



# Working together to plan for the future

**COMPASS EXECUTIVE COMMITTEE MEETING  
JULY 14, 2020 1:30 P.M.  
COMPASS – 2<sup>ND</sup> FLOOR LARGE CONFERENCE ROOM  
700 NE 2<sup>ND</sup> STREET  
MERIDIAN, IDAHO**

## **ZOOM CONFERENCE CALL**

Facebook Live Streaming - <https://www.facebook.com/COMPASSIdaho>

**Committee members are encouraged to participate in the meeting via Zoom conference call.** Others may watch the meeting via Live Streaming on Facebook. The 2<sup>nd</sup> floor conference room is open for in-person attendance, but has limited capacity for physical distancing; for the health and safety of all participants, virtual participation is encouraged. In-person attendees are asked to maintain physical distance and are required to wear a mask at all times in the COMPASS building.

Individuals that intend to attend the meeting in person should RSVP to Morgan Andrus at [mandrus@compassidaho.org](mailto:mandrus@compassidaho.org) or 208-855-2558.

Written comments may be submitted by email to [info@compassidaho.org](mailto:info@compassidaho.org). Comments can also be left by voicemail. Please call 208-475-2229 to record comments. Commenters must provide their name for the record. Comments identified by name that are received by 10:00 am on July 14, 2020, will be provided to the Committee members and read into the record during the meeting.

### **\*\* AGENDA \*\***

#### **I. CALL TO ORDER (1:30)**

#### **II. OPEN DISCUSSION/ANNOUNCEMENTS**

#### **III. CONSENT AGENDA**

Page 3 **\*A. Approve May 12, 2020, Executive Committee Meeting Minutes**

#### **IV. ACTION ITEMS**

1:35 **\*A. Establish August 17, 2020, COMPASS Board Meeting Agenda**  
Page 5 *Staff proposed agenda items for the regular meeting of the COMPASS Board scheduled August 17, 2020, are attached.*

1:45 **\*B. Recommend FY2021 COMPASS Workgroup Charters for COMPASS Board Approval**  
Page 13 *Meg Larsen will review workgroup charters and seek Executive Committee recommendation to the Board of Directors.*

2:00 **\*C. Recommend COMPASS Social Media Policy for COMPASS Board Approval**  
Page 24 *Amy Luft will review a COMPASS social media policy and seek Executive Committee recommendation to the Board of Directors.*

2:10 **D. Recommend Federal Legislative Position Statement Regarding Amtrak and Passenger Rail Service**

*Ken Burgess will present a draft federal legislative position statement supporting efforts and provision of necessary tools to evaluate and pursue the re-establishment of the Amtrak Pioneer Line service and passenger rail service as part of the transportation bill reauthorization.*

**V. INFORMATION/DISCUSSION ITEMS**

2:20 **A. Status Report – State and Federal Legislative Issues**

*Ken Burgess will update the Executive Committee on the latest legislative developments at the state and federal levels.*

Page 31 **\*B. Status Report – FY2020 COMPASS Workgroups Tasks (Memo Only)**

Page 35 **\*C. Status Report – Regional Transportation Advisory Committee (Memo Only)**

**VI. OTHER**

**VII. ADJOURNMENT (2:30)**

**\*Enclosures** **Agenda is subject to change.** Those needing assistance with COMPASS events or materials, or needing materials in alternate formats, please call 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. T:\FY20\900 Operations\Exec\Agendas\agenda07142020.docx



## EXECUTIVE COMMITTEE AGENDA ITEM III-A

Date: July 14, 2020

### EXECUTIVE COMMITTEE MEETING MAY 12, 2020 GOTOMEETING CONFERENCE CALL

#### **\*\*MINUTES\*\***

#### **ATTENDEES:**

Sara Baker, Commissioner, Ada County Highway District, via telephone  
Elaine Clegg, Councilmember, City of Boise, **Chair**, via telephone  
Tom Dale, Commissioner, Canyon County, via telephone  
Jay Gibbons, Commissioner, Canyon Highway District #4, via telephone  
Debbie Kling, Mayor, City of Nampa, **Secretary-Treasurer**, via telephone  
Diana Lachiondo for Kendra Kenyon, Commissioner, Ada County, via telephone  
Robert Simison, Mayor, City of Meridian, via telephone  
Joe Stear, Mayor, City of Kuna, **Vice Chair**, via telephone

#### **MEMBERS ABSENT:**

Garret Nancolas, Mayor, City of Caldwell, **Chair Elect**  
Jason Pierce, Mayor, City of Eagle  
Steve Rule, Mayor, City of Middleton

#### **OTHERS PRESENT:**

Morgan Andrus, Community Planning Association, via telephone  
Meg Larsen, Community Planning Association, via telephone  
Matt Stoll, Executive Director, Community Planning Association, via telephone

#### **CALL TO ORDER:**

Chair Elaine Clegg called the meeting to order at 1:32 p.m.

#### **OPEN DISCUSSION/ANNOUNCEMENTS**

General announcements were made.

#### **CONSENT AGENDA**

##### **A. Approve April 14, 2020, Executive Committee Meeting Minutes**

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

## **ACTION ITEMS**

### **A. Establish June 15, 2020, COMPASS Board Meeting Agenda**

Matt Stoll presented staff proposed Agenda Items 1-15 for the June 15, 2020, COMPASS Board of Directors' meeting. Matt requested the latitude to amend the agenda as necessary.

After discussion, **Tom Dale moved and Diana Lachiondo seconded approval of Agenda Items 1-15 for the June 15, 2020, COMPASS Board of Directors' meeting as presented. Matt Stoll has the latitude to amend the agenda as necessary. Motion passed unanimously.**

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

**Debbie Kling moved and Jay Gibbons seconded to move into Executive Session pursuant to Idaho Code [74-206 (b)] at 1:57 p.m.**

**Matt Stoll called roll. The following Executive Committee members were present and voted in the affirmative: Sara Baker, Elaine Clegg, Tom Dale, Jay Gibbons, Diana Lachiondo, Debbie Kling and Joe Stear.**

Convened back into regular session at 2:20 p.m. No action was taken in Executive Session.

After discussion, no action was taken. Executive Committee's recommendation will be brought to the June 15, 2020, COMPASS Board of Directors' meeting.

## **INFORMATION/DISCUSSION ITEMS**

### **A. Review COMPASS Operations under Governor's Stay Healthy Order**

Matt Stoll reviewed planned COMPASS operations under Governor's Stay Healthy Order and Idaho Rebounds Guidelines.

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

## **ADJOURNMENT**

**Chair Elaine Clegg adjourned the meeting at 2:34 p.m.**

**Approved this 2nd day of June 2020.**

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

**Attest:**

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

## EXECUTIVE COMMITTEE WORKSHEET FOR COMPASS BOARD AGENDA

<i>Item</i>	<i>Title/Description</i>	<i>Mandatory</i>	<i>Additional Information</i>	<i>Agenda Type<sup>1</sup></i>	<i>Time</i>	<i>Presenter</i>	<i>Proposed Agenda</i>	<i>RTAC Agenda</i>	<i>Program No.</i>
1.	Approve Minutes from most recent Board Meeting	Yes	Meets Idaho Code and various grant requirements.	Consent Agenda	N/A	N/A	Bimonthly	N/A	820
2.	Receive Minutes from most recent Executive Committee Meeting	Yes	Meets Idaho Code and various grant requirements.	Consent Agenda	N/A	N/A	Bimonthly	N/A	820
3.	Receive Minutes from most recent Finance Committee Meeting	Yes	Meets Idaho Code and various grant requirements.	Consent Agenda	N/A	N/A	As Appropriate	N/A	820
4.	Status Report – Current Air Quality Issues	No	Mary Ann Waldinger will provide a monthly report on current air quality issues.	Ex. Dir. Report	N/A	N/A	Bimonthly	N/A	801
5.	Receive Project Milestone Report	No	Toni Tisdale will provide a Project Milestone Report.	Ex. Dir. Report	N/A	N/A	Every Other Meeting	N/A	685
6.	Status Report – Standing Committee Attendance	No	Per Board request of May 17, 2004.	Ex. Dir. Report	N/A	N/A	Bimonthly	N/A	820

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

<i>Item</i>	<i>Title/Description</i>	<i>Mandatory</i>	<i>Additional Information</i>	<i>Agenda Type<sup>1</sup></i>	<i>Time</i>	<i>Presenter</i>	<i>Proposed Agenda</i>	<i>RTAC Agenda</i>	<i>Program No.</i>
7.	Receive Administrative Modifications to the Regional Transportation Improvement Program	Yes	Toni Tisdale will provide memorandums of approval for Administrative Modifications.	Ex. Dir. Report	N/A	N/A	As Appropriate	N/A	685
8.	Approve List of Records for Destruction	No	Meg Larsen will seek COMPASS Board of Directors' approval of the list of records to destroy per the guidance in the Records Retention Policy.	Consent Agenda	N/A	N/A	As Appropriate	N/A	991
9.	Status Report - State & Federal Legislative Issues	Yes	Ken Burgess will provide an update on the latest legislative developments at the state and federal levels.	Information	10	Ken Burgess	As Appropriate	N/A	760
<b>CURRENT AGENDA ITEMS</b>									
10.	Accept Transit Asset Management Targets	No	COMPASS Staff will seek COMPASS Board of Directors' acceptance of the regional transit asset management targets.	Consent Agenda	N/A	N/A	August	May	661
11.	Approve COMPASS Social Media Policy	Yes	COMPASS staff will seek COMPASS Board of Directors' approval of a COMPASS social media policy.	Consent Agenda	N/A	N/A	August	N/A	653
12.	Approve COMPASS Workgroup Charters	No	Meg Larsen will seek approval of the COMPASS Workgroup Charters for FY2021.	Consent Agenda	N/A	Meg Larsen	August	N/A	601
13.	Adopt Resolution Approving the FY2021 Unified	Yes	Meg Larsen will seek approval of the FY2021 UPWP.	Action	15	Meg Larsen	August	N/A	601

<i>Item</i>	<i>Title/Description</i>	<i>Mandatory</i>	<i>Additional Information</i>	<i>Agenda Type<sup>1</sup></i>	<i>Time</i>	<i>Presenter</i>	<i>Proposed Agenda</i>	<i>RTAC Agenda</i>	<i>Program No.</i>
	Planning Work Program and Budget (UPWP)								
14.	Establish Federal Legislative Position Statement Regarding Supporting Amtrak and Passenger Rail Service	Yes	Ken Burgess will present an Executive Committee recommended federal legislative position statement supporting Amtrak and passenger level service for the federal transportation reauthorization bill.	Action	10	Ken Burgess	August	N/A	760
15.	Approve the FY2022-2028 COMPASS Application Guide	Yes	Toni Tisdale will seek COMPASS Board of Directors' approval of the FY2022-2028 COMPASS Application Guide.	Action	15	Toni Tisdale	August	July	685
16.	Approve FY2021 <i>Communities in Motion</i> Implementation Grants and Project Development Program projects	Yes	Kathy Parker will seek COMPASS Board of Directors' approval of FY2021 CIM Implementation Grants and Project Development Program projects.	Action	10	Kathy Parker	August	July	685
17.	Status Report – Finance Committee	No	The Finance Committee Chair will provide a status report on the Finance Committee meetings.	Information/ Discussion	5	Finance Committee Chair	August	N/A	N/A
18.	Review Fixed Guideway Study Update	No	Rachel Haukkala will review the updated fixed guideway study and options that will be presented for public feedback.	Information/ Discussion	20	Rachel Haukkala/ Consultant	August	July	661

Item	Title/Description	Mandatory	Additional Information	Agenda Type <sup>1</sup>	Time	Presenter	Proposed Agenda	RTAC Agenda	Program No.
19.	Review Changes to Our Travel or Trip Making Choices	No	Mary Ann Waldinger will present data showing the changes in traffic, pedestrian/bike activity and bus ridership since April 2020.	Information/ Discussion	20	Mary Ann Waldinger	August	N/A	

## UPCOMING AGENDA ITEMS

20.	Establish 2021 COMPASS Board and Executive Committee meeting Dates and Location. Provide 30 Day Notice of Annual Meeting	Yes	COMPASS staff will seek approval of COMPASS Board and Executive Committee meeting dates, times, location and provide 30 day notice of annual meeting.	Consent Agenda	N/A	N/A	October	N/A	N/A
21.	Adopt Resolution Amending <i>Communities in Motion 2040 2.0</i> (CIM 2040 2.0)	Yes	Liisa Itkonen will seek COMPASS Board of Directors' adoption of a resolution amending CIM 2040 2.0 to reflect ACHD's funded projects.	Action	15	Liisa Itkonen	October	September	661
22.	Adopt Resolution Approving the FY2021-2027 Regional Transportation Improvement Program (TIP) and Associated Air Quality Conformity Demonstration	Yes	Toni Tisdale will seek COMPASS Board of Directors' adoption of a resolution approving the FY2021-2027 TIP and associated air quality conformity demonstration.	Action	20	Toni Tisdale	October	September	685



<i>Item</i>	<i>Title/Description</i>	<i>Mandatory</i>	<i>Additional Information</i>	<i>Agenda Type<sup>1</sup></i>	<i>Time</i>	<i>Presenter</i>	<i>Proposed Agenda</i>	<i>RTAC Agenda</i>	<i>Program No.</i>
23.	Adopt Resolution Approving Rural Application Prioritization	Yes	Toni Tisdale will seek COMPASS Board of Directors' adoption of a Resolution approving priorities for rural applications.	Action or Consent	10	Toni Tisdale	October	September	685
24.	Accept Buildout Forecast	No	Carl Miller will seek COMPASS Board of Directors' acceptance of the buildout forecast based on comprehensive plans.	Action	15	Carl Miller	October	DAWG: August	661
25.	Adopt the COMPASS Complete Networks Policy	No	Carl Miller will seek COMPASS Board of Directors' adoption of the COMPASS Complete Networks Policy.	Action	20	Carl Miller	October	September	661
26.	Approve FY2021 Resource Development Plan	Yes	Kathy Parker will seek COMPASS Board of Directors' approval of FY2021 Resource Development Plan.	Action	15	Kathy Parker	October	August	685
27.	Review Past <i>Communities in Motion</i> Implementation Grant and Project Development Program Projects	No	Kathy Parker will review past <i>Communities in Motion</i> Implementation Grant and Project Development Program projects.	Information/ Discussion	15	Kathy Parker	October	August	685
28.	Review the <i>Communities in Motion 2050</i> Draft Goals and Objectives	No	Liisa Itkonen will review the <i>Communities in Motion</i> draft 2050 goals and objectives.	Information/ Discussion	20	Liisa Itkonen	October	August	661

<i>Item</i>	<i>Title/Description</i>	<i>Mandatory</i>	<i>Additional Information</i>	<i>Agenda Type<sup>1</sup></i>	<i>Time</i>	<i>Presenter</i>	<i>Proposed Agenda</i>	<i>RTAC Agenda</i>	<i>Program No.</i>
29.	Review <i>Communities in Motion 2050</i> Vision	No	Carl Miller will the “where do we grow from here” survey results and the resulting draft <i>Communities in Motion 2050</i> Vision.	Information/ Discussion	20	Carl Miller	October	September	661
30.	Review Fixed Guideway Survey	No	Rachel Haukkala will review the survey for public feedback on fixed guideway options.	Information/ Discussion	20	Rachel Haukkala	October	September	661
31.	Leadership in Motion Awards Presentation	No	Board Chair and Executive Director will present the 2020 COMPASS Leadership in Motion awards.	At Luncheon; before meeting	20	Chair/ Matt Stoll	December Luncheon	N/A	653
32.	Confirm Regional Transportation Advisory Committee Membership	Yes	COMPASS Bylaws require the COMPASS Board of Directors’ confirmation of RTAC membership.	Consent Agenda	N/A	N/A	December	N/A	N/A
33.	Confirm 2021 Board officers; Chair, Chair Elect, Immediate Past Chair. Elect Secretary-Treasurer	Yes	COMPASS Bylaws require the Board confirm ascension of new Board officers and election of new Secretary-Treasurer.	Action	N/A	N/A	December	N/A	N/A
34.	Approve 2021 Federal Transportation Position Statements	Yes	Ken Burgess will seek COMPASS Board of Directors’ approval of 2021 federal transportation position statements.	Action	15	Ken Burgess	December	N/A	N/A

<i>Item</i>	<i>Title/Description</i>	<i>Mandatory</i>	<i>Additional Information</i>	<i>Agenda Type<sup>1</sup></i>	<i>Time</i>	<i>Presenter</i>	<i>Proposed Agenda</i>	<i>RTAC Agenda</i>	<i>Program No.</i>
35.	Approve 2021 Idaho Legislative Session Position Statements	Yes	Ken Burgess will seek COMPASS Board of Directors' approval of 2021 Idaho legislative session position statements.	Action	15	Ken Burgess	December	N/A	701
36.	Adopt Resolution Approving Revision 1 of the FY2021 Unified Planning Work Program and Budget (UPWP)	Yes	Meg Larsen will seek COMPASS Board of Directors' approval of Revision 1 of the FY2021 UPWP.	Action	10	Matt Stoll	December	N/A	N/A
37.	Approve the <i>Communities in Motion 2050</i> Goals and Objectives	No	Liisa Itkonen will seek COMPASS Board of Directors' approval of <i>Communities in Motion 2050</i> goals and objectives.	Action	20	Liisa Itkonen	December	October	661
38.	Preview Public Involvement #3 Survey for <i>Communities in Motion 2050</i>	No	Amy Luft preview the survey about fixed guideway options.	Information/ Discussion	20	Amy Luft	December	N/A	661
39.	Review Results of <i>Communities in Motion 2050</i> Public Involvement 3	No	Rachel Haukkala and Amy Luft will review the results of the third public survey for <i>Communities in Motion 2050</i> .	Information/ Discussion	20	Rachel Haukkala and Amy Luft	February 2021	Feb	661
40.	Adopt <i>Communities in Motion 2050</i> Vision	No	Carl Miller will seek COMPASS Board of Directors' approval of the <i>Communities in Motion 2050</i> Vision.	Action	20	Carl Miller	April 2021	March 2021	661

<i>Item</i>	<i>Title/Description</i>	<i>Mandatory</i>	<i>Additional Information</i>	<i>Agenda Type<sup>1</sup></i>	<i>Time</i>	<i>Presenter</i>	<i>Proposed Agenda</i>	<i>RTAC Agenda</i>	<i>Program No.</i>
41.	Approve <i>Communities in Motion 2050</i> Implementation Policies	No	Carl Miller or Liisa Itkonen will seek COMPASS Board of Directors' approval of <i>Communities in Motion 2050</i> implementation policies.	Action	20	Carl Miller or Liisa Itkonen	August 2021	July 2021	661

## EXECUTIVE COMMITTEE AGENDA ITEM IV-B

DATE: July 14, 2020

### **Topic: Workgroup Charters for FY2021**

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

COMPASS staff seeks Executive Committee recommendation for COMPASS Board of Directors' approval of the workgroup charters for FY2021 activities.

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

The Board approved the Bylaws at its September 21, 2015, meeting. Section 7.2.10 (b) specifies that:

"Each task force or workgroup shall have a charter recommended by the Executive Committee for final approval by the Board, specifying the type of members to include, the tasks to accomplish and the timeline for completion of those tasks."

The proposed workgroup charters that meet the requirements of Section 7.2.10 (b) are attached:

- Active Transportation
- Demographic Advisory
- Environmental Review
- Freight Advisory
- Public Participation
- Public Transportation
- Rails with Trails
- Regional Geographic Advisory
- Regional Operations
- Rural Prioritization

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

In the absence of Executive Committee review/recommendation, the workgroup activities would be suspended until a recommendation could be brought forward to the Board for approval.

#### **More Information:**

- 1) Attachments: Workgroup charters
- 2) For detailed information contact: Meg Larsen at 208-475-2228 or [mlarsen@compassidaho.org](mailto:mlarsen@compassidaho.org)

T:\FY20\Transfer\FY2021 Work Group Charters\1.Exec Memo



# Working together to plan for the future

Work Group: Active Transportation Workgroup (ATWG)  
Staff Liaison: Braden Cervetti

**Purpose:**

The purpose of the Active Transportation Workgroup is to provide guidance into the development, integration, and implementation of the regional bicycle/pedestrian planning. This encompasses stakeholder coordination, data collection and analysis, regional infrastructure mapping, needs identification, and member agency decision support.

**Tasks:**

1. Review and provide feedback on COMPASS bicycle/pedestrian counter program and data analysis, including characteristics, seasonality/weather, new technology, etc.
2. Review and provide feedback on COMPASS Data Bike asset management report.
3. Review and provide feedback for Complete Network policy update.
4. Help develop and provide feedback for Future Foothills Trails Analysis Work Plan.
5. Review and provide feedback for 2050 Pathways & Bikeways Plan.
6. Review and provide ongoing feedback for Bike/Walk COMPASS Map.

**Deliverables, Schedule:**

1. COMPASS Data Bike asset management report document (Summer 2020).
2. Updated Complete Streets Policy (Fall 2020).
3. Future Foothills Trails Analysis Work Plan (September 2021).
4. Completed 2050 Pathways & Bikeways Plan (Fall 2020).
5. Updated Bike/Walk COMPASS online map (Summer 2020).

**Membership:**

Membership in the ATWG will be drawn from: member agency staff from ACHD, ITD, City of Boise, City of Meridian, City of Nampa, City of Caldwell, City of Eagle, City of Kuna and Valley Regional Transit. Others will include health-related organization staff, representation from the Foundation for Ada/Canyon Trails System (FACTS), advocacy group representatives, and at least one member of the Public Participation Workgroup. One member of the ATWG shall serve on the Rails with Trails Workgroup.

Charter recommended by Executive Committee: \_\_\_\_\_  
Date

Charter approved by COMPASS Board: \_\_\_\_\_  
Date

Next planned review of charter by Executive Committee: June 2021

*All decisions and recommendations of COMPASS workgroups are reached through consensus and there are no quorum requirements for workgroups. All workgroup meetings are open to anyone interested in attending. Individuals interested in attending should contact the staff liaison to obtain the scheduled meeting dates and planned agendas.*



# Working together to plan for the future

Work Group: Demographic Advisory Workgroup (DAWG)  
Staff Liaison: Carl Miller

**Purpose:**

The purpose of the Demographic Advisory Workgroup is to provide expert guidance and feedback on COMPASS demographic and growth tracking projects.

**Tasks:**

1. Recommend 2021 population estimates to the COMPASS Board of Directors.
2. Recommend *Communities in Motion* 2050 Preferred Growth Scenario.
3. Review and provide feedback on the 2020 Development Monitoring Report to COMPASS staff.
4. Review and provide feedback on Development Checklist report.

**Deliverables, Schedule:**

1. 2021 population estimates (March 2021).
2. *Communities in Motion* 2050 Preferred Growth Scenario (March 2021).
3. 2020 Development Monitoring Report (March 2021).
4. Development Checklist report (March 2021).

**Membership:**

Membership in the DAWG will be drawn from: member agency staff with appropriate expertise, chambers of commerce, major utilities, and the development community.

Charter recommended by Executive Committee:

\_\_\_\_\_

Date

Charter approved by COMPASS Board:

\_\_\_\_\_

Date

Next planned review of charter by Executive Committee: June 2021

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# Working together to plan for the future

Work Group: Environmental Review Workgroup (ERWG)  
Staff Liaison: Liisa Itkonen

**Purpose:**

The purpose of the Environmental Review Workgroup is to share data, consider environmental goals and community values early in the long-range planning process, and identify potential environmental mitigation strategies to help restore and maintain environmental functions affected by projects in the long-range transportation plan, *Communities in Motion*. The environmental review is aimed at creating a seamless decision-making process that minimizes duplication of effort, promotes environmental stewardship, and reduces delays in project implementation.

**Tasks:**

1. Share (provide access to) the most up-to-date regional data available about the environment and natural resources in Ada and Canyon Counties that could impact, or be impacted by, transportation projects.
2. Advise about potential impacts to protected resources or conservation and restoration priorities associated with *Communities in Motion 2050* (CIM 2050) needed transportation investments.
3. Help identify strategies to avoid or minimize direct, indirect, and cumulative impacts of transportation projects.
4. Help identify areas where partners may be able to work together to mitigate transportation impacts across multiple resources of concern.

**Deliverables, Schedule:**

1. Data updates (ongoing).
2. Description of potential environmental impacts associated with needed transportation investments for CIM 2050 (August 2021).
3. Draft of strategies to avoid or minimize direct, indirect, and cumulative impacts of transportation projects. (September 2021).

Membership in the ERWG will be drawn from federal, state, and local environmental and resource agencies and organizations, and member agency staff with appropriate expertise.

Charter recommended by Executive Committee:

\_\_\_\_\_ Date

Charter approved by COMPASS Board:

\_\_\_\_\_ Date

Next planned review of charter by Executive Committee: June 2021

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# Working together to plan for the future

Work Group: Freight Advisory Workgroup (FAWG)  
Staff Liaison: Liisa Itkonen

**Purpose:**

The purpose of the Freight Advisory Workgroup is to advise and provide input on freight-related issues and needs, and help integrate freight into the *Communities in Motion* long-range transportation plan. The workgroup will facilitate information sharing and coordination among organizations, and advocate for freight considerations in transportation project prioritization and implementation.

**Tasks:**

1. Review freight improvement projects for 2022 Resource Development Plan for submittal by December 2020.
2. Provide input into freight improvement projects, priorities and implementation.
3. Help identify freight-related transportation investments for *Communities in Motion 2050*.
4. Share information about regional freight and the long-range transportation plan with constituents; provide feedback to COMPASS.

**Deliverables, Schedule:**

1. Freight improvement projects for 2022 Resource Development Plan (December 2020).
2. Input into project applications as needed.
3. Input into needed transportation investments (July 2021).
4. Participate in meetings as scheduled.

**Membership:**

Membership in the FAWG will be drawn from: local/regional producers and processors, trucking companies and major shippers, rail companies, chambers of commerce, highway districts, and other agencies as appropriate.

Charter recommended by Executive Committee:

\_\_\_\_\_ Date

Charter approved by COMPASS Board:

\_\_\_\_\_ Date

Next planned review of charter by Executive Committee: June 2021

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# Working together to plan for the future

Work Group: Public Participation Workgroup (PPWG)  
Staff Liaison: Amy Luft

**Purpose:**

The purpose of the Public Participation Workgroup is to advise COMPASS staff on COMPASS public participation and outreach activities, serve as a conduit for sharing information from COMPASS with Ada and Canyon County residents, and provide a forum for communication staff from COMPASS member agencies to share information, assist one another in public participation and outreach activities, collaborate on regional projects, and receive input on outreach activities from the general public and interested stakeholders.

**Tasks:**

1. Provide a representative to assist in selecting Leadership in Motion award winners.
2. Review and provide input into a public survey regarding high capacity public transportation in Ada and Canyon Counties.
3. Review and provide input into the public involvement plan to solicit public and stakeholder feedback on a draft Transportation Service Coordination Plan.
4. Review and provide input into a public survey regarding criteria for prioritizing unfunded transportation needs in Ada and Canyon Counties.
5. Review and provide feedback on the draft *Communities in Motion 2050* Vision map and graphics.
6. Participate in a pilot test for the 2021 household travel survey.
7. Review, provide input, and assist with COMPASS outreach, education, and public participation activities as requested.
8. Provide a representative to serve on the Regional Transportation Advisory Committee (RTAC).

**Deliverables, Schedule:**

1. Leadership in Motion recipients selected (November 2020).
2. Input into high capacity public transportation survey (December 2020).
3. Input into Transportation Service Coordination Plan public involvement plan (March 2021).
4. Input into prioritization criteria survey (April 2021).
5. Feedback on *Communities in Motion 2050* Vision map and graphics (March 2021).
6. Pilot test for the 2021 household travel survey (January 2021).
7. COMPASS outreach activities (Ongoing; as needed).
8. Representative serving on RTAC (Ongoing [selected fall 2020]).

**Membership:**

Membership in the PPWG will include: COMPASS member agency communication (or related) staff, up to four individuals representing the general public/stakeholders (e.g., under-represented populations, environmental, transportation, health, etc.), and one member of the press. Public/stakeholder and press representatives shall serve terms no longer than four years and shall be appointed by the COMPASS Executive Director through an application process.

Charter recommended by Executive Committee: \_\_\_\_\_  
Date

Charter approved by COMPASS Board: \_\_\_\_\_  
Date

Next planned review of charter by Executive Committee: June 2021

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# Working together to plan for the future

Work Group: Public Transportation Workgroup (PTWG)  
Staff Liaison: Rachel Haukkala

**Purpose:**

The purpose of the Public Transportation Workgroup is to develop and recommend components and phasing of the long-range public transportation system in Ada and Canyon Counties. Work will focus on meeting regional public transportation needs in the two counties to improve mobility, access, and maximize effectiveness of transportation investments.

**Tasks:**

1. Assist in planning for public transportation in *Communities in Motion 2050*.
2. Support development of a comprehensive 2050 public transportation system that encompasses all public transportation elements and integrates with the other modes.
3. Assist with development and coordination of service areas concept for public transportation investments.
4. Receive updates and give feedback on the Regional Park and Ride Study, as appropriate.
5. Provide input into the fixed guideway survey development, administration, and analysis of results.
6. Define locally favored fixed guideway option based on survey results.
7. Contribute to the update of the Coordinated Public Transit-Human Services Transportation Plan.

**Deliverables, Schedule:**

1. Regional Park and Ride Study (December 2020).
2. Fixed guideway survey (January 2021).
3. Locally favored fixed guideway option (April 2021).
4. Updated Coordinated Public Transit-Human Services Transportation Plan (May 2021).
5. Final 2050 public transportation system concept (September 2021).
6. Final service area concept (September 2021).

**Membership:**

Membership in the PTWG will be drawn from member agency staff from Ada County, ACHD, Canyon County, City of Boise, City of Caldwell, City of Eagle, City of Garden City, City of Meridian, City of Middleton, City of Nampa, Boise State University, ITD, Valley Regional Transit, and other member agencies planning for public transportation.

Charter recommended by Executive Committee: \_\_\_\_\_  
Date

Charter approved by COMPASS Board: \_\_\_\_\_  
Date

Next planned review of charter by Executive Committee: June 2021

*All decisions and recommendations of COMPASS workgroups are reached through consensus and there are no quorum requirements for workgroups. All workgroup meetings are open to anyone interested in attending. Individuals interested in attending should contact the staff liaison to obtain the scheduled meeting dates and planned agendas.*



# Working together to plan for the future

Work Group: Rails with Trails Workgroup (RTWG)  
Staff Liaison: Rachel Haukkala

**Purpose:**

The purpose of the Rails with Trails Workgroup is to develop a unified strategy among member agencies for the development of a continuous rails with trails system within the Union Pacific corridor in Ada and Canyon Counties.

**Tasks:**

1. Participate in planning for funding, negotiation strategies, agreements, and other necessary tasks which will feed into the implementation plan.
2. Support development of a rails with trails implementation plan that builds on the results of the *Rails with Trails Feasibility and Probable Cost Study*. Implementation will be ongoing.
3. Collaborate with the Active Transportation Workgroup to include rails with trails in the *2050 Pathways & Bikeways Plan*.
4. Assist with integrating rails with trails planning efforts into *Communities in Motion 2050*.
5. Review and provide feedback on the annual rails with trails report for FY2021.

**Deliverables, Schedule:**

1. Rails with Trails Implementation Plan (December 2020).
2. Rails with Trails incorporated into the *2050 Pathways & Bikeways Plan* (September 2021).
3. Rails with trails incorporated into *Communities in Motion 2050* (September 2021).
4. Annual Rails with Trails Report for FY2021 (September 2021).

**Membership:**

Membership in the RTWG will be drawn from member agencies interested in rails with trails efforts, including but not limited to: City of Boise, City of Caldwell, City of Meridian, City of Nampa, Ada County, Canyon County, and ACHD. Membership will also include a member of the COMPASS Active Transportation Workgroup and a member representing the Foundation for Ada and Canyon Trails System (FACTS), ITD, health partners, members of the business community, and user or advocacy groups. Other members may include the cities of Greenleaf, Kuna, Middleton, Notus, Parma, and Wilder, pending future examination of spur routes and the ultimate desired regional system.

Charter recommended by Executive Committee:

\_\_\_\_\_ Date

Charter approved by COMPASS Board:

\_\_\_\_\_ Date

Next planned review of charter by Executive Committee: June 2021

*All decisions and recommendations of COMPASS workgroups are reached through consensus and there are no quorum requirements for workgroups. All workgroup meetings are open to anyone interested in attending. Individuals interested in attending should contact the staff liaison to obtain the scheduled meeting dates and planned agendas.*



# Working together to plan for the future

Work Group: Regional Geographic Advisory Workgroup (RGAWG)  
Staff Liaison: Eric Adolfson

**Purpose:**

The purpose of the Regional Geographic Advisory Workgroup is to provide input and guidance on regional Geographic Information System (GIS) issues and tasks such as orthophotography and the Regional Data Center.

**Tasks:**

1. Plan for future orthophotography flight needs given new technology options and plan for future orthophotography flight funding.
2. Provide a forum in which to continue to improve regional GIS cooperation while forming GIS policy and technical solutions.
3. Advise COMPASS staff, workgroups, and Board about GIS investments and policies.
4. On a periodic basis, workgroup may report to either the Regional Transportation Advisory Committee (RTAC) or Executive Committee on topics such as investments and policies related to improving GIS outputs.
5. Provide feedback to COMPASS on regional GIS Planning Activities.

**Deliverables, Schedule:**

1. Orthophotography planning: New imagery options, requirements for projects, and discussion on imagery as a service (October 2020).
2. Regional Address Points improvements discussion and next steps (December 2020).
3. Regional Pathways and Parks discussion and next steps (February 2021).
4. Regional Data progress review and next steps (May 2021).

**Membership:**

Membership in the RGAWG will be drawn from: representatives from member agencies and those with an interest in regional geographic data. Members shall have information system technical experience, or knowledge and active contribution to our region’s data ecosystem with agency administrative authority.

Charter recommended by Executive Committee:

\_\_\_\_\_  
Date

Charter approved by COMPASS Board:

\_\_\_\_\_  
Date

Next planned review of charter by Executive Committee: June 2021

*All decisions and recommendations of COMPASS workgroups are reached through consensus and there are no quorum requirements for workgroups. All workgroup meetings are open to anyone interested in attending. Individuals interested in attending should contact the staff liaison to obtain the scheduled meeting dates and planned agendas.*





# Working together to plan for the future

Work Group: Regional Operations Workgroup (ROWG)  
Staff Liaison: Mary Ann Waldinger and Hunter Mulhall

**Purpose:**

The purpose of the Regional Operations Workgroup is to promote awareness and integration of transportation operations and management, focusing on multimodal transportation system efficiency, reliability, safety, and ease of use. The workgroup supports the regional planning process including planning for operations through a coordinated approach to multimodal system operations, intelligent transportation systems (ITS) deployment and data management, and maintenance of related planning documents.

**Tasks:**

1. Update Intelligent Transportation (ITS) and Transportation Systems Management and Operations (TSMO) projects list and inventory.
2. Review and provide feedback on the Annual Congestion Management Report and Congestion Management Plan.
3. Share successes and lessons learned from recent ITS/TSMO deployments.
4. Review and provide feedback on the I-84 corridor operations plan.

**Deliverables, Schedule:**

1. Updated ITS/TSMO Projects list (excel) and inventory (GIS) (Winter/Spring 2021).
2. I-84 Corridor Operations Plan (Fall 2020 through 2021).
3. Congestion Management plan and Annual report (Fall 2020).

**Membership:**

Membership in the ROWG will be drawn from: representatives of transportation and emergency management agencies from across Ada and Canyon Counties that are active in the planning, funding, design, operation, and maintenance of the region’s multi-modal transportation infrastructure.

Charter recommended by Executive Committee:

\_\_\_\_\_ Date

Charter approved by COMPASS Board:

\_\_\_\_\_ Date

Next planned review of charter by Executive Committee: June 2021

*All decisions and recommendations of COMPASS workgroups are reached through consensus and there are no quorum requirements for workgroups. All workgroup meetings are open to anyone interested in attending. Individuals interested in attending should contact the staff liaison to obtain the scheduled meeting dates and planned agendas.*



# Working together to plan for the future

Work Group: Rural Prioritization Workgroup (RPWG)  
Staff Liaison: Toni Tisdale

**Purpose:**

The purpose of the Rural Prioritization Workgroup is to develop a recommended priority list for rural programs managed by the Local Highway Technical Assistance Council (LHTAC). Work will focus on determining the most beneficial rural projects in Ada and Canyon Counties to maximize rural transportation funding and bring more funding into the region.

**Tasks:**

1. Discuss and determine recommendations for the most beneficial rural projects for funding programs managed by LHTAC using the prioritization process approved by the COMPASS Board on August 20, 2012.

**Deliverables, Schedule:**

1. Meet on August 5, 2021, to prioritize rural projects.
2. Provide priority recommendations to RTAC on September 22, 2021, for rural project priorities in each LHTAC rural program. The recommendation will include a signature from each participating agency.
3. Provide RTAC’s recommendation to the COMPASS Board of Directors for approval on October 18, 2021.

**Membership:**

Membership in the RPPWG will draw from: mayors, staff, or contract engineers from all rural agencies in Ada and Canyon Counties with transportation jurisdiction.

Charter recommended by Executive Committee:

\_\_\_\_\_ Date

Charter approved by COMPASS Board:

\_\_\_\_\_ Date

Next planned review of charter by Executive Committee: June 2021

*All decisions and recommendations of COMPASS workgroups are reached through consensus and there are no quorum requirements for workgroups. All workgroup meetings are open to anyone interested in attending. Individuals interested in attending should contact the staff liaison to obtain the scheduled meeting dates and planned agendas.*

## EXECUTIVE COMMITTEE AGENDA ITEM IV-C

Date: July 14, 2020

### **Topic: COMPASS Social Media Policy**

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

COMPASS staff seeks Executive Committee recommendation of Board of Directors' approval of the draft COMPASS Social Media Policy.

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

Social media is an integral part of COMPASS' overall communication strategy and is used to promote educational events and opportunities to be involved with COMPASS, provide information about transportation and planning issues in a user-friendly format, and share information on behalf of COMPASS member agencies. Currently, COMPASS has a presence on four social media platforms — Facebook, Instagram, Twitter, and LinkedIn.

The draft COMPASS Social Media Policy was developed to ensure transparency and consistency in the use of social media. The policy is applicable to users of social media in different capacities, including COMPASS employee use of personal social media, administrators of COMPASS social media, and public/third party use of COMPASS social media (Public Terms of Use).

Some portions of the policy, such as those relating to public records, records retention, and employee use of social media, are, or will be, mirrored in other COMPASS policies and procedures regarding these topics.

The policy reflects best practices in government use of social media and has been reviewed by COMPASS legal counsel.

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

This policy provides transparent and consistent guidance regarding the use of social media for COMPASS staff and members of the public by clearly articulating expectations regarding social media use and consequences if those expectations are violated.

#### **More Information:**

- 1) Attachment: Draft COMPASS Social Media Policy
- 2) For detailed information contact: Amy Luft, Communication Coordinator, at 208/475-2229 or [aluft@compassidaho.org](mailto:aluft@compassidaho.org).

AL:MA T:\FY20\600 Projects\653 Communications\Social Media\Social Media Policy\Item XX-X\_EXEC\_MMO\_SocialMediaPolicy.docx



## POLICY STATEMENT

**No. Board 2020-03**

**Adopted: XXXXX**

**By: COMPASS Board of Directors**

**Last Revised: NA**

### COMPASS Social Media Policy

#### I. Introduction

The role of technology is rapidly changing the way governments interact with their constituents. Social media platforms such as Facebook, Twitter, Instagram, and LinkedIn provide valuable means of sharing information and communicating with residents, augmenting what can be achieved through traditional communication outlets.

This document outlines the social media policy for the Community Planning Association of Southwest Idaho (COMPASS). This policy is designed to ensure transparency and consistency when incorporating social media into COMPASS communication and outreach efforts.

Portions of this policy relating to public records, records retention, and employee use of social media are mirrored in other COMPASS policies and procedures regarding these topics.

#### II. Applicability and Organization

This policy is applicable to users of social media in different capacities, and is organized according to use:

- COMPASS employee use of personal social media
- Administrators of COMPASS social media
- Public/third party use of COMPASS social media (Public Terms of Use)

Note that applicability is based on the use of social media – different portions of this policy may apply to the same individual under different circumstances. Sections III and IV of this policy (COMPASS Employee Use of Personal Social Media and Administration of COMPASS Social Media) are for internal use only; Section V (Public Terms of Use) applies to public/third party users of COMPASS social media and should be clearly posted on the COMPASS web site with the links to COMPASS' social media channels. All use of social media must comply with applicable local, state and federal laws.

### **III. COMPASS Employee Use of Personal Social Media**

COMPASS employees are expected to observe the following guidelines when using personal social media.

1. Supervisors are strongly discouraged from being “friends” with their subordinates on personal social media sites.
2. COMPASS employees may choose to “like” or “follow” COMPASS on their own personal social media sites, but should not post as “COMPASS” on personal social media sites.
3. When discussing job-related matters on personal social media sites, employees should clearly state that they are not posting as a representative of COMPASS and the opinions expressed on the sites are their own and do not necessarily represent the views of COMPASS.
4. Employees may not post confidential, sensitive, or proprietary information about COMPASS, its member agencies, employees, applicants, consultants, or vendors or post information that is exempt from disclosure under Idaho public records law on personal social media sites.
5. Employees may not post obscenities, slurs, harassment, or personal attacks which may damage or cause harm to COMPASS, its member agencies, employees, applicants, consultants, or vendors.
6. COMPASS may review internet content and use. Policy violations may result in discipline up to and including termination of employment.
7. Additional guidelines regarding the use of the internet and agency-supplied technology can be found in the COMPASS Employee Policies and Procedures manual.

### **IV. Administration of COMPASS Social Media**

COMPASS may use a variety of social media platforms to communicate with the public in support of COMPASS’ mission.

1. Administration
  - i. Only designated administrators of COMPASS social media platforms may post as COMPASS.
  - ii. Administrative rights to COMPASS social media platforms are assigned by the Communication Coordinator upon approval of the Executive Director.
  - iii. When a social media administrator leaves COMPASS, his/her administrative rights shall be revoked immediately.
2. Content and Use
  - i. All social media communication shall comport to the same quality and standards of all COMPASS communication.
  - ii. COMPASS social media sites shall only be used for official COMPASS business to support the mission of COMPASS.
  - iii. COMPASS shall strive to make its social media sites accessible to all users.

### 3. Public/Third Party Posts

- i. Should any post be perceived as a threat, COMPASS will take appropriate action, which may include removing the post after screen capture, reporting the post to the host platform, and/or contacting law enforcement.
- ii. COMPASS will endeavor to respond to all legitimate (non-rhetorical) public/third party questions posed on its social media sites.
  - a. Responses should be posted within one business day.
    - i. When providing a complete answer is not feasible within this time period, COMPASS should, at a minimum, respond to indicate the question was received and an answer is forthcoming.
  - b. Responses should be provided in the same manner as the question was submitted; that is, questions posed publicly should be responded to publicly and questions posed via private message should be responded to via private message.

### 4. Public Records

- i. All COMPASS communications, including those via social media, are subject to Idaho public records laws and must be managed in compliance with applicable law and COMPASS' public records policy.

### 5. Records Retention

- i. COMPASS social media posts, and posts by the public/third parties on COMPASS social media pages, should be retained on the platform in which they were posted, subject to limitations established by each platform, except as noted below.
- ii. COMPASS is not responsible for retention of public/third party posts if such posts are removed or changed by anyone other than COMPASS.
- iii. Removal of, or changes to, COMPASS social media posts
  - a. COMPASS may remove or change its own social media posts if a post is posted in error, contains erroneous information, or otherwise violates COMPASS' communication standards.
  - b. COMPASS posts that are removed or changed should be preserved following the procedure below (5.v).
- iv. Removal of, or changes to, third party social media posts
  - a. COMPASS may remove public/third party posts if such posts violate COMPASS' social media Public Terms of Use (page 4).
  - b. Public/third party posts that are removed by COMPASS should be preserved following the procedure below (5.v).
- v. Prior to removing a COMPASS or public/third party post or changing a COMPASS post, the administrator should:
  - a. Take a screenshot of the post to be removed or changed and save it under the appropriate fiscal year within [T:\Permanent\Social Media](#).
  - b. Record the following in [T:\Permanent\Social Media\Removed Social Media Posts.xlsx](#).
    - Social media platform
    - Whether it is a COMPASS post or a public/third party post

- Name of individual who posted the material
- Name of individual who removed or changed the material
- Date/time of original post
- Date/time of change or removal
- Reason for change or removal (cite Public Terms of Use as appropriate)
- If a change (COMPASS posts only), exactly what was changed
- Additional notes (e.g., note if the individual has had posts removed before)
- Thumbnail picture of screen shot
- Link to file of screen shot

vi. Documentation of removed or changed posts should be retained for five years, subject to disposal at the end of the fifth fiscal year.

#### 6. Termination of Use of Social Media Platforms

- i. Should COMPASS determine that a particular social media platform no longer serves the interests of the agency, COMPASS may terminate use of that platform; when this is the case, COMPASS should do the following:
  - a. Remove links to the platform from COMPASS materials.
  - b. Keep the COMPASS user name (handle) on that platform to ensure it is not taken by another party.
  - c. Note on the platform that COMPASS is no longer active on that platform; link to the COMPASS website.
  - d. Keep notifications from the platform active, to be aware if other parties post to a COMPASS page.

#### 7. Social Media Platform Terms of Service

- i. Posts on COMPASS social media pages are subject to each platform's individual terms of service and may be removed by that platform if found to be in violation of those terms.
- ii. If COMPASS discerns that a post to any of its social media pages may be in violation of the platform's terms of service, COMPASS reserves the right to report the post and/or user to the platform.

### **V. Public/Third Party Use of COMPASS Social Media (Public Terms of Use)**

COMPASS encourages the public to engage with COMPASS via its social media sites. The use of COMPASS social media sites are subject to the following disclaimers and Public Terms of Use.

#### 1. Disclaimers

- i. COMPASS social media sites are continually updated and may not be free from error.
- ii. Activity on or by COMPASS on its social media sites (e.g., links, shares, likes) does not constitute an endorsement by COMPASS.

#### 2. Public Record

- i. All COMPASS communication, including social media posts, are public records and are managed in compliance with public records laws.

- a. Posts on COMPASS social media pages, including posts by the public/third parties, are subject to public records requests.
- b. Social media should not be used to submit a public records request; public records requests should be submitted using the public records request form on COMPASS' web site at [www.compassidaho.org/people/request.htm](http://www.compassidaho.org/people/request.htm).

### 3. Record Retention

- i. COMPASS social media posts, and posts by the public/third parties on COMPASS social media pages, should be retained on the platform in which they were posted, subject to limitations established by each platform, except as noted below.
- ii. COMPASS is not responsible for retention of public/third party posts if such posts are removed or changed by anyone other than COMPASS.
- iii. Removal of, or changes to, COMPASS social media posts
  - a. COMPASS may remove or change its own social media posts if a post is posted in error, contains erroneous information, or otherwise violates COMPASS' communication standards.
  - b. COMPASS posts that are removed or changed should be preserved.
- iv. Removal of, or changes to, public/third party social media posts
  - a. COMPASS may remove public/third party posts if such posts violate COMPASS' social media Public Terms of Use.
  - b. Third party posts that are removed by COMPASS should be preserved.

### 4. Public Dialogue

- i. Comments and questions are encouraged on COMPASS social media sites.
- ii. Comments submitted on social media sites are not considered official "public comments" on COMPASS plans or programs; official public comments should be emailed to COMPASS at [info@compassidaho.org](mailto:info@compassidaho.org) or submitted per instructions as posted on the COMPASS website ([www.compassidaho.org](http://www.compassidaho.org)) during official public comment periods.

### 5. Public/Third Party Use of COMPASS Social Media Sites

- i. All content posted on COMPASS social media sites is subject to monitoring.
- ii. The following types of content are not allowed on COMPASS social media sites and are subject to removal:
  - a. Profane language or content
  - b. Content that promotes, fosters, or perpetuates discrimination
  - c. Sexual content or links to sexual content
  - d. Solicitation/advertising on behalf of a private business
  - e. Content that encourages violence or illegal activity
  - f. Defamatory or personal attacks
  - g. Harassment of, or threats to, any person or organization
  - h. Information that may compromise the safety or security of the public
  - i. Content that violates copyright law or other legal ownership
  - j. Conduct that violates federal or state law

- k. Confidential information
- l. Repetitive content; repeated posting of identical or very similar content in a counter-productive manner
- m. Content irrelevant to thread of conversation, including random or unintelligible comments
- n. Comments in support of or in opposition to any personal political campaign
- o. Photos or videos containing recognizable individuals, except when posted by COMPASS
- ii. Content that violates these terms are subject to removal
  - a. If content is removed, it will be retained by COMPASS for five fiscal years from the date of the end of COMPASS' fiscal year (September 30).
- iii. Denial of access for violating terms of use
  - a. COMPASS reserves the right to deny access to any of its social media sites for any individual who violates COMPASS' social media terms of use at any time and without prior notice.
- iv. Contest removal of content or denial of access
  - a. A user may contest the removal of his/her content, and/or denial of access to COMPASS social media platforms by contacting COMPASS at [info@compassidaho.org](mailto:info@compassidaho.org). The determination of whether to remove content from and/or deny access to COMPASS social media platforms rests solely in the discretion of COMPASS.

#### 6. Social Media Platform Terms of Service

- i. Posts on COMPASS social media pages are subject to each platform's individual terms of service and may be removed by that platform if found to be in violation of those terms.
- ii. If COMPASS discerns that a post to any of its social media pages may be in violation of the platform's terms of service, COMPASS reserves the right to report the post and/or user to the platform.

## EXECUTIVE COMMITTEE AGENDA ITEM V-B

DATE: July 14, 2020

**Topic: Status Report - COMPASS Workgroups**

**Request/Recommendation:**

Information only.

**Background/Summary:**

The COMPASS Board approves the charters for the workgroups annually. The workgroup charters provide a summary of the planned activities and expected deliverables for each workgroup for the covered fiscal year. The COMPASS Bylaws stipulate that the staff liaison for each workgroup shall provide periodic updates to the Executive Committee. This status report is provided as that update.

The purpose of each approved workgroup is summarized below. The deliverables from the Board-approved charters for each workgroup in FY2020 along with the current status of each are provided on the attached report. The next status update is expected to be provided at the January 2021 Executive Committee meeting, for the FY2021 workgroup charters.

*Active Transportation*

The purpose of the Active Transportation Workgroup is to provide guidance into the development, integration, and implementation of regional bicycle/pedestrian planning. This encompasses stakeholder coordination, data collection and analysis, regional infrastructure mapping, needs identification, and member agency decision support.

*Census Advisory*

The purpose of the Census Advisory Workgroup is to assist COMPASS and local organizations in encouraging participation in the 2020 Census. Census counts are used to establish political boundaries and to calculate a large share of federal assistance and federal grant funding.

*Demographic Advisory*

The purpose of the Demographic Advisory Workgroup is to provide expert guidance and feedback on COMPASS demographic and growth tracking projects, and Census 2020 technical preparation.

*Environmental Review*

The purpose of the Environmental Review Workgroup is to share data, consider environmental goals and community values early in the long-range planning process, and identify potential environmental mitigation strategies to help restore and maintain environmental functions affected by projects in the long-range transportation plan. The environmental review is aimed at creating a seamless decision-making process that minimizes duplication of effort, promotes environmental stewardship, and reduces delays in project implementation.

### *Freight Advisory*

The purpose of the Freight Advisory Workgroup is to advise and provide input on freight-related issues and needs, and help integrate freight into the *Communities in Motion* long-range transportation plan. The workgroup will facilitate information sharing and coordination among organizations, and advocate for freight considerations in transportation project prioritization and implementation.

### *Public Participation*

The purpose of the Public Participation Workgroup is to assist and advise COMPASS staff on COMPASS public participation and outreach activities, from the perspective of the general public and interested stakeholders.

### *Public Transportation*

The purpose of the Public Transportation Workgroup is to develop and recommend the components and phasing (timeline) of the long-range public transportation system in Ada and Canyon Counties. Work will focus on meeting regional public transportation needs in the two counties to improve mobility and access, and maximize transportation investments.

### *Rails with Trails*

The purpose of the Rails with Trails Workgroup is to develop a unified strategy among member agencies for the development of a continuous rails with trails system within the Union Pacific corridor.

### *Regional Geographic Advisory*

The purpose of the Regional Geographic Advisory Workgroup is to provide input and guidance on regional Geographic Information System (GIS) issues and tasks such as orthophotography and the Regional Data Center.

### *Regional Operations*

The purpose of the Regional Operations Workgroup is to promote awareness and integration of transportation operations and management, focusing on multimodal transportation system efficiency, reliability, safety, and ease of use. The workgroup supports the regional planning process including planning for operations through a coordinated approach to multimodal system operations, intelligent transportation system (ITS) deployment and data management, and maintenance of related planning documents.

### *Rural Prioritization Process*

The purpose of the Rural Prioritization Process Workgroup is to develop a recommended priority list for rural programs managed by the Local Highway Technical Assistance Council (LHTAC). Work will focus on determining the most beneficial rural projects in Ada and Canyon Counties to maximize rural transportation funding and bring more funding into the region.

### **More Information:**

- 1) Attachment 1: COMPASS Workgroup Deliverables Status Report
- 2) For detailed information contact Meg Larsen at 208-475-2228 or [mlarsen@compassidaho.org](mailto:mlarsen@compassidaho.org).



Workgroup	Liaison	Fiscal Year	Estimated Completion Date	Deliverable	Status
Active Transportation	Braden Cervetti	2019	5/31/2020	Bicycle and pedestrian crash rates and list of counter measures	Postponed for Crash Data - scheduled for August 2020
Active Transportation	Braden Cervetti	2019	6/30/2020	Toolkit for first/last mile improvements	Removed from Charter
Active Transportation	Braden Cervetti	2019	8/31/2020	Proposal for bicycle and pedestrian forecasting model for 2019/2020 Resource Development Plan	Postponed - Fall 2020
Active Transportation	Braden Cervetti	2020	4/30/2020	COMPASS Data Bike work plan	Completed
Active Transportation	Braden Cervetti	2020	3/31/2020	Work plan and schedule for 2050 Regional Pathways and Bikeways Plan	In Progress - Scheduled for Fall of 2020
Active Transportation	Braden Cervetti	2020	8/31/2020	Counter technology pilot (Numina)	On Track
Active Transportation	Braden Cervetti	2020	9/30/2020	Updated Complete Streets policy	On Track
Active Transportation	Braden Cervetti	2019	11/30/2020	Regional Safe Routes plan	On Track
Census Advisory	Hailey Townsend	2019	11/30/2019	Regional outreach materials and local outreach templates	Completed
Census Advisory	Hailey Townsend	2020	5/31/2020	Collaborative regional and local census outreach efforts completed	On track: Ongoing through October 31
Census Advisory	Hailey Townsend	2020	5/31/2020	Lessons Learned document for 2030 Census	On track; Will be finished by October 31
Demographic Advisory	Carl Miller	2020	3/31/2020	2019 Development Monitoring Report	Reviewed on March 4, 2020
Demographic Advisory	Carl Miller	2020	3/31/2020	2020 population estimates	Recommended to COMPASS Board on March 4, 2020
Demographic Advisory	Carl Miller	2020	3/31/2020	Census 2020 Boundary and Annexation Survey	Reviewed on March 4, 2020
Demographic Advisory	Carl Miller	2020	3/31/2020	Development Checklist report	Reviewed on March 4, 2020
Demographic Advisory	Carl Miller	2020	6/30/2020	COMPASS 2050 Allocation	Postponed to September 2020
Environmental Review	Liisa Itkonen	2020	3/31/2020	Description of potential environmental impacts associated with "what if" scenarios	Postponed to FY2021
Environmental Review	Liisa Itkonen	2020	9/30/2020	Draft of strategies to avoid or minimize direct, indirect, and cumulative impacts of transportation projects	On track
Freight Advisory	Liisa Itkonen	2020	6/30/2020	Input into "what if" scenarios	Completed
Freight Advisory	Liisa Itkonen	2020	3/31/2020	Input into Complete Streets policy update	Will continue through September 2020
Public Participation	Amy Luft	2020	11/30/2020	Feedback on Congestion Management Annual Report	Completed April 2020
Public Participation	Amy Luft	2020	9/30/2020	Feedback on instructions for a revised COMPASS Performance Dashboard	Postponed; dashboard still in development
Public Participation	Amy Luft	2020	6/30/2020	Feedback on outreach tools survey for CIM 2050	Completed April 2020

Workgroup	Liaison	Fiscal Year	Estimated Completion Date	Deliverable	Status
Public Participation	Amy Luft	2020	9/30/2020	Pilot test for the 2020 household travel survey	Rescheduled for 2021 due to COVID-19
Public Transportation	Rachel Haukkala	2020	9/30/2020	Draft 2050 public transportation system concept	On track
Public Transportation	Rachel Haukkala	2020	9/30/2020	Draft service area concept	On track
Rails with Trails	Rachel Haukkala	2020	7/31/2020	Annual Rails with Trails report documenting progress	On track
Rails with Trails	Rachel Haukkala	2020	7/31/2020	Documentation of funding strategies and resources for Rails with Trails projects	On track
Rails with Trails	Rachel Haukkala	2020	9/30/2020	Technical document of research and findings to date	On track
Rails with Trails	Rachel Haukkala	2020	12/31/2020	Rails with Trails implementation plan	On track
Regional Geographic Advisory	Eric Adolfson	2019	9/30/2020	Technical review, feedback, and recommendations on draft Performance Dashboard	Dashboard applications are being developed, still in progress
Regional Geographic Advisory	Eric Adolfson	2020	10/1/2020	Plan for future orthophotography needs and funding completed	In progress, to be completed 10/1/2020
Regional Geographic Advisory	Eric Adolfson	2020	12/26/2019	QA/QC of 2019 orthophotography and data project completed	Completed
Regional Operations	Hunter Mulhall Mary Ann Waldinger	2020	2/29/2020	Approve final draft of the TSMO/ITS Plan	Completed
Regional Operations	Hunter Mulhall Mary Ann Waldinger	2020	9/30/2020	Review and provide recommendations for the Treasure Valley Congestion Management Plan	Scheduled for Fall 2020/Winter 2021
Regional Operations	Hunter Mulhall Mary Ann Waldinger	2020	2/29/2020	Review and provide recommendations for the Treasure Valley Congestion Management Annual Report	Completed, review of 2019 Report schedules for Fall 2020
Regional Operations	Hunter Mulhall Mary Ann Waldinger	2020	9/30/2020	Provide updates to the ITS inventory	Completed, scheduled for another update Winter 2021

## EXECUTIVE COMMITTEE AGENDA ITEM V-C

Date: July 14, 2020

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

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

Information only.

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

RTAC Bylaws state that the RTAC Chair will submit a monthly status report on RTAC activities to the COMPASS Executive Committee. Below is an outline of agenda items and actions from the May 27, 2020, meeting.

#### **ACTION ITEMS**

##### **Transit Asset Management Targets**

As part of the consent agenda, RTAC recommended COMPASS Board of Directors' approval of Valley Regional Transit's transit asset management targets for FY2021. This item will be brought to the COMPASS Board of Directors for action in its August 17, 2020, meeting.

##### **CIM 2040 2.0 Amendment**

RTAC recommended COMPASS Board of Directors' adoption of an amendment to *Communities in Motion 2040 2.0* (CIM 2040 2.0) to add a NEPA study to realign State Highway 45 in the City of Nampa to the list of funded projects. This amendment will be brought to the COMPASS Board of Directors for action in its June 15, 2020, meeting.

##### **FY2020-2026 TIP Amendment**

RTAC recommended COMPASS Board of Directors' adoption of an amendment to the FY2020-2026 Regional Transportation Improvement Program (TIP) to add a NEPA study in the City of Nampa (same project as the CIM 2040 2.0 amendment), change the scope of an I-84 Ustick Overpass project, remove a project to rehabilitate ramps on Interstate 84 near the Boise Towne Square mall, and increase funding for the State Highway 16 corridor project. This amendment will be brought to the COMPASS Board of Directors for action in its June 15, 2020, meeting.

##### **Transportation Management Area (TMA) Balancing**

RTAC approved and recommended actions to balance the Surface Transportation Program – Transportation Management Area (STP-TMA). These actions provide full funding for two projects in the STP-TMA program that had previously lost funding due to Obligation Authority limitations and partially fund of a third request. Action on the two projects affected by Obligation Authority will be processed through a Staff Administrative Modification. Action on the third project will be requested of the COMPASS Board of Directors in its June 15, 2020, meeting, as that project necessitates a transfer from Federal Highway Administration funds to Federal Transit Administration funds, which requires Board action.

##### **End-of-Year Priorities**

RTAC recommended COMPASS Board of Directors approval of priorities for the End-of-Year program. These priorities will be brought to the COMPASS Board of Directors for approval in its June 15, 2020, meeting.

## **INFORMATION ITEMS**

### **FY2021-2027 TIP**

COMPASS staff presented the draft FY2021-2027 TIP project list for review prior to public comment. All agency comments on the draft TIP are due to COMPASS no later than Monday, July 13, 2020. The public comment period will be open from August 3 – September 7, with a virtual open house on August 11, 2020.

### **“What If” Scenarios**

COMPASS staff reviewed the “what if” transportation and growth scenarios that will be presented to the public for feedback from June 1 – July 11, 2020, and discussed the steps that will be taken to use that feedback to create a CIM 2050 Vision and preferred growth scenario.

### **More Information:**

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