making to determine implications to COMPASS and its membership. • Continued reviewing <i>Fixing America’s Surface Transportation (FAST) Act</i> and its impact upon COMPASS and its membership. • Provided resources in support of COMPASS-sponsored legislation to remove restrictions limiting high-occupancy vehicle lanes to counties with populations under 25,000.
761	<p data-bbox="310 1724 675 1757">GROWTH INCENTIVES</p> <p data-bbox="1308 1761 1511 1795" style="text-align: right;">MATT STOLL</p> <ul data-bbox="334 1799 870 1829" style="list-style-type: none"> • No significant activity this month.

PROGRAM NO.	
801	<p data-bbox="310 163 667 197">STAFF DEVELOPMENT</p> <p data-bbox="1300 201 1515 235" style="text-align: right;">MEG LARSEN</p> <ul data-bbox="383 239 1503 974" style="list-style-type: none"> • Attended a Transportation Performance Management (TPM) Tools workshop in Boise on March 10 and 11, 2020. • Attended a Washington State Department of Transportation webinar, "Big Data in Transportation: Promises, Issues, and Solutions," on March 18, 2020. • Attended a TRB Webinar "Transportation & COVID-19 – Practices from other disease outbreaks" on March 23, 2020. • Completed training in Lightshare Classic CC: Photo Editing and Street Photography: How to Capture City Life on March 24, 2020. • Attended a Remix webinar, "Transportation Policy Series with Beth Osborne" on March 25, 2020. • Attended an American Planning Association (APA) webinar "APA Rapid Response Briefing: Congressional Coronavirus Emergency Response Confirmation" on March 26, 2020. • Attended a National Association of Regional Councils' webinar, "The Regional Response to the COVID-19 Epidemic Part V: Communications," on March 26, 2020. • Attended a Smart Growth webinar "ProAct Now: Planning Effectively in a Rapidly Changing World" on March 27, 2020. • Completed webinar "Advanced Application of Scenario Planning" sponsored by the American Planning Association.
820	<p data-bbox="310 978 672 1012">COMMITTEE SUPPORT</p> <p data-bbox="1300 1016 1515 1050" style="text-align: right;">MEG LARSEN</p> <ul data-bbox="331 1054 1468 1188" style="list-style-type: none"> • Made preparations needed to conduct Board, committee, and work group meetings remotely in response to the COVID-19 public health emergency. • Provided staff support to the COMPASS Board of Directors and standing committees.
836	<p data-bbox="310 1192 899 1226">REGIONAL TRAVEL DEMAND MODEL</p> <p data-bbox="1130 1230 1515 1264" style="text-align: right;">MARYANN WALDINGER</p> <ul data-bbox="331 1268 1455 1509" style="list-style-type: none"> • Continued to provide modeling assistance to member agencies. • Began developing the necessary input files to perform the benefit-cost analysis for the Better Utilizing Investments to Leverage Development (BUILD) application for US 20/26, I-84 to Middleton Road. • Continued to run sensitivity tests, develop the input files and scripts to update the regional travel demand model in preparation for the "what-if" growth and transportation scenarios.
842	<p data-bbox="310 1514 935 1547">CONGESTION MANAGEMENT PROCESS</p> <p data-bbox="1130 1551 1515 1585" style="text-align: right;">MARYANN WALDINGER</p> <ul data-bbox="331 1589 1503 1894" style="list-style-type: none"> • Began updating graphics and data for 2019 Congestion Management Annual Report • Calculated average speeds from 2019 data for comparison to travel demand model • Provided detailed travel time data and speeds along the US 20/26 corridor for use in developing the Better Utilizing Investments to Leverage Development (BUILD) application • Analyzed National Performance Management Research Data Set (NPMRDS) free flow travel speeds and updated with more realistic speeds

PROGRAM NO.	
860	<p data-bbox="310 163 1515 233">GEOGRAPHIC INFORMATION SYSTEM (GIS) MAINTENANCE ERIC ADOLFSON</p> <ul data-bbox="329 237 1515 554" style="list-style-type: none"> • Maintained and created regional geographic data layers and map documents for member agencies and the public. • Continued Complete Streets Network Policy project mapping and data support. • Supplied data for the Indian Creek Pathway Concept Study in Nampa. • Provided Canyon County traffic signal ITS data to Nampa. • Updated school data. • Updated planned pathway data. • Began development of Lidar data derivatives such as building footprints.
991	<p data-bbox="310 594 1515 663">SUPPORT SERVICES LABOR MEG LARSEN</p> <ul data-bbox="329 667 1515 869" style="list-style-type: none"> • Transitioned staff to remote working in response to the COVID-19 public health emergency. • Adjust operational activities as needed to function in a remote work environment. • Provided general accounting, human resources, and administrative support to the agency.

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COMPASS BOARD AGENDA ITEM VII-B

Date: April 20, 2020

Topic: Status Report – Current Air Quality Efforts

Background/Summary:

The information below provides an update on Treasure Valley air quality.

February Air Quality Monitoring:

The Idaho Department of Environmental Quality reported three days in the moderate air quality category in the Treasure Valley during the month of February 2020.

- Two days were attributable to fine particulate matter (PM_{2.5}) recorded in Canyon County.
- One day was attributable to fine particulate matter (PM_{2.5}) recorded in Ada and Canyon County.

YEAR TO DATE SUMMARY

The table below summarizes the number of good, moderate, and unhealthy to hazardous days recorded since February 1, 2008.

Year	Good	Moderate	Unhealthy to Hazardous	Total
2008	266	99	1	366
2009	277	83	5	365
2010	321	44	0	365
2011	260	99	6	365
2012	283	72	11	366
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	53	7	0	60

Notes: 2008, 2012, 2016 and 2020 were Leap Years hence the extra day.

Air Quality Categories:

- Moderate: pollution in this range may pose a moderate health concern for a very small number of individuals.
- Unhealthy for Sensitive Groups: individuals with lung disease, children and older adults are considered sensitive and 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 more likely to experience serious health effects.

Implication (policy and/or financial):

None.

More Information:

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

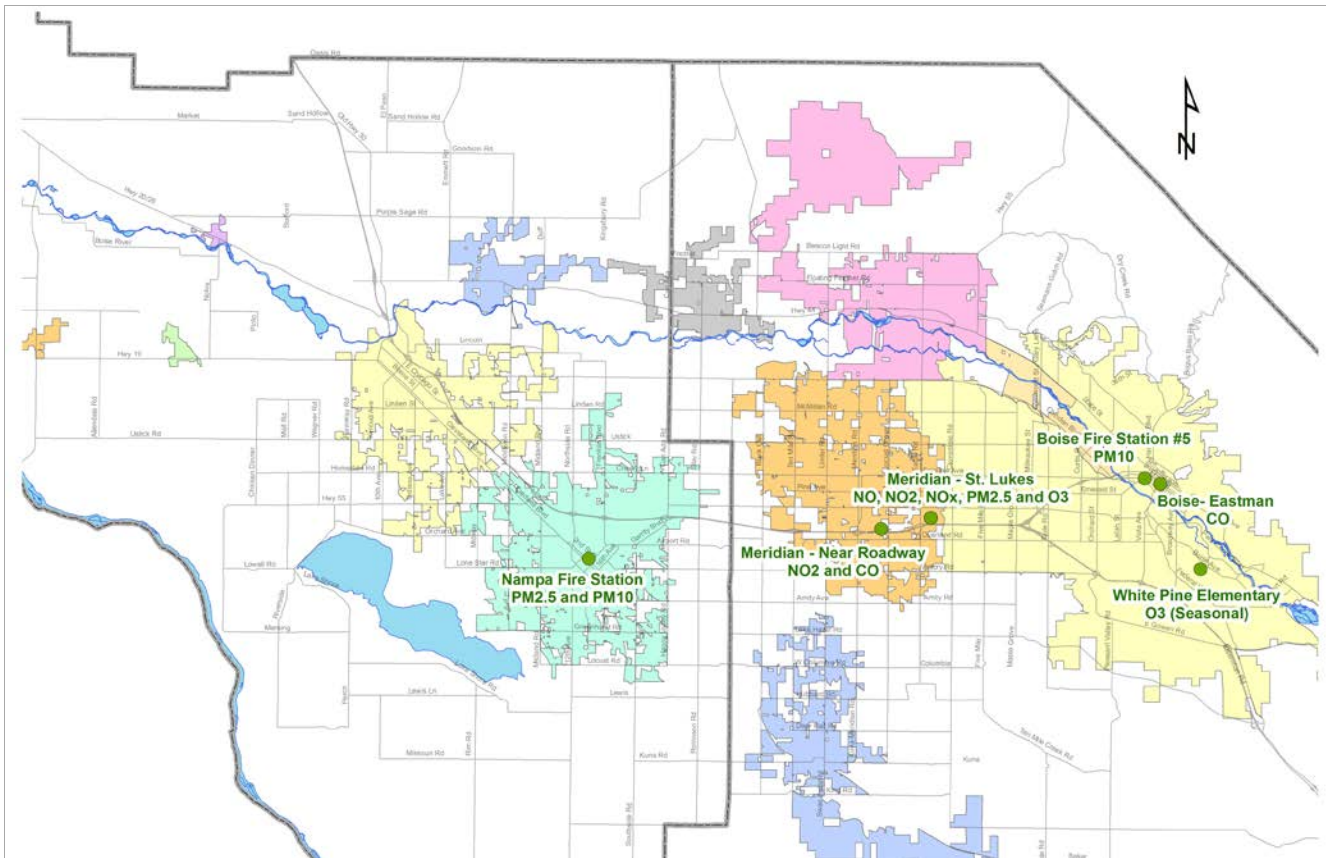


Figure 1: Map of air quality monitoring locations, Ada and Canyon County

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 (NOx)

Oxides of nitrogen; a precursor (building block) of ozone. NOx 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

Ozone (O3)

A colorless gas with a sweet odor. Ground-level ozone is not a direct emission from transportation sources. It is formed when volatile organic compounds, such as pesticides and solvents, and [NOx](#) 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.

PM2.5

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

PM10

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



COMPASS BOARD AGENDA ITEM VII-B

Date: April 20, 2020

Topic: Status Report – Current Air Quality Efforts

Background/Summary:

The information below provides an update on Treasure Valley air quality.

March Air Quality Monitoring:

The Idaho Department of Environmental Quality reported two days in the moderate air quality category in the Treasure Valley during the month of March 2020.

- Two days were attributable to fine particulate matter (PM_{2.5}) recorded in Canyon County.

YEAR TO DATE SUMMARY

The table below summarizes the number of good, moderate, and unhealthy to hazardous days recorded since February 1, 2008.

Year	Good	Moderate	Unhealthy to Hazardous	Total
2008	266	99	1	366
2009	277	83	5	365
2010	321	44	0	365
2011	260	99	6	365
2012	283	72	11	366
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	82	9	0	91

Notes: 2008, 2012, 2016 and 2020 were Leap Years hence the extra day.

Air Quality Categories:

- Moderate: pollution in this range may pose a moderate health concern for a very small number of individuals.
- Unhealthy for Sensitive Groups: individuals with lung disease, children and older adults are considered sensitive and 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 more likely to experience serious health effects.

Implication (policy and/or financial):

None.

More Information:

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

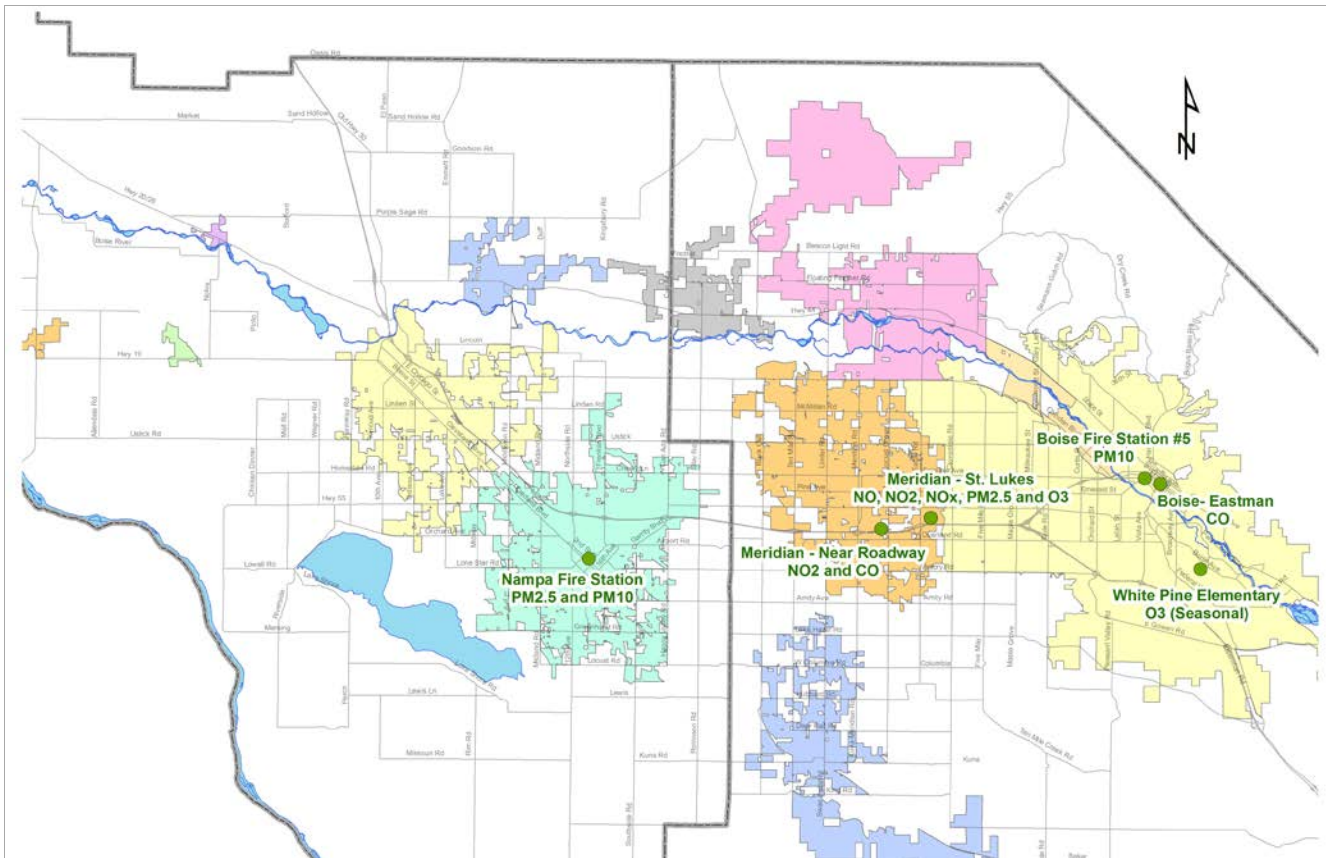


Figure 1: Map of air quality monitoring locations, Ada and Canyon County

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 (NOx)

Oxides of nitrogen; a precursor (building block) of ozone. NOx 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

Ozone (O3)

A colorless gas with a sweet odor. Ground-level ozone is not a direct emission from transportation sources. It is formed when volatile organic compounds, such as pesticides and solvents, and [NOx](#) 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.

PM2.5

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

PM10

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

REGIONAL TRANSPORTATION ADVISORY COMMITTEE

Item VII-C

Attendance List

Member Agency/Name	Jan '20	Feb '20	Mar '20	Apr '20	May '20	June '20	July '20	Aug '20	Sept '20	Oct '20	Nov '20	Dec '20	TOTAL
ACHD/T.Ferch/ M.Gresham/J. Lucas	1	1	1										3
Ada County/D.Corcoran/M.Mehta-Cooper/B.Moore	1	1	1										3
Boise State/D. Alexander		1											1
Canyon County/K.Dahl/P. Nilsson/D.Lister		1	1										2
Canyon Highway District #4/L. Riccio	1	1	1										3
City of Boise/D. Fluke/K. Gallagher/Z. Piepmeyer	1	1	1										3
City of Caldwell/R. MacDonald/	1												1
City of Eagle/N. Baird Spencer/B. Vaughan	1	1	1										3
City of Garden City/J. Thornborrow													0
City of Greenleaf L. Belt	1	1											2
City of Kuna/W. Howell	1	1											2
City of Melba/P. Bandy	1	1	1										1
City of Meridian/C. Hood/B. McClure/A.Christy	1	1	1										3
City of Middleton/Bruce Bayne													0
City of Nampa/J. Barnes/C. Bowman/R.Ashby	1	1	1										3
City of Notus/TBD													0
City of Parma/N. Leigh	1	1											2
City of Star/S. Nickel	1	1	1										3
City of Wilder/Chelsie Johnson													5
Golden Gate Highway District. # 3/G. Bates	1	1	1										3
IDEQ/M. Toole		1											1
ITD/Caleb Lakey	1	1	1										3
Public Participation Committee/D. Smith	1	1	1										3
Valley Regional Transit/Stephen Hunt	1	1	1										3
Central District Health/R. Howarth													0
Governor's Office/A. Mitzel													0



**Community Planning Association (COMPASS)
Administrative Modification #5 for FY2020-2026 Transportation Improvement Program (TIP)**

Key	Project	Sponsor	Scheduled Funding for Project Lifetime		**Percent Change	Program/ Funding Source	Funding Year	Revision	Offset	Brief Explanation
			*Current Total	*Revised Total						
19571	Planning, Communities In Motion Update, COMPASS	COMPASS	\$262,000	\$725,000	176.72%	N/A	Previous	Increase by \$463,000.	N/A	To match actual obligations. Project received end-of-year funding processed in the FY2019-2023 TIP, but funding was not shown in current TIP.
13964	Peckham Road, US-95 to Notus Road, Canyon County	COMPASS	\$3,720,000	\$3,801,269	2.18%	N/A	Previous	Increase by \$81,269.	N/A	To match actual obligations.
19875	Railroad Crossing, North Linder Road, Meridian	ACHD	\$525,000	\$612,000	16.57%	N/A	Previous	Increase by \$87,000.	N/A	To match actual obligations.
13476	SH-44 (State Street) and SH-55 (Eagle Road) Intersection, 1/2 CFI, Eagle	ITD	\$8,006,000	\$8,251,052	2.97%	N/A	Previous	Increase by \$245,052.	N/A	To match actual obligations.
13387	SH-55, Snake River Bridge, Marsing	ITD	\$16,406,000	\$17,967,713	8.69%	N/A	Previous	Increase by \$1,561,713.	N/A	To match actual obligations.
NEW-22509	Transit Asset Management, Boise Area, Valley Regional Transit	VRT	\$3,750,000	\$3,750,000	0.00%	N/A	N/A	N/A	N/A	Add permanent key number.
20594	US 20/26 (Chinden), Linder Road to Locust Grove, Meridian and Eagle	Private Developer	\$11,394,000	\$9,394,000	-17.55%	TECM	2020	Decrease PE by \$1,010,000 and PC by \$1,000,000, and CE by \$10,000.	Statewide Balancing	To match current budget.
						State	2020	Increase PE by \$10,000 and CE by \$10,000.		
21858	US 20/26 (Chinden), SH-16 to Linder Road, Ada County	Private Developer	\$23,905,000	\$24,155,000	1.05%	STAR	2020	Increase LP by \$250,000.	N/A	To match current budget.
20367	US 20/26 (Chinden), Star Road to SH-16, Ada County	ITD	\$5,550,000	\$5,650,000	1.80%	N/A	Previous	Increase by \$100,000.	N/A	To match actual obligations.
20003	Capital Maintenance, Phase 2, Boise Area - FY2019	ACHD	\$2,180,000	\$2,180,000	0.00%	STP-TMA	2020	Decrease PE by \$4,000. Increase CE by \$4,000.	N/A	Move funds to cover actual phase costs.
19944	US 20/26 (Chinden), Locust Grove Road to SH-55 (Eagle Road), Ada County	ITD/ACHD	\$18,637,000	\$17,916,820	-3.86%	STP-TMA	2020	Decrease CN by \$110,000.	TMA and Statewide Balancing	Federal funds were added to this project in December 2019. It was later determined that the construction phase is not eligible for federal-aid. Also make adjustments made for bid.
						Local Participating	2020	Increase ROW by \$44,205 and CN by \$38,900.		
						TECM	2020	Increase PE by \$4,000 and LP by \$835,794. Decrease ROW by \$3,000 and CN by \$1,530,079.		
13481	State Street and Collister Drive Intersection, Boise	ACHD	\$14,571,000	\$13,812,399	-5.21%	N/A	Previous	Decrease by \$868,601.	TMA Balancing	To match actual obligations and cover cost overrun for land purchase and ITD oversight.
						STP-TMA	2020	Increase LP by \$110,000.		
						Local Participating	2020	Increase PE by \$6,800.		

Key	Project	Sponsor	Scheduled Funding for Project Lifetime		**Percent Change	Program/ Funding Source	Funding Year	Revision	Offset	Brief Explanation
			*Current Total	*Revised Total						
20841	Bicycle and Pedestrian Bridge over North Channel of Boise River, Eagle	City of Eagle	\$1,497,000	\$1,765,000	17.90%	N/A	Previous	Increase \$20,000.	Local	To match actual obligations and cover additional design work needed because ITD determined the bicycle/pedestrian bridge must be a stand alone structure - not connected to the existing road bridge.
						Local Participating	2020	Increase PC by \$248,000.		
20091	Capital Maintenance, Phase 3, Boise Area - FY2019	ACHD	\$501,000	\$504,000	0.60%	STP-TMA	2020	Decrease PE by \$2,000. Increase PC by \$2,000.	N/A	To cover additional design work to rescope after high bids were rejected.
						Local Participating	2020	Increase PC by \$3,000.		
13484	Centennial Way Roundabout, Caldwell	City of Caldwell	\$3,358,000	\$3,318,000	-1.19%	STP-U	2020	Decrease RW by \$40,000.	Urban Balancing	Right-of-way no longer needed.
20738	I-84, Broadway Avenue to Eisenman Road, Seal Coat, Boise	ITD	\$1,963,000	\$1,965,500	0.13%	IM	2020	Increase PE by \$2,500.	Statewide Balancing	To cover overrun.
22246	I-84, Interchange Ramp Rehabilitation, Boise	ITD	\$661,000	\$661,000	0.00%	IM	2020	Decrease PE by \$53,000, CE by \$79,000 and CN by \$529,000.	Statewide Balancing	Change funding from federal-aid to state funds. No change to total.
						State	2020	Increase PE by \$53,000, CE by \$79,000, and CN by \$529,000.		
13492	Linder Road and Deer Flat Road, Intersection, Kuna	ACHD	\$4,513,000	\$5,251,000	16%	N/A	Previous	Increase \$128,000.	Urban Balancing	To match actual obligations and design supplemental, utilities, and to match final engineers estimate. OTIS will also decrease local participating funds by \$510,060.
						STP-U	2020	Increase PC by \$36,000, UT by \$21,000, CC by \$57,940, and CN by \$816,909. Decrease CE by \$321,849.		
20536	Microseals, Ada and Canyon Counties	ITD	\$7,878,000	\$7,878,000	0%	NHPP	2022	Decrease CC by \$520,200 and CN by \$7,282,800.	Statewide Balancing	Change funding from federal-aid to state funds. No change to total.
						State	2022	Increase CC by \$520,200 and CN by \$7,282,800.		

ACHD = Ada County Highway District
 CC = C
 CE = Construction Engineering
 CN = Construction
 FY = Fiscal Year
 I = Interstate (highway)
 IM = Interstate Maintenance

ITD = Idaho Transportation Department
 KN = Key Number
 PC = Preliminary Construction
 LP = Land Purchase
 PE = Preliminary Engineering
 NHPP = National Highway Performance Program

R = Rural
 ROW = Right-of-Way
 RRX = Rail Road Crossing
 SH = State Highway
 STP = Surface Transportation Program
 TECM = Transportation Expansion and Congestion Mitigation
 TIP = Transportation Improvement Program

TMA = Transportation Management Area
 U = Urban
 US = United States (Highway)
 UT = Utilities
 VRT = Valley Regional Transit

Staff Recommendation:


 Tevrin Fuller, Resource Development Data Specialist
 COMPASS

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Approval:


 Matthew J. Stoll, Executive Director
 COMPASS

Date:





**Community Planning Association (COMPASS)
Administrative Modification #6 for FY2020-2026 Transportation Improvement Program (TIP)**

Key	Project	Sponsor	Scheduled Funding for Project Lifetime		**Percent Change	Program/ Funding Source	Funding Year	Revision	Offset	Brief Explanation
			*Current Total	*Revised Total						
22618	I-84, Middleton Road Overpass, Canyon County	ITD	\$7,531,000	\$7,781,000	3.32%	State	2020	Increase CN by \$250,000.	Statewide Balancing	To add netting to deter birds from creating a nest per environmental agreement.

CN = Construction
FY = Fiscal Year
I = Interstate

ITD = Idaho Transportation Department
TIP = Transportation Improvement Program

Staff Recommendation:

Tevrin Fuller, Resource Development Data Specialist
COMPASS

Approval:

Matthew J. Stoll, Executive Director
COMPASS

Date:

2/26/2020

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**Community Planning Association (COMPASS)
Administrative Modification #7 for FY2020-2026 Transportation Improvement Program (TIP)**

Key	Project	Sponsor	Scheduled Funding for Project Lifetime		**Percent Change	Program/ Funding Source	Funding Year	Revision	Offset	Brief Explanation
			*Current Total	*Revised Total						
18914	Transit - Preventative Maintenance and Demand Response, Nampa Area, Valley Regional Transit	VRT	\$1,854,000	\$2,598,750	40.17%	FTA 5307 SU	2020	Increase CN by \$744,750.	VRT Balancing	To adjust program costs using unprogrammed and carry-over funds (\$316,250 from 2018 and \$162,500 from 2019).
18786	Transit - Operations - Fixed Route and Mobility Management, Nampa Area, Valley Regional Transit	VRT	\$8,136,000	\$9,236,000	13.52%	FTA 5307 SU	2020	Increase CN by \$1,100,000	VRT Balancing	To adjust program costs using unprogrammed and carry-over funds (\$600,000 from 2019).
18842	Planning and Mobility Implementation, Nampa Area, Valley Regional Transit	VRT	\$2,914,000	\$3,758,000	28.96%	FTA 5307 SU	2020	Increase CN by \$844,000.	VRT Balancing	To adjust program costs using unprogrammed and carry-over funds (\$663,458 from 2019).
22154	I-84, Middleton Road and Ustick Road Overpasses, Canyon County	ITD	\$4,980,000	\$5,863,699	17.74%	INFRA	2020	Increase PC by \$290,820.	GARVEE Balancing	To match ITD's current cost estimate.
						State (Mobility)	2020	Increase PC by \$193,880.		
						State (Restoration)	2020	Increase PE by \$99,854 and PC by \$1,549,000. Decrease RW by \$1,523,855.		
						State (Restoration)	2021	Increase PC by \$274,000.		
20841	Bicycle and Pedestrian Bridge over North Channel of Boise River, Eagle	City of Eagle	\$1,765,000	\$2,017,000	14.28%	Local Participating	2020	Increase PC by \$252,000.	Local Funds	To cover negotiated design contract.
22070	Pathway, Stoddard Pathway, Amity Avenue to Sherman Avenue, Nampa	City of Nampa	\$539,000	\$539,000	0.00%	TAP-Urban	2020	Increase CN by \$472,606.	Statewide TAP Balancing	Advance construction for efficiencies in bid. Bid will be combined with KN 22050.
						TAP-Urban	2021	Decrease CN by \$472,606.		
20060	I-84, Sand Hollow Interchange to Farmers Sebree Canal, Seal Coat, Canyon	ITD	\$1,416,000	\$1,426,000	0.71%	Pavement Preservation	2021	Increase PE by \$10,000.	Statewide Balancing	To cover a cost overrun and design oversight.
21858	US 20/26 (Chinden), SH 16 to Linder Road, Ada County	Private Developer	\$24,155,000	\$24,290,000	0.56%	STAR	2019-2020	Increase RW by \$135,000.	Developer	To match current land purchase cost.
22593	South 4th Avenue, Indian Creek Bridge, Caldwell	LHTAC	\$1,586,000	\$1,466,295	-7.55%	Bridge Discretionary	2021	Decrease PC by \$119,705.	LHTAC Balancing	To match negotiated contracts.
22237	I-84, East Boise Port of Entry Ramps, Ada County	ITD	\$457,000	\$457,000	0%	State	2020	Decrease CN by \$435,000.	Statewide Balancing	To delay construction costs from FY2020 to FY2021.
						State	2021	Increase CN by \$435,000.	Statewide Balancing	

CN = Construction
FTA = Federal Transit Administration
FY = Fiscal Year
GARVEE = Grant Anticipation Revenue Vehicle
I = Interstate (highway)
ITD = Idaho Transportation Department

KN = Key Number
LHTAC = Local Highway Technical Assistance Council
PC = Preliminary Construction
PE = Preliminary Engineering
RW = Right-of-Way
SU = Small Urban

TAP = Transportation Alternatives Programs
TIP = Transportation Improvement Program
US = United States (Highway)
VRT = Valley Regional Transit

Staff Recommendation:

Tevrin Fuller, Resource Development Data Specialist
COMPASS

Approval:

Matthew J. Stoll, Executive Director
COMPASS

Date:

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**Community Planning Association (COMPASS)
Administrative Modification #8 for FY2020-2026 Transportation Improvement Program (TIP)**

Key	Project	Sponsor	Scheduled Funding for Project Lifetime		**Percent Change	Program/ Funding Source	Funding Year	Revision	Offset	Brief Explanation
			*Current Total	*Revised Total						
19464a	Transit - Acquisition of Service, Nampa Area, VRT	VRT	\$889,000	\$1,056,500	18.84%	FTA 5310 SU	2020	Increase CN by \$167,500.	FTA Balancing	To partially cover shortfall for METRO Community Services by replacing 5307 funds (KN 20043), which have a higher local match (50/50), with 5310 funds, with a lower local match (80/20), using 5310 funds from FY2018, which expire in FY2020. KN 20043 remains unchanged, as funds will be used for other operational needs.
19464c	Transit, Acquisition of Service, Canyon County, VRT	VRT	\$132,000	\$172,000	30.30%	FTA 5310 SU	2020	Increase CN by \$40,000.	FTA Balancing	To partially cover shortfall for Parma and Kuna Senior Center transit trips to urban areas, using 5310 funds, from FY2018, which expire in FY2020.
18788	Transit Asset Management, Boise Area, VRT	VRT	\$3,166,000	\$3,022,500	-4.53%	FTA 5307 LU	2020	Decrease CN by \$143,500.	VRT Balancing	To match VRT budget.
18854	Planning and Mobility Implementation, Boise Area, VRT	VRT	\$6,996,000	\$7,321,250	4.65%	FTA 5307 LU	2020	Increase CN by \$325,250.	VRT Balancing	To match VRT budget.
18781	Transit Asset Management, Nampa Area, VRT	VRT	\$9,669,000	\$8,410,000	-13.02%	FTA 5307 SU	2020	Decrease CN by \$1,259,000.	VRT Balancing	To match VRT budget.
18786	Transit - Operations - Fixed Route, and Mobility Management, Nampa Area, VRT	VRT	\$8,136,000	\$9,036,000	11.06%	FTA 5307 SU	2020	Increase CN by \$900,000.	VRT Balancing	To match VRT budget.
18842	Planning and Mobility Implementation, Nampa Area, VRT	VRT	\$2,914,000	\$3,067,500	5.27%	FTA 5307 SU	2020	Increase CN by \$153,500.	VRT Balancing	To match VRT budget.
20789	Transit - Nampa Transit Oriented Development, Planning, TVT	TVT	\$310,000	\$310,000	0.00%	FTA 5307 SU	2020	Increase PC by \$310,000.	VRT Balancing	Carry over from FY2019, as project was not obligated.
19691	Transit - Acquisition of Service, Boise Area, VRT	VRT	\$2,244,000	\$2,261,250	0.77%	FTA 5310 LU	2020	Increase CN by \$17,250.	VRT Balancing	To match VRT budget.
19887	Capital Maintenance, Phase 2, Boise Area - FY2020	ACHD	\$2,507,000	\$2,507,000	0.00%	STP-TMA	2020	Decrease CN by \$767,000.	TMA Balancing	To offset the obligation authority shortfall, reduce STP-TMA funds and replace with FY2020 Highway Infrastructure Program (HIP) and local funds. The local funds are anticipated to be replaced with TMA funds during Redistribution.
						STP-TMA (HIP)	2020	Increase CN by \$751,213.		
						Local Participating	2020	Increase CN by \$15,787.		

Key	Project	Sponsor	Scheduled Funding for Project Lifetime		**Percent Change	Program/ Funding Source	Funding Year	Revision	Offset	Brief Explanation
			*Current Total	*Revised Total						
19847	Capital Maintenance, Phase 3, Boise Area - FY2020	ACHD	\$362,000	\$362,000	0.00%	STP-TMA	2020	Decrease CE by \$39,000 and CN by \$254,000.	TMA Balancing	To offset the obligation authority shortfall, reduce STP-TMA funds and replace with FY2020 HIP and local funds. The local funds are anticipated to be replaced with TMA funds during Redistribution. \$7,000 is already programmed with FY2019 HIP funds.
						Local Participating	2020	Increase CE by \$39,000 and CN by \$254,000.		
20841	Bicycle and Pedestrian Bridge over North Channel of Boise River, Eagle	Eagle	\$2,017,000	\$1,879,139	-6.83%	STP-TMA	2020	Decrease RW by \$63,000.	TMA Balancing	Decrease PC to correct amount to match contract. Remaining actions to offset the obligation authority shortfall, reduce STP-TMA and TAP funds and replace with local funds. The local funds are anticipated to be replaced with TMA funds during Redistribution.
						TAP-TMA	2020	Decrease RW by \$10,000.		
						Local Participating	2020	Decrease PC by \$137,861. Increase RW by \$73,000.		
20738	I-84, Broadway Avenue to Eisenman Road, Seal Coat, Boise	ITD	\$1,966,000	\$2,091,000	6.36%	Pavement Preservation	2021	Increase CN by \$125,000.	Statewide Balancing	To cover slight extended distance of project. However, no change to project title.
22237	I-84, East Boise Port of Entry Ramps, Ada County	ITD	\$457,000	\$457,000	0%	State	2020	Increase PE by \$60,000. Decrease CE by \$22,000.	Statewide Balancing	Correction to Administrative Modification #7 to delay construction costs from FY2020 to FY2021 and adjust costs to match current estimates.
						State	2021	Decrease CN by \$38,000.		
22618	I-84, Middleton Road Overpass, Canyon County	ITD	\$7,531,000	\$7,781,000	3%	TECM	2020	Decrease CN by \$250,000.	Statewide Balancing	To make correction in funding years to match ITD.
						TECM	2021	Increase CN by \$250,000.		

ACHD = Ada County Highway District
CE = Construction Engineering
CN = Construction
FTA = Federal Transit Administration
FY = Fiscal Year
HIP = Highway Infrastructure Program
HSIP = Highway Safety Improvement Program

I = Interstate (Highway)
ITD = Idaho Transportation Department
KN = Key Number
LU = Large Urban
PC = Preliminary Construction
PE = Preliminary Engineering
RW = Right of Way

SH = State Highway
STP = Surface Transportation Program
SU = Small Urban
TAP = Transportation Alternatives Program
TECM = Transportation Expansion & Congestion Management
TIP = Transportation Improvement Program
TMA = Transportation Management Area

TVT = Treasure Valley Transit
US = United States
VRT = Valley Regional Transit

Staff Recommendation:

/s/ Tevrin Fuller

Tevrin Fuller, Data Analyst
COMPASS

Approval:

Matthew J. Stoll
Matthew J. Stoll, Executive Director
COMPASS

Date:

3/26/20

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