



*Working together to plan for the future*

# **COMPASS BOARD OF DIRECTORS' MEETING PACKET**

**August 26, 2019**



*Working together to plan for the future*

**Community Planning Association of Southwest Idaho  
2019 COMPASS Board of Directors**

GENERAL MEMBERS	SPECIAL MEMBERS	EX-OFFICIO MEMBERS
<b>Ada County:</b> Commissioner Kendra Kenyon Commissioner Diana Lachiondo Commissioner Rick Visser	<b>Boise State University</b> Greg Hill, Director, Idaho Policy Institute School of Public Service	<b>Governor's Office:</b> Andrew Mitzel, Senior Advisor of Intergovernmental Affairs
<b>Ada County Highway District:</b> Commissioner Rebecca Arnold Commissioner Sara Baker Commissioner Mary May	<b>Capital City Development Corporation:</b> John Brunelle, Executive Director	<b>Greater Boise Auditorium District:</b> Pat Rice, Executive Director
<b>Canyon County:</b> Commissioner Tom Dale Commissioner Leslie Van Beek Commissioner Pam White	<b>Idaho Department of Environmental Quality:</b> Aaron Scheff, Regional Administrator	<b>Southwest District Health Department:</b> Nikole Zogg, District Director
<b>Canyon Highway District No. 4:</b> Commissioner Jay Gibbons	<b>Idaho Transportation Department:</b> Amy Revis, District 3 Engineer	
<b>City of Boise:</b> Mayor Dave Bieter Councilmember Elaine Clegg Councilmember Holli Woodings	<b>Valley Regional Transit:</b> Kelli Badesheim, Executive Director	
<b>City of Caldwell:</b> Mayor Garret Nancolas Brent Orton, Public Works Director		
<b>City of Eagle:</b> Mayor Stan Ridgeway Nichoel Baird Spencer, Planner III		
<b>City of Garden City:</b> Mayor John Evans		
<b>City of Greenleaf:</b> Councilmember Kurt Kopadt		
<b>City of Kuna:</b> Mayor Joe Stear		
<b>City of Melba:</b> Councilmember Parkie Stapleton		
<b>City of Meridian:</b> Councilmember Treg Bernt Mayor Tammy de Weerd Charlie Rountree		
<b>City of Middleton:</b> Mayor Darin Taylor		
<b>City of Nampa:</b> Mayor Debbie Kling Councilmember Victor Rodriguez Tom Points, Public Works Director, Pur		
<b>City of Notus:</b> Mayor David Porterfield		
<b>City of Parma:</b> Mayor Nathan Leigh		
<b>City of Star:</b> Mayor Chad Bell		
<b>City of Wilder:</b> Chelsie Johnson, Public Works Superintendent		
<b>Golden Gate Highway District No. 3:</b> 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

<b>To Change a Proposed Motion:</b>
<b>Amend Motions to Raise Urgent Issues:</b>
<ul style="list-style-type: none"> <li>• Question of privilege</li> <li>• Orders of the day</li> <li>• Object to consideration</li> </ul>
<b>Motions to Control Debate:</b>
<ul style="list-style-type: none"> <li>• Limit debate</li> <li>• Previous question</li> </ul>

**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

## 2019 COMPASS BOARD MEETING DATES

COMPASS BOARD MEETING DATE/TIME	LOCATION	KEY ITEMS
<p><b>October 21, 2019</b> 1:30 pm – 3:30 pm</p>	<p><b>COMPASS</b> 700 NE 2<sup>nd</sup> Street Meridian, Idaho</p>	<ul style="list-style-type: none"> <li>• Establish 2020 COMPASS Board and Executive Committee Meeting Dates and Location. Provide 30 Day Notice of Annual Meeting</li> <li>• Adopt Resolution Approving FY2020-2024 Regional Transportation Improvement Program (TIP) and Associated Air Quality Conformity Demonstration</li> <li>• Adopt Resolution Approving Rural Application Prioritization</li> </ul>
<p><b>December 16, 2019</b> Holiday Luncheon 12:00 pm</p> <p><b>Annual Meeting</b> 1:30 pm – 3:30 pm</p>	<p><b>Nampa Civic Center</b> 311 3<sup>rd</sup> Street South Nampa, Idaho</p>	<ul style="list-style-type: none"> <li>• Confirm 2020 Board Officers: Chair, Chair Elect, Vice Chair, Immediate Past Chair. Elect Secretary-Treasurer</li> <li>• Confirm 2020 Executive Committee Representatives for Cities under 25,000 in Population</li> <li>• Confirm 2020 Executive Committee Representative from Highway Districts in Canyon County</li> <li>• Confirm Regional Transportation Advisory Committee Membership</li> <li>• Approve 2020 Federal Transportation Policy Positions</li> <li>• Approve 2020 Idaho Legislative Session Position Statements</li> <li>• Adopt Resolution Approving Revision 1 of the FY2020 Unified Planning Work Program and Budget (UPWP)</li> </ul>

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**COMPASS BOARD OF DIRECTORS' MEETING  
AUGUST 26, 2019 – 1:30 PM  
COMPASS – 1<sup>ST</sup> FLOOR BOARD ROOM  
700 NE 2<sup>ND</sup> STREET  
MERIDIAN, IDAHO**

NOTICE: The online document includes bookmarks at the left of the screen that are named to correspond to agenda items that have attachments. Clicking on a bookmark or agenda item will take you directly to the named document.

**\*\* AGENDA \*\***

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

**II. PLEDGE OF ALLEGIANCE**

**III. OPEN DISCUSSION/ANNOUNCEMENTS**

**IV. CONSENT AGENDA**

- Page 7 \*A. Approve June 17, 2019, COMPASS Board Meeting Minutes
- Page 12 \*B. Receive Approved June 4, 2019, and July 9, 2019, Executive Committee Meeting Minutes
- Page 16 \*C. Receive Approved May 23, 2019, Finance Committee Meeting Minutes
- Page 18 \*D. Ratify Adoption of Resolution 14-2019 Amending the FY2019-2023 Regional Transportation Improvement Program (TIP)
- Page 31 \*E. Approve Updated COMPASS Procurement Policy
- Page 42 \*F. Approve COMPASS Workgroup Charters
- Page 55 \*G. Approve Appointment of City of Nampa staff member Rodney Ashby and Valley Regional Transit staff member Stephen Hunt to the Regional Transportation Advisory Committee, per RTAC Bylaws Article 2, Committee Structure, 2.4

**V. ACTION ITEMS**

- 1:35 \*A. Approve Memorandum of Agreement (MOA) for the Transfer of **Matt Stoll**  
Page 57 **Air Quality Board Operations to COMPASS**  
*Matt Stoll will seek COMPASS Board of Directors' authorization for Executive Director to sign the MOA for the transfer of Air Quality Board operations.*
- 1:55 \*B. Adopt Resolution 15-2019 Approving Revision 4 of the **Megan Larsen**  
Page 63 **FY2019 Unified Planning Work Program and Budget (UPWP)**  
*Megan Larsen will seek COMPASS Board of Directors' approval of Revision 4 of the FY2019 UPWP.*

2:05 \*C. **Adopt Resolution 16-2019 Approving the FY2020** Megan Larsen  
Page 72 **Unified Planning Work Program and Budget (UPWP)**  
*Megan Larsen will seek COMPASS Board of Directors' approval of the FY2020 UPWP.*

2:25 \*D. **Approve FY2020 Communities in Motion (CIM)** Kathy Parker  
Page 100 **Implementation Grants and Project Development Program Projects**  
*Kathy Parker will seek COMPASS Board of Directors' approval of the FY2020 CIM Implementation Grants and Project Development Program projects.*

2:35 \*E. **Approve Transit Asset Management Targets** Carl Miller  
Page 102 *Carl Miller will seek COMPASS Board of Directors' approval of the regional transit asset management targets.*

## **VI. INFORMATION/DISCUSSION ITEMS**

2:50 \*A. **Review Content of Communities in Motion 2050 (CIM 2050)** Carl Miller  
Page 104 **Public Involvement #1** Amy Luft  
*Carl Miller and Amy Luft will seek COMPASS Board of Directors' review of the content of the Public Involvement #1 survey for CIM 2050.*

3:10 B. **Status Report - Finance Committee** Stan Ridgeway  
*The Finance Committee Chair will provide a status report on the Finance Committee meetings.*

## **VII. EXECUTIVE DIRECTOR'S REPORT (INFORMATION ONLY) (3:15)**

Page 106 \*A. **Staff Activity Reports**  
Page 117 \*B. **Status Report – Current Air Quality Efforts**  
Page 121 \*C. **Status Report – Regional Transportation Advisory Committee Attendance**  
Page 122 \*D. **Administrative Modifications**

## **VIII. ADJOURNMENT (3:20)**

\*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 OF DIRECTORS' MEETING  
JUNE 17, 2019  
COMPASS, 1<sup>ST</sup> FLOOR BOARD ROOM  
700 NE 2<sup>ND</sup> STREET, MERIDIAN, IDAHO**

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

- ATTENDEES:** Rebecca Arnold, Commissioner, Ada County Highway District  
Kelli Badesheim, Valley Regional Transit  
Nichol Baird Spencer, City of Eagle  
Sara Baker, Commissioner, Ada County Highway District, **Immediate Past Chair**  
Treg Bernt, Councilmember, City of Meridian  
Karen Gallagher for Dave Bieter, Mayor, City of Boise  
John Evans, Mayor, Garden City  
Matt Edmond for John Brunelle, Capital City Development Corporation  
Elaine Clegg, Councilmember, City of Boise, **Chair Elect**  
Tom Dale, Commissioner, Canyon County, **Chair**  
Jay Gibbons, Commissioner, Canyon Highway District No. 4  
Greg Hill, Boise State University  
Mitra Mehta-Cooper for Kendra Kenyon, Commissioner, Ada County  
Debbie Kling, Mayor, City of Nampa, via telephone  
Lee Belt for Kurt Kopadt, Councilmember, City of Greenleaf, via telephone  
Diana Lachiondo, Commissioner, Ada County  
Garret Nancolas, Mayor, City of Caldwell, **Vice Chair**  
Mary May, Commissioner, Ada County Highway District  
Andrew Mitzel, Senior Advisor, Governor's Office, Ex officio, via telephone  
Brent Orton, City of Caldwell  
Stan Ridgeway, Mayor, City of Eagle, **Secretary-Treasurer**  
Victor Rodriguez, Councilmember, City of Nampa  
Cameron Arial for Charlie Rountree, City of Meridian  
Aaron Scheff, Department of Environmental Quality  
Joe Stear, Mayor, City of Kuna  
Matt Stoll, Executive Director, Community Planning Association, Ex officio  
Meg Leatherman for Rick Visser, Commissioner, Ada County  
Pam White, Commissioner, Canyon County  
Holli Woodings, Councilmember, City of Boise
- MEMBERS ABSENT:** Chad Bell, Mayor, City of Star  
Tammy de Weerd, Mayor, City of Meridian  
De Enrico, City of Wilder  
Nathan Leigh, Mayor, City of Parma  
David Lincoln, Commissioner, Golden Gate Highway District No. 3  
David Porterfield, Mayor, City of Notus

Amy Revis, Idaho Transportation Department – District 3  
Patrick Rice, Greater Boise Auditorium District, Ex officio  
Parkie Stapleton, Councilmember, City of Melba  
Darin Taylor, Mayor, City of Middleton  
Leslie Van Beek, 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  
Cory Cook, Boise State University  
Kate Dahl, Canyon County  
Ryan Head, Ada County Highway District  
Stephen Hunt, Valley Regional Transit  
Liisa Itkonen, Community Planning Association  
Meg Larsen, Community Planning Association  
Amy Luft, Community Planning Association  
Mac McOmber, Citizen  
Patricia Nilsson, Canyon County  
Kathy Parker, Community Planning Association  
Toni Tisdale, Community Planning Association

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

Chair Dale called the meeting to order at 1:31 p.m.

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

General announcements were made.

#### **CONSENT AGENDA**

- A. Approve April 15, 2019, COMPASS Board Meeting Minutes**
- B. Receive Approved April 22, 2019, and May 14, 2019, Executive Committee Meeting Minutes**
- C. Receive Approved March 21, 2019, Finance Committee Meeting Minutes**
- D. Ratify Adoption of Resolution 11-2019 Amending the FY2019-2023 Regional Transportation Improvement Program (TIP)**
- E. Approve FY2021-2027 COMPASS Funding Application Guide**
- F. Approve Request for Changes to Critical Freight Corridors**

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

#### **SPECIAL ITEMS**

- A. Status Report - Boise State University's 2019 Treasure Valley Survey Results**

Jeff Lyons presented the results of the 2019 Treasure Valley Survey. The link to the presentation will be sent out via email.



## **ACTION ITEMS**

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

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

Matt Stoll called roll. The following COMPASS Board members were present and voted in the affirmative: Cameron Arial, Rebecca Arnold, Kelli Badesheim, Nichoel Baird Spencer, Sara Baker, Lee Belt, Treg Bernt, Elaine Clegg, Tom Dale, Matt Edmond, John Evans, Jay Gibbons, Greg Hill, Debbie Kling, Diana Lachiondo, Meg Leatherman, Mary May, Mitra Mehta-Cooper, Garret Nancolas, Brent Orton, Stan Ridgeway, Victor Rodriguez, Aaron Scheff, Joe Stear, Pam White, Holli Woodings. Motion passed unanimously.

Convened back into regular session at 2:21 p.m.

Chair Dale noted the Board discussed a personnel matter under Idaho Code [74-206 (b)] and no action was taken in Executive Session.

### **B. Consider Executive Committee's Recommendation Regarding Executive Director's Employment Status**

After discussion, Garret Nancolas moved and Sara Baker seconded to retain Matt Stoll as Executive Director. Motion passes unanimously.

After discussion, Garret Nancolas moved and Diana Lachiondo seconded approval of the compensation package as recommended by the Executive Committee. Motion passed. Rebecca Arnold voted nay.

### **C. Approve End-of-Year Program and Redistribution Priorities**

Toni Tisdale presented the End-of-Year Program and redistribution priorities and balancing.

After discussion, Debbie Kling moved and Mary May seconded approval of the End-of-Year Program and redistribution priorities. Motion passed unanimously.

### **D. Approve Work Plan for the Next Long Range Plan**

Liisa Itkonen presented the work plan for the next long-range plan update.

After discussion, Sara Baker moved and Garret Nancolas seconded approval of the work plan for the development of *Communities in Motion 2050* as presented. Motion passed. Elaine Clegg and Karen Gallagher voted nay.

### **E. Adopt Resolution 12-2019 Approving Revision 3 of the FY2019 Unified Planning Work Program and Budget (UPWP)**

Megan Larsen presented Revision 3 of the FY2019 UPWP for approval as recommended by the COMPASS Finance Committee

After discussion, Elaine Clegg moved and John Evans seconded adoption of Resolution 12-2019 approving Revision 3 of the FY2019 Unified Planning Work Program and Budget as presented. Motion passed unanimously.

**F. Adopt Resolution 13-2019 Amending the FY2019-2023 Regional Transportation Improvement Program (TIP)**

Toni Tisdale presented Resolution 13-2019 amending the FY2019-2023 TIP.

After discussion, **Debbie Kling moved and Rebecca Arnold seconded adoption of Resolution 13-2019 amending the FY2019-2023 Regional Transportation Improvement Program. Motion passed unanimously.**

**G. Consider Executive Committee Recommendation to Transfer Ada Air Quality Board Operations and Staffing to COMPASS**

Matt Stoll presented staff analysis of fiscal implications and other opportunities/challenges of transferring Ada Air Quality Board operational functionality and staff responsibilities to COMPASS. Executive Committee recommends proceeding with transfer.

After discussion, **Sara Baker moved and Aaron Scheff seconded to ratify the Executive Committee recommendation to transfer Ada Air Quality Board operations and staffing to COMPASS and have staff take necessary steps to move this forward. Motion passed. Rebecca Arnold abstained.**

**H. Consider Meridian Development Corporation Offer Notice Regarding Parking Lot**

Matt Stoll presented the offer notice from Meridian Development Corporation. Per the Right of First Offer and Parking Spaces Use Agreement between COMPASS, Valley Regional Transit and MDC regarding the parking lot, COMPASS will have the opportunity to exercise its right to offer to purchase the parking lot adjacent to COMPASS/VRT building within 45 days of notice. Staff recommends declining the offer.

After discussion, **Holli Woodings moved and Elaine Clegg seconded to politely decline offer to Meridian Development Corporation regarding the purchase of the parking lot. Motion passed. Cameron Arial and Treg Bernt abstained.**

**INFORMATION/DISCUSSION ITEMS**

**A. Review Draft 2020-2026 Regional Transportation Improvement Program (TIP) Project List**

Toni Tisdale noted that all staff comments are due July 12, 2019, prior to public comment August 1 - September 2, 2019.

**ADJOURNMENT**

The meeting was adjourned at 3:47 p.m.

Approved this 26th day of August 2019.

By: \_\_\_\_\_  
Tom Dale, Chair  
Community Planning Association of  
Southwest Idaho

Attest:

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

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**EXECUTIVE COMMITTEE MEETING  
JUNE 4, 2019  
COMPASS, 2<sup>ND</sup> FLOOR LARGE CONFERENCE ROOM  
MERIDIAN, IDAHO**

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

**ATTENDEES:** Sara Baker, Commissioner, Ada County Highway District  
Elaine Clegg, Councilmember, City of Boise, **Chair Elect**  
Tom Dale, Commissioner, Canyon County, **Chair**  
Tammy de Weerd, Mayor, City of Meridian  
Jay Gibbons, Commissioner, Canyon Highway District #4  
Debbie Kling, Mayor, City of Nampa, via telephone  
Meg Leatherman for Kendra Kenyon, Commissioner, Ada County  
Garret Nancolas, Mayor, City of Caldwell, **Vice Chair**, via telephone  
Stan Ridgeway, Mayor, City of Eagle, **Secretary-Treasurer**  
Joe Stear, Mayor, City of Kuna

**MEMBERS ABSENT:** Nathan Leigh, Mayor, City of Parma

**OTHERS PRESENT:** Morgan Andrus, Community Planning Association  
Ken Burgess, Veritas Advisors  
Denise Eikanger, Air Quality Board  
John Evans, City of Garden City  
Liisa Itkonen, Community Planning Association  
Megan Larsen, Community Planning Association  
Amy Luft, Community Planning Association  
Matt Stoll, Executive Director, Community Planning Association  
David Wallace, Ada County Highway District

**CALL TO ORDER:**

Chair Tom Dale called the meeting to order at 1:32 p.m.

**OPEN DISCUSSION/ANNOUNCEMENTS**

General announcements were made.

## CONSENT AGENDA

### A. Approve May 14, 2019, Executive Committee Meeting Minutes

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

## ACTION ITEMS

### A. Recommend FY2020 COMPASS Workgroup Charters for COMPASS Board Approval.

Megan Larsen noted that the FY2020 COMPASS Workgroup Charters are included in the meeting packet for information.

After discussion, **Joe Stear moved and Elaine Clegg seconded to recommend the COMPASS Board of Directors' approval of the FY2020 Workgroup Charters as presented. Motion passed unanimously.**

### B. Review Staff Analysis Regarding Ada Air Quality Board Transfer and Provide Direction on Next Steps

Matt presented staff's initial analysis of fiscal implications and other opportunities/challenges of transferring Ada Air Quality Board operational functionality and staff responsibilities to COMPASS.

After discussion, **Sara Baker moved and Tammy de Weerd seconded to recommend the COMPASS Board of Directors' proceed with incorporating the Air Quality Board into COMPASS. Motion passed unanimously.**

## INFORMATION/DISCUSSION ITEM

- A. Status Report – FY2019 COMPASS Workgroups Tasks (Memo Only)
- B. Status Report – Regional Transportation Advisory Committee (Memo Only)

## ADJOURNMENT

Elaine Clegg moved and Sara Baker seconded. Meeting adjourned at 2:32p.m.

Approved this 9th day of July 2019.

By: \_\_\_\_\_  
Tom Dale, Chair  
Community Planning Association of  
Southwest Idaho

Attest:

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

**EXECUTIVE COMMITTEE MEETING  
JULY 9, 2019  
COMPASS, 2<sup>ND</sup> FLOOR LARGE CONFERENCE ROOM  
MERIDIAN, IDAHO**

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

**ATTENDEES:** Sara Baker, Commissioner, Ada County Highway District, via telephone  
Elaine Clegg, Councilmember, City of Boise, **Chair Elect**  
Jay Gibbons, Commissioner, Canyon Highway District #4  
Debbie Kling, Mayor, City of Nampa, via telephone  
Meg Leatherman for Kendra Kenyon, Commissioner, Ada County  
Nathan Leigh, Mayor, City of Parma  
Garret Nancolas, Mayor, City of Caldwell, **Vice Chair**, via telephone  
Stan Ridgeway, Mayor, City of Eagle, **Secretary-Treasurer**  
Joe Stear, Mayor, City of Kuna

**MEMBERS ABSENT:** Tom Dale, Commissioner, Canyon County, **Chair**  
Tammy de Weerd, Mayor, City of Meridian

**OTHERS PRESENT:** Morgan Andrus, Community Planning Association  
Megan Larsen, Community Planning Association  
Amy Luft, Community Planning Association  
Matt Stoll, Executive Director, Community Planning Association  
Toni Tisdale, Community Planning Association  
David Wallace, Ada County Highway District

**CALL TO ORDER:**

Acting Chair Elaine Clegg called the meeting to order at 1:33 p.m.

**OPEN DISCUSSION/ANNOUNCEMENTS**

General announcements were made.

**CONSENT AGENDA**

**A. Approve June 4, 2019, Executive Committee Meeting Minutes**

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

**ACTION ITEM**

**A. Adopt Resolution 14-2019 Amending FY2019-2023 Regional Transportation Improvement Program (TIP)**

Toni Tisdale presented Resolution 14-2019 amending FY2019-2023 TIP.

After discussion, **Joe Stear moved and Jay Gibbons seconded to adopt Resolution 14-2019 amending FY2019-2023 Regional Transportation Improvement Program. Motion passed unanimously. This item will be included in the Consent Agenda in the August COMPASS Board meeting to ratify this action.**

**INFORMATION/DISCUSSION ITEM**

**A. Status Report – Regional Transportation Advisory Committee (Memo Only)**

**OTHER**

Matt Stoll gave an update on the progress and the next steps on the transfer of the Ada Air Quality Board to COMPASS, as well as the submittal of the BUILD Grant application. He also advised that we are still waiting to hear about who was awarded the INFRA Grants, but should hear no later than August 14<sup>th</sup>.

**ADJOURNMENT**

**Stan Ridgeway moved to adjourn and Nathan Leigh seconded. Motion passed unanimously. Meeting adjourned at 1:56 p.m.**

**Approved this 13th day of August 2019.**

**By: \_\_\_\_\_  
Tom Dale, Chair  
Community Planning Association of  
Southwest Idaho**

**Attest:**

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

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**ITEM IV-C**

**FINANCE COMMITTEE MEETING  
MAY 23, 2019  
COMPASS, 2<sup>ND</sup> 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  
Diana Lachiondo, Commissioner, Ada County  
Stan Ridgeway, Mayor, City of Eagle, **Chair**

**MEMBERS ABSENT:** Garret Nancolas, Mayor, City of Caldwell  
Pam White, Commissioner, Canyon County

**OTHERS PRESENT:** Morgan Andrus, Community Planning Association  
Keith Holmes, Community Planning Association  
Meg Larsen, Community Planning Association  
Amy Luft, Community Planning Association  
Matt Stoll, Community Planning Association

**CALL TO ORDER:**

Chair Stan Ridgeway called the meeting to order at 12:07 p.m.

**OPEN DISCUSSION/ANNOUNCEMENTS**

General announcements were made.

**CONSENT AGENDA**

**A. Approve March 21, 2019, Finance Committee Meeting Minutes**

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

**INFORMATION/DISCUSSION ITEMS**

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

Meg Larsen noted the Report of Disbursements for the period March 6, 2019 to May 3, 2019, is included in the meeting packet for information.



**B. Review Draft FY2020 Unified Planning Work Program and Budget**

Meg Larsen reviewed the draft FY2020 Unified Planning Work Program and Budget.

**ACTION ITEMS**

**A. Approve Variance Report for October 1, 2018 – March 31, 2019**

Meg Larsen presented the October 1, 2018 – March 31, 2019, Variance Report.

After discussion, **John Evans moved and Rebecca Arnold seconded approval of the October 1, 2018 – March 31, 2019, Variance Report as presented. Motion passed unanimously.**

**B. Recommend COMPASS Board Approval of Revision 3 of the FY2019 Unified Planning Work Program and Budget**

Meg Larsen presented Revision 3 of the FY2019 Unified Planning Work Program and Budget.

After discussion, **Diana Lachiondo moved and John Evans seconded to recommend COMPASS Board of Directors' approval of Revision 3 of the FY2019 Unified Planning Work Program and Budget as presented. Motion passed unanimously.**

**ADJOURNMENT**

**Diana Lachiondo moved and John Evans seconded adjournment at 12:50 p.m. Motion passed unanimously.**

**Approved this 11th day of July 2019.**

**By: \_\_\_\_\_  
Stan Ridgeway, Chair**

**Attest:**

**By: \_\_\_\_\_  
John Evans, Vice Chair**

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## COMPASS BOARD AGENDA ITEM IV-D

Date: August 26, 2019

### **Topic: Amendment to the FY2019-2023 Regional Transportation Improvement Program (TIP)**

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

COMPASS staff seeks COMPASS Board of Directors' ratification of Resolution 14-2019 (Attachment 1) amending the FY2019-2023 TIP. The Regional Transportation Advisory Committee (RTAC) recommended approval on June 26, 2019. The Executive Committee approved the resolution on July 9, 2019.

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

The amendment includes the removal of two projects, requested by the Ada County Highway District (ACHD) and Valley Regional Transit (VRT). A summary of the actions in the amendment are provided below; financial details are provided in Attachment 1.

ACHD requests to remove a technology project, as the project will not provide the anticipated safety and congestion relief benefits due to faulty assumptions in the original concept and project application. This project is similar to another project that was previously removed. ITD manages this statewide competitive program and will reprogram the released funds in the future. ACHD's letter requesting removal of the project is provided in Attachment 2.

A public comment period was open May 28 through June 11, 2019. Verbatim comments are provided in Attachment 3. Removal of a VRT Bike Share project was also included in this comment period, but was processed in Amendment #6, approved by the COMPASS Board of Directors on June 17, 2019. Six comments were received; staff does not recommend changes based on public comment.

VRT requests to remove a project to improve a roundabout and park and ride lot at the College of Western Idaho (CWI). CWI does not feel ready to move forward with the required federal agreements and requested that the project be removed. VRT's letter requesting removal of the project is provided in Attachment 2.

Funding through the Federal Transit Administration (FTA) 5307 Small Urban program (urban formula funds) is available for six years. After six years, the funds expire, and FTA reallocates them to projects in other areas or states. It is common for transit agencies to carry funds over to future years in order to collect enough funds to build or purchase large capital projects. In this case, the CWI project would have used funds from FY2014 (which expire in FY2019), FY2015, and FY2018. VRT proposes to replace "newer" funds for two existing projects in the City of Nampa with these "older" funds so that funds are not taken back by FTA for use in other areas. Remaining funds will be reprogrammed in the future.

A public comment period on this item was open June 17 through July 1, 2019. Verbatim comments are provided in Attachment 3. Three comments were received; staff does not recommend changes based on public comment.

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

This amendment allows the removal of two projects and reprogramming of FTA funds to two other projects for immediate obligation.

**More Information:**

- 1) Attachment 1: Resolution 14-2019
- 2) Attachment 2: Request letters
- 3) Attachment 3: Public comments
- 4) For detailed information contact: Toni Tisdale, Principal Planner, at 208/475-2238 or [ttisdale@compassidaho.org](mailto:ttisdale@compassidaho.org).

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**RESOLUTION NO. 14-2019**

**FOR THE PURPOSE OF AMENDING THE FY2019-2023 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**, public comment periods were held May 28 through June 11, 2019, and June 17 through July 1, 2019;

**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 FY2019-2023 Regional Transportation Improvement Program in compliance with all applicable state and federal regulations; and

**WHEREAS**, the attached table details the amendment to the FY2019-2023 Regional Transportation Improvement Program.

**NOW, THEREFORE, BE IT RESOLVED**, that the Community Planning Association of Southwest Idaho's Executive Committee approves the amendment to the FY2019-2023 Regional Transportation Improvement Program.

**ADOPTED** this 9th day of July 2019.

By:  for Tom Dale  
Tom Dale, Chair  
Community Planning Association  
of Southwest Idaho Board of Directors

**ATTEST:**

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

COMPASS Amendment #7  
FY2019-2023 Regional Transportation Improvement Program

Per Ada County Highway District, May 2, 2019

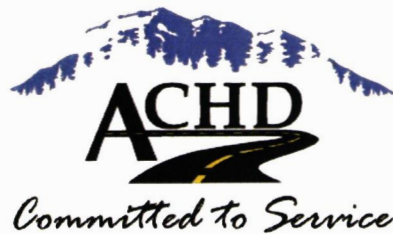
Key No	Project	Scheduled Costs (including Match) (costs in \$1,000)							
		Cost year	PE	PEC	R W	UT	CE	CN	SUM
22100	ITS, Advanced Signalization, Ada County, ACHD	2019	20 0	120 0					140 0
	Funding Source: Freight	2020						1403 0	1403 0
	Improve the traffic signal operations at 50 signalized intersections using advanced technology on State Street, Chinden Boulevard, Franklin Road, and Fairview Avenue within Ada County (ITS = Intelligent Transportation Systems). (Federal = \$0)  Remove project due to faulty assumptions in the original concept and project application. No funds have been expended to date. Previous expenditures = \$0	2021							0
		2022							0
		2023							0
		PD							0
		SUM	20 0	120 0	0	0	0	1403 0	1543 0
22100	ITS, Advanced Signalization, Ada County, ACHD	2019							
	Funding Source: Local Participating	2020						247 0	247 0
	Same as above. (Federal = \$0)  Remove project. No funds have been expended to date.	2021							0
		2022							0
		2023							0
		PD							0
		SUM	0	0	0	0	0	247 0	247 0

Per Valley Regional Transit, June 7, 2019

Key No	Project	Scheduled Costs (including Match) (costs in \$1,000)							
		Cost year	PE	PEC	RW	UT	CE	CN	SUM
19609	Transit - College of Western Idaho Entrance and Roundabout, Nampa	2019						1079 0	1079 0
	Funding Source: FTA 5307 SU	2020							0
	Accommodates the need for alternative transportation services, by installing of public improvements to facilitate access to a bus transport/park and ride facility located by the College of Western Idaho campus in the City of Nampa. Funding from FY2014, FY2015, and FY2018 carried over to FY2019. (Federal = \$0)  Remove project at request of Valley Regional Transit and College of Western Idaho. Move funds to KN 19959 (\$590,000) and KN 19855 (\$188,750). Remaining funds will be reprogrammed at a later date. Previous expenditures = \$0	2021							0
		2022							0
		2023							0
		PD							0
		SUM	0	0	0	0	0	1079 0	1079 0

Key No	Project	Scheduled Costs (including Match) (costs in \$1,000)								
		Cost year	PE	PEC	RW	UT	CE	CN	SUM	
19959	Transit – Pedestrian Improvements, Historic North Nampa Pathway, Nampa	2019						590	590	
	Funding Source: FTA 5307 SU	2020							0	
	Add a bike boulevard and shared lane facilities in the Historic North Nampa neighborhood, and bike and pedestrian rectangular rapid flashing beacon at the Sugar Street crossing on the Indian Creek Pathway. Improvements will connect bicyclists and pedestrians to bus stops along Garrity Boulevard, 11th Avenue North, and 16th Avenue North. <del>FY2017 and FY2018</del> FY2014 funds carried over to FY2019. (Federal = \$472,000)  Replace FY2017 (\$573,750) and FY2018 (\$16,250) funds with FY2014 (\$590,000) funds from KN 19609. Move FY2017 (\$390,000) funds to KN 19855. No change to total cost. Remaining funds will be reprogrammed at a later date. Previous expenditures = \$0 Total cost = \$590,000	2021							0	
		2022								0
		2023								0
		PD								0
		SUM	0	0	0	0	0	590	590	
19855	Pedestrian and Bicycle Improvements, Blaine and Iowa, Nampa	2019						579	579	
	Funding Source: FTA 5307 SU	2020							0	
	Provide pedestrian and bicycle improvements to Blaine Avenue and Iowa Avenue in the City of Nampa. This includes: crossing improvements and a combination of bicycle boulevard, bicycle lanes, and shared-use lane markings to improve access to bus stops along the 12th Avenue South public transportation corridor. FY2014, FY2015, and FY2017 funds carried over to FY2019. (Federal = \$463,000)  Replace FY2019 (\$578,750) funds with FY2014 (\$98,750) and FY2015 (\$90,000) funds from KN 19609, and FY2017 (\$390,000) from KN 19959. No change to total cost. Remaining funds will be reprogrammed at a later date. Previous expenditures = \$0 Total cost = \$579,000	2021							0	
		2022								0
		2023								0
		PD								0
		SUM	0	0	0	0	0	579	579	

5307 = Urban formula funds  
ACHD = Ada County Highway District  
CE = Construction Engineering  
CN = Construction  
FTA = Federal Transit Administration  
FY = Fiscal Year  
ITS = Intelligent Transportation System  
PE = Preliminary Engineering  
PEC = Preliminary Engineering Consultant  
PD = Preliminary Development  
RW = Right-of-Way  
Small Urban = Nampa Urbanized Area  
UT = Utilities



Rebecca W. Arnold, President  
Mary May, 1<sup>st</sup> Vice-President  
Sara M. Baker, 2<sup>nd</sup> Vice-President  
Jim D. Hansen, Commissioner  
Kent Goldthorpe, Commissioner

May 2, 2019

Jeff Marker, Public Transportation Manager  
Idaho Transportation Department  
3311 State Street  
Boise, ID 83707

RE: Ada County Highway District (ACHD) Request to Close Advanced Signalization Project (KN 22100)

Dear Mr. Marker,

The Ada County Highway District's Traffic Department conducted a full project review of ACHD's Advanced Signalization project, which received a federal Freight grant from ITD. The review determined that there were faulty assumptions in the original concept and project application, and that the approved project will not provide the safety and congestion relief benefits ACHD was seeking. No Freight grant funds were spent on the Advanced Signalization project, and ACHD would like to release all funds back to the Idaho Transportation Department.

If you have any questions, please feel free to contact myself at [dwallace@achdidaho.org](mailto:dwallace@achdidaho.org), or (208) 387-6129, or Tom Ferch, Transportation Funding Coordinator, at [tfersch@achdidaho.org](mailto:tfersch@achdidaho.org) or 208-387-6157.

Sincerely,

A handwritten signature in blue ink that reads 'David G. Wallace'. The signature is fluid and cursive, with the first name 'David' being particularly prominent.

David G. Wallace  
Deputy Director, Plans and Projects  
Ada County Highway District

CC: Nestor Fernandez, Mobility Services Engineer (ITD)  
Crystal Grasmick, Mobility Services (ITD)  
Dyan Bevins, Capital Projects Manager (ACHD)  
Justin Lucas, Plans and Programming Manager (ACHD)  
Tom Ferch, Transportation Funding Coordinator (ACHD)



**TO:** Matt Stoll, COMPASS Executive Director  
**FROM:** Kelli Badesheim, Executive Director  
**DATE:** June 7, 2019  
**RE:** CWI Roundabout Funding/City of Nampa Funding

Valley Regional Transit was notified by CWI that they would not be using the funds that had been allocated to them for the CWI Roundabout Project. CWI does not feel they are ready to move forward with the subrecipient agreement and has asked VRT to remove the project.

Since the oldest funds allocated are for fiscal year 2014 and lapsing, FTA has recommended that VRT amend the current obligated grant ID-2019-002-00 no later than July 12, 2019 in light of this issue.

VRT would like to propose the following solution in order to not lose 5307 SU funds since there is a current City of Nampa project that could fill this void.

Current								
		FY2014	FY2015	FY2017	FY2018	FY2019	Federal tot	Federal/ local total
19609	CWI	\$551,000	\$72,000		\$240,000		\$863,000	\$1,078,750
19959	Historic North Nampa Pathway, Nampa			\$459,000	\$13,000		\$472,000	\$590,000
19855	Bike/Ped, Blaine and Iowa, Nampa					\$463,000	\$463,000	\$578,750
	Total	\$551,000	\$72,000	\$459,000	\$253,000	\$463,000	\$1,798,000	\$2,247,500
Proposed								
		FY2014	FY2015	FY2017	FY2018	FY2019	Federal tot	Federal/ local total
19609	CWI	\$0	\$0	\$0	\$0	\$0	\$0	\$0
19959	Historic North Nampa Pathway, Nampa	\$472,000					\$472,000	\$590,000
19855	Bike/Ped, Blaine and Iowa, Nampa	\$79,000	\$72,000	\$312,000			\$463,000	\$578,750
	Remaining for reprogramming in future	\$0	\$0	\$147,000	\$253,000	\$463,000	\$863,000	\$1,078,750
	Total	\$551,000	\$72,000	\$459,000	\$253,000	\$463,000	\$1,798,000	\$2,247,500

Please contact me if you have any questions about this request. Thank you in advance for your consideration.



for Kelli Badesheim  
Executive Director

Attachment: CWI notification  
KB/kj

# Public Comments Received (Verbatim)

## FY2019–2023 Regional Transportation Improvement Program Amendment

Public Comment Period: May 28 – June 11, 2019

Total number of comments received by COMPASS: 6

Outreach methods: Two email blasts; legal notices placed in *Idaho Statesman* and *Idaho Press Tribune*; public comment information posted to COMPASS website and social media channels

Comment (The comments below are verbatim, as submitted by the commenter. As such, typographical errors have not been corrected.)	Staff Response	Zip Code Name Affiliation	Format
<p>There needs to be some sort of walking, biking path between Middleton and Midland along Greenhurst. I see people quite often swerve around walkers, joggers and bicycles. It's an accident waiting to happen. Thanks.</p>	<p>Mr. Clark:</p> <p>Thank you for your comments. They will be shared with the COMPASS Board of Directors.</p> <p>Toni G. Tisdale Principal Planner</p>	<p>Fred Clark City of Nampa</p>	<p>Email</p>
<p>Dear Daniel,</p> <p>I am writing today to express my support for the Boise Green Bike program. I've been a member of the bike share program for a few years, and find the service invaluable. Bike share has become the most convenient transportation mode for the short trips I make during the day. I am not interested in using the e-scooter program, since it is "for-profit" and not well-maintained. I think the bike share provides a service that enhances our transportation options rather than clutters and confuses.</p> <p>There is no doubt that changes in technology will necessitate changes to the program. It is my sincere hope that my tax dollars will support this change and ensure the bike share program's continued operational success. As a life-long Treasure Valley resident, I'm proud of the work Valley Regional Transit has done to meet the needs of our growing population. The bike share program is one valuable tool that I can use to improve mobility in and around Boise- especially downtown.</p> <p>I understand that the purchase order should not be completed as written because the technology infrastructure is not compliant with equipment requested. However, I do not wish the funding to be diverted. Please earmark or save the funds already approved so they may be accessed by the bike share system operator in the future once alternative methods are identified.</p> <p>Thank you.</p>	<p>Ms. Keating,</p> <p>Thank you for your comments! We will share them with the COMPASS Board of Directors.</p> <p>Daniel E. Hernandez Assistant Planner</p>	<p>Morgan Keating</p>	<p>Email</p>

<p align="center"><b>Comment</b></p> <p align="center">(The comments below are verbatim, as submitted by the commenter. As such, typographical errors have not been corrected.)</p>	<p align="center"><b>Staff Response</b></p>	<p align="center"><b>Zip Code Name Affiliation</b></p>	<p align="center"><b>Format</b></p>
<p>I agree with both deletions</p>	<p>Mr. McOmber,</p> <p>Thank you for your comments. They will be shared with the COMPASS Board of Directors.</p> <p>Thank you,</p> <p>Hailey Townsend Communication Assistant</p>	<p>Mac McOmber</p>	<p>Email</p>
<p>Thank you for being on top of these issues. I'm very much in agreement with your recommendations for these two expenditures. It seems to me that to continue would be a waste of money which would just have to be repeated in the near future.</p>	<p>Mr. Shurtleff:</p> <p>Thank you for your comments! They will be shared with the COMPASS Board of Directors.</p> <p>Toni G. Tisdale Principal Planner</p>	<p>David Shurtleff Shurtleff Architects, PLLC</p>	<p>Email</p>
<p>Hi I read the project descriptions and seems that not doing them is responsible. Thanks. I support use of bikes, ride sharing and walking. Please exert control on scooters! Seems dangerous to have scooters on sidewalks or streets. No helmets? Cut speeds.</p>	<p>Ms. Brudenell:</p> <p>Thank you for your comments! They will be shared with the COMPASS Board of Directors.</p> <p>Toni G. Tisdale Principal Planner</p>	<p>Ingrid Brudenell</p>	<p>Email</p>
<p>Ms. Tisdale,</p> <p>I am disappointed to hear that ACHD has decided to remove the ITS Advanced Signalization project (Key 22100) from the TIP.</p> <p>While I was at ACHD, I was involved in writing this project application and to my knowledge there were "no faulty assumptions" in the project application as stated by ACHD.</p> <p>All of the information in the application was based on facts provided to ACHD by the Utah Department of Transportation (UDOT) and several radar detection vendors. UDOT has installed new Advanced Traffic Controllers and new radar detection equipment at over 1,200 signalized intersections in the state of Utah the past several years.</p> <p>UDOT has provided the overall benefit results from these deployments on their webpage and in many technical reports and presentations. In a report by UDOT that came out last week, UDOT stated "with this new technology, only 1 in 4 vehicles now stop for a red light at any intersection in the state of Utah."</p> <p>The benefits of this technology help all vehicles including freight vehicles on the roadway system.</p>	<p>Mr. Larsen:</p> <p>Thank you for your comments. They will be shared with the COMPASS Board of Directors and ACHD.</p> <p>Toni G. Tisdale Principal Planner</p>	<p>Jim Larsen Rocky Mountain ITS Chapter President Nampa, ID</p>	<p>Email</p>

<p style="text-align: center;"><b>Comment</b></p> <p style="text-align: center;">(The comments below are verbatim, as submitted by the commenter. As such, typographical errors have not been corrected.)</p>	<p style="text-align: center;"><b>Staff Response</b></p>	<p style="text-align: center;"><b>Zip Code Name Affiliation</b></p>	<p style="text-align: center;"><b>Format</b></p>
<p>The technology in this grant application would specifically give additional green time to freight vehicles based on the trucks speed and distance from the intersection as an additional safety benefit. ACHD contacted two radar vendors who verified their radar technology could distinguish a freight vehicle from a car and thus relay this information to the new advanced signal controller which would then extend an existing green light.</p> <p>ACHD staff spoke to and met with UDOT staff several times during this application process to make sure information in this application was accurate. There were "no assumptions" in this application, just facts from previous implementations.</p> <p>I gave several presentations on this grant application project to ITD's Freight advisory team with nothing but positive feedback and strong support for its implementation.</p> <p>Technology should always continue to improve and never stay stagnant and this is very disappointing to see ACHD drop this project.</p> <p>The bigger disappointment was to see that ACHD also dropped the SMART Arterial Management project (Key 20782) that was awarded by FHWA and was only 1 of 10 awards across the US. This deletion was also based on "faulty assumptions" which again that proposal was based on facts and no assumptions. That proposal took over 5 months to write by a combination of ACHD and COMPASS staff.</p> <p>By cancelling both of these projects ACHD will have a hard time getting any further technology grants from FHWA or ITD.</p> <p>A big missed opportunity.</p>			

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## Public Comments Received (Verbatim)

### FY2019–2023 Regional Transportation Improvement Program Amendment

Public Comment Period: June 17, 2019 through July 1, 2019

Total number of comments received by COMPASS: 3

Outreach methods: Two email blasts; legal notices placed in *Idaho Statesman* and *Idaho Press Tribune*; public comment information posted to COMPASS website and social media channels

Comment (The comments below are verbatim, as submitted by the commenter. As such, typographical errors have not been corrected.)	Staff Response	Zip Code Name Affiliation	Format
<p>If the only change is to eliminate the roundabouts and park-&amp;-ride at CWI, then keep the project. The park-&amp;-ride lots seem to be more and more popular for the growing number of commuters going between the towns in the Treasure Valley.</p> <p>If the change would replace this project with another, I would like to know what you are considering.</p>	<p>Ms. Bithell:</p> <p>Thank you for your comments! They will be shared with the COMPASS Board of Directors and Valley Regional Transit.</p> <p>To clarify, the roundabout and park-and-ride lot will remain at the College of Western Idaho; however, the project that would <i>improve</i> them is being removed. Please also see the response below from staff at Valley Regional Transit.</p> <p>Toni Tisdale Principal Planner</p> <p>***</p> <p>The funding will be re-allocated to the City of Nampa bike and pedestrian projects. Since the FY14 funds are lapsing and CWI is unable to use them at this time, VRT must obligate them to another project before the fiscal year ends (September 30, 2019) or we will lose the FY14 FTA federal funding altogether (\$551,000). CWI sees the need for these improvements and plans in the next couple of years to apply for funding in the future to complete the roundabout project.</p> <p>Thanks. Kelly Jakovac Grants and Compliance Administrator Valley Regional Transit</p>	<p>DeAnne Bithell, Boise</p>	<p>Email</p>

<b>Comment</b> (The comments below are verbatim, as submitted by the commenter. As such, typographical errors have not been corrected.)	<b>Staff Response</b>	<b>Zip Code Name Affiliation</b>	<b>Format</b>
<p>I do believe the need for Valley Ride Transportation far outweighs changes to accommodate CWI. More people would benefit from the use of ridership than the changes to CWI.</p>	<p>Good morning Mr. Durning,</p> <p>Thank you for your comments! They will be shared with the COMPASS Board of Directors and Valley Regional Transit.</p> <p>Hailey Townsend Communication Assistant</p>	<p>Mike Durning</p>	<p>Email</p>
<p>What are the projects that have been put on hold for this "Round-a-bout for the College of Western Idaho?"</p>	<p>Good morning Ms. Shiffer,</p> <p>Thank you for your comments! They will be shared with the COMPASS Board of Directors and Valley Regional Transit.</p> <p>CWI had plans to design and construct the approach and entry road for the College of Western Idaho's park and ride located at Selland Way and Terra Linda Way. This has been postponed until a later date due to CWI not being ready to move forward with the project and federal requirements at this time.</p> <p>Hailey Townsend Communication Assistant</p>	<p>Barbara Shiffer 83642</p>	<p>Email</p>

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## COMPASS BOARD AGENDA ITEM IV-E

Date: AUGUST 26, 2019

### **Topic: Procurement Policy Update**

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

COMPASS staff seeks COMPASS Board approval of the updates to the Procurement section of the Financial Policy and Procedures, as recommended by the Finance Committee at its August 8, 2019, meeting.

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

Procurement standards for local units of government are specified in Idaho Code Title 67, Chapter 28. COMPASS has followed these standards in its approved Procurement Policy.

The Code of Federal Regulations (CFR) Section 200.320 specifies the procurement standards for recipients of federal grants. Entities are required to have a policy in place reflecting these standards as of the end of this fiscal year.

Staff has proposed updates to the Procurement section of the COMPASS Financial Policy and Procedures to comply with the requirement. The updated policy reflects both the standards from the CFR and the Idaho Code, using the more restrictive standards in situations where the two sets of standards do not align.

In almost all procurement situations, COMPASS uses a Request for Proposal process that involves selecting consultants based on qualitative factors as well as price. COMPASS does very few procurements that do not fall under this process. The most substantive change to the policy is that an RFP process will be required for awards over \$10,000, rather than awards over \$25,000. This corresponds to the Small Acquisition Threshold in the CFR, which is amounts over \$10,000 but under \$250,000.

It is important to note that COMPASS often conducted an RFP process for awards under \$25,000 as permitted, but not required, under the previous policy. The update to the policy merely makes this typical practice a requirement.

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

In order to comply with audit standards and avoid audit findings, COMPASS needs to update its Procurement Policy to reflect the CFR standards.

#### **More Information:**

- 1) Attachments: Procurement Policy Draft Clean  
Procurement Policy Draft Redline
- 2) For detailed information contact: Meg Larsen at 208-475-2228  
or [mlarsen@compassidaho.org](mailto:mlarsen@compassidaho.org).

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## **SECTION II: PROCUREMENT POLICY**

Idaho Code Title 67, Chapter 28 specifies the procurement law that applies to local governments including cities, counties, and highway districts. The Code of Federal Regulations, Part 200 specifies the procurement procedures under federal awards.

The COMPASS Procurement Policy incorporates both the Idaho Code and CFR requirements, using the more restrictive requirements wherever the requirements diverge. The specific procurement steps are described below.

Funds for the proposed expenditure must be appropriated in the UPWP. The expenditure may be specifically identified, such as for professional services to support a task, or generally identified, such as office supplies. If the UPWP does not include appropriation for the item, the purchase may not be completed without authorization from the Board.

Program managers are authorized to procure items (other than employee salaries and benefits) included in their program budget in the UPWP. Professional service agreements and contracts may only be signed by the Executive Director.

The procurement process for the item depends on the type and amount of the expenditure.

The steps for procurement are as follows:

- 1) Verify that funds for the proposed expenditure are appropriated in the UPWP.
- 2) Determine the type and amount of the proposed expenditure and follow the steps for that category.

### **Purchases under \$10,000**

Purchases less than \$10,000 are considered micro-purchases. A bidding process may be used, but is not required for, purchases under \$10,000. To the extent possible, COMPASS will distribute such purchases equitably among qualified suppliers.

Purchases of services where the total value of the contract is less than \$10,000 do not require a professional services agreement or contract. A letter agreement may be used, but is not required for, purchases of services under \$10,000.

### **Purchase of services or property valued at more than \$10,000 where price is not the sole determining factor in vendor selection**

COMPASS will use a request for proposal (RFP) process for the procurement of services or property when fixed specifications might preclude the discovery of a cost-effective solution, a specific problem is amenable to several solutions and/or price is not the sole determining factor for selection.

Factors that may be considered in the evaluation of vendors in a request for proposal process include, but are not limited to:

- 1) An innovative solution that is offered
- 2) Unique product feature
- 3) Price
- 4) Vendor experience in the market
- 5) Financial stability of a vendor



- 6) Differences among vendors in their ability to perform contract requirements in a timely or efficient manner
- 7) Ability to meet product specifications
- 8) Product quality
- 9) Product performance records
- 10) Past performance by a vendor
- 11) Future product maintenance or service requirements
- 12) Product warranties

The request for proposal will include the following, at a minimum:

- 1) Instructions of the process
- 2) Scope of work for the services or property contemplated
- 3) Selection criteria
- 4) Contract terms
- 5) Scoring methodology apply relative weights to factors considered
  - a. Price must always be included as one of the factors considered

For awards of more than \$100,000, COMPASS will prepare an independent cost estimate prior to the issuance of the solicitation.

Proposals must be solicited from an adequate number of qualified sources. COMPASS will advertise the request. Minority businesses, women's business enterprises, and labor surplus area firms appropriate to the RFP will be identified from the Idaho Transportation Department's (ITD) database of Disadvantaged Business Enterprises (DBE) and invited to submit proposals.

Proposals will be scored by a minimum of two individuals, one of whom will be the program manager. Additional individuals may be included on the scoring team, as identified by the program manager. These individuals may be from COMPASS or from other entities, provided no conflicts of interest exist as described in Idaho Code Title 67, Chapter 28. Proposals are ranked based on the selection criteria and scoring methodology published in the RFP. The Executive Director approves the ranking of the proposals.

The program manager or the Executive Director will negotiate the agreement with the highest ranked proposer. If unable to negotiate a satisfactory agreement, the program manager or Executive Director will move to negotiations with the next-highest-ranked proposer.

Purchases of services or property valued at more than \$10,000 require a written agreement or contract with the vendor. The Director of Operations prepares the contract for the Executive Director's signature. The Board has delegated authority to the Executive Director to sign contracts on behalf of the agency.

**Purchases of services or property valued at less than \$100,000 but more than \$10,000 where vendor selection is based solely on price.**

Purchases of more than \$10,000 but less than \$100,000 fall under the Simple Acquisition Threshold. Program managers must request written informal bids from at least three vendors for purchases of services (such as janitorial services) or property (such as vehicles or equipment) valued at less than \$100,000 but more than \$10,000, when the award is made based on price. Efforts to obtain at least three bids must be documented.

The request for bids should include:

- Description of the services or property to be purchased in sufficient detail to allow prospective bidders to understand what COMPASS seeks to procure
- Method for bid submission
- Due date and time for bid submission
- Minimum of three business days to respond to bid request

The Board has delegated authority to program managers to select winning bidders for those expenditures specifically identified in the UPWP for their programs. Program managers approve the winning bid or all bids are rejected and the process starts again.

Purchases of services or property valued at more than \$10,000 require a written agreement or contract with the vendor. The Director of Operations prepares the contract for the Executive Director's signature. The Board has delegated authority to the Executive Director to sign contracts on behalf of the agency.

**Purchases of services or property valued at more than \$100,000 where vendor selection is based solely on price.**

Purchases of property or services where the total purchase amount or value of the contract is more than \$100,000 require a competitive sealed bid process when vendor selection is based solely on price. COMPASS may use a request for proposal process for purchases of property or services valued at more than \$100,000 as described above, when fixed specifications might preclude the discovery of a cost-effective solution, a specific problem is amenable to several solutions, and/or price is not the sole determining factor for selection.

For awards of more than \$100,000, COMPASS will prepare an independent cost estimate prior to the issuance of the solicitation.

Bids must be solicited from an adequate number of qualified sources. COMPASS will advertise the request. Minority businesses, women's business enterprises, and labor surplus area firms appropriate to the RFP will be identified from the Idaho Transportation Department's (ITD) database of Disadvantaged Business Enterprises (DBE) and invited to submit proposals.

Two notices soliciting bids, as appropriate, must be published in the Idaho Statesman, with the first notice at least two weeks before bid opening and the second notice at least one week prior to bid opening.

The notice must state the property or services sought and instruct prospective bidders how to obtain the specifications, bid forms, instructions, contract documents and other information.

If a competitive bid process was conducted, the sealed bids are opened in public at the date, time, and place specified in the bid materials.

The program manager or the Executive Director may approve the winning bid when a competitive bid process was conducted, provided that the lowest bidder is selected. The Director of Operations prepares the contract with the lowest bidder for the Executive Director's signature. The Board has delegated authority to the Executive Director to sign contracts on behalf of the agency. Contracts for awards greater than \$100,000 will be fixed price contracts.

If COMPASS chooses to award a bidder other than the lowest bidder in a competitive bid process, the bids are presented to the Board and the Board selects the winning bidder. If the Board chooses a bidder other than the lowest bidder, the Board must document the

reasons for the selection, the record must reflect the reasons for selection of a bidder other than the lowest bidder, and those reasons must be communicated to all bidders.

Purchases of services or property valued at more than \$10,000 require a written agreement or contract with the vendor. The Director of Operations prepares the contract for the Executive Director's signature. The Board has delegated authority to the Executive Director to sign contracts on behalf of the agency.

### **Purchases of services or property valued at more than \$10,000 by non-competitive proposals**

In rare instances, COMPASS may purchase services or property valued at more than \$10,000 under non-competitive proposals. Non-competitive proposals may be used only when one or more of the following conditions apply:

- 1) The item is available only from a single source.
- 2) There is an emergency requirement that does not permit the delay that would result from a competitive process.
- 3) The federal awarding agency has expressly authorized a non-competitive proposal in response to a written request from COMPASS.
- 4) After soliciting a number of sources for proposals, competition is determined to be inadequate.

Compliance with the applicable conditions supporting non-competitive proposals must be clearly documented in the contract records.

## **SECTION II: PROCUREMENT POLICY**

Idaho Code Title 67, Chapter 28 specifies the procurement law that applies to local governments including cities, counties, and highway districts. The Code of Federal Regulations, Part 200 specifies the procurement procedures under federal awards.

The COMPASS Procurement Policy incorporates both the Idaho Code and CFR requirements, using the more restrictive requirements wherever the requirements diverge.~~follows the procurement law specified in Idaho Code Title 67, Chapter 28 for its purchasing.~~ The specific procurement steps are described below.

Funds for the proposed expenditure must be appropriated in the UPWP. The expenditure may be specifically identified, such as for professional services to support a task, or generally identified, such as office supplies. If the UPWP does not include appropriation for the item, the purchase may not be completed without authorization from the Board.

Program managers are authorized to procure items (other than employee salaries and benefits) included in their program budget in the UPWP. Professional service agreements and contracts may only be signed by the Executive Director.

The procurement process for the item depends on the type and amount of the expenditure.

The steps for procurement are as follows:

- 1) Verify that funds for the proposed expenditure are appropriated in the UPWP.
- 2) Determine the type and amount of the proposed expenditure and follow the steps for that category.

### **Purchases under \$10,000**

Purchases less than \$10,000 are considered micro-purchases. A bidding process may be used, but is not required for, purchases under \$10,000. To the extent possible, COMPASS will distribute such purchases equitably among qualified suppliers.

Purchases of services where the total value of the contract is less than \$10,000 do not require a professional services agreement or contract. A letter agreement may be used, but is not required for, purchases of services under \$10,000.

### **Purchases exempt from competitive bidding**

~~Certain categories of purchases are exempt from competitive bidding. These are:~~

- ~~• Payment of wages to an employee~~
- ~~• Personal services (defined below)~~
- ~~• Professional services (such as legal, accounting, auditing, and appraisal services)~~
- ~~• Interest in real property~~
- ~~• Insurance~~
- ~~• Travel and training~~
- ~~• Software maintenance, support and licenses of an existing system or platform that was bid in compliance with state law~~
- ~~• Costs of participation in a joint powers agreement with other units of government~~

~~Idaho Code 59-514 defines personal services as “performance for remuneration (i.e. compensation) by an individual on a specified contractual basis of specialized professional or consultive expertise germane to administration, maintenance or conduct of governmental activities which require intellectual or sophisticated and varied services, dependent upon facilities, invention, imagination or a specific talent which the state or the taxing entity itself cannot provide or accomplish.” Personal services include but are not limited to planning consultants, digital mapping services, software maintenance, etc.~~

~~The purchase may be completed in the manner that the program manager sees fit. Program managers are encouraged, but not required, to seek informal bids to insure that they obtain the best value for the agency.~~

~~Purchases of services where the total value of the contract is less than \$10,000 do not require a professional services agreement or contract. Purchases of services where the total value exceeds \$10,000 require a written agreement or contract with the vendor. The Director of Operations prepares the contract for the Executive Director’s signature. The Board has delegated authority to the Executive Director to sign contracts on behalf of the agency.~~

~~COMPASS must publish a legal notice in the newspaper of record with the largest circulation within 15 days of entering into a contract in excess of \$10,000 per year for personal services. The notice must include the contracting parties, the amount of compensation and a brief description of the work to be performed.~~

### Purchases of services or property valued at less than \$50,000

~~Purchases of services, other than personal or professional services as defined above, or property (such as vehicles or equipment) valued at less than \$50,000 may be completed in the manner that the program manager sees fit, provided that such purchases are in the best interest of the agency. Program managers are encouraged, but not required, to seek informal bids to insure that they obtain the best value for the agency.~~

~~Purchases of services where the total value of the contract is less than \$10,000 do not require a professional services agreement or contract. Purchases of services where the total value exceeds \$10,000 require a written agreement or contract with the vendor. The Director of Operations prepares the contract for the Executive Director's signature. The Board has delegated authority to the Executive Director to sign contracts on behalf of the agency.~~

**Purchase of services or property valued at more than \$10,000 where price is not the sole determining factor in vendor selection**

COMPASS will use a request for proposal (RFP) process for the procurement of services or property when fixed specifications might preclude the discovery of a cost-effective solution, a specific problem is amenable to several solutions and/or price is not the sole determining factor for selection.

Factors that may be considered in the evaluation of vendors in a request for proposal process include, but are not limited to:

- 1) An innovative solution that is offered
- 2) Unique product feature
- 3) Price
- 4) Vendor experience in the market
- 5) Financial stability of a vendor
- 6) Differences among vendors in their ability to perform contract requirements in a timely or efficient manner
- 7) Ability to meet product specifications
- 8) Product quality
- 9) Product performance records
- 10) Past performance by a vendor
- 11) Future product maintenance or service requirements
- 12) Product warranties

The request for proposal will include the following, at a minimum:

- 1) Instructions of the process
- 2) Scope of work for the services or property contemplated
- 3) Selection criteria
- 4) Contract terms
- 5) Scoring methodology apply relative weights to factors considered
  - a. Price must always be included as one of the factors considered

For awards of more than \$100,000, COMPASS will prepare an independent cost estimate prior to the issuance of the solicitation.

Proposals must be solicited from an adequate number of qualified sources. COMPASS will advertise the request. Minority businesses, women's business enterprises, and labor surplus area firms appropriate to the RFP will be identified from the Idaho Transportation Department's (ITD) database of Disadvantaged Business Enterprises (DBE) and invited to submit proposals.

Proposals will be scored by a minimum of two individuals, one of whom will be the program manager. Additional individuals may be included on the scoring team, as identified by the program manager. These individuals may be from COMPASS or from other entities, provided no conflicts of interest exist as described in Idaho Code Title 67, Chapter 28. Proposals are ranked based on the selection criteria and scoring methodology published in the RFP. The Executive Director approves the ranking of the proposals.

The program manager or the Executive Director will negotiate the agreement with the highest ranked proposer. If unable to negotiate a satisfactory agreement, the program manager or Executive Director will move to negotiations with the next-highest-ranked proposer.

Purchases of services or property valued at more than \$10,000 require a written agreement or contract with the vendor. The Director of Operations prepares the contract for the Executive Director's signature. The Board has delegated authority to the Executive Director to sign contracts on behalf of the agency.

**Purchases of services or property valued at less than \$100,000 but more than \$510,000 where vendor selection is based solely on price.**

Purchases of more than \$10,000 but less than \$100,000 fall under the Simple Acquisition Threshold. Program managers must request written informal bids from at least three vendors for purchases of services (such as janitorial services) or property (such as vehicles or equipment) valued at less than \$100,000 but more than \$510,000, when the award is made based on price. Efforts to obtain at least three bids must be documented.

The request for bids should include:

- Description of the services or property to be purchased in sufficient detail to allow prospective bidders to understand what COMPASS seeks to procure
- Method for bid submission
- Due date and time for bid submission
- Minimum of three business days to respond to bid request

The Board has delegated authority to program managers to select winning bidders for those expenditures specifically identified in the UPWP for their programs. Program managers approve the winning bid or all bids are rejected and the process starts again.

Purchases of services or property valued at more than \$10,000 require a written agreement or contract with the vendor. The Director of Operations prepares the contract for the Executive Director's signature. The Board has delegated authority to the Executive Director to sign contracts on behalf of the agency.

**Purchases of ~~property or services~~services or property valued at more than \$100,000 where vendor selection is based solely on price.**

~~Purchases of property or services where the total purchase amount or value of the contract is more than \$100,000 require a competitive sealed bid process when vendor selection is based solely on price. COMPASS may use a request for proposal process for purchases of property or services valued at more than \$100,000 as an alternative to the competitive sealed bid process in certain circumstances, as described in Idaho Code 67-2806A. These circumstances include matters in which~~described above, when

- ~~• Fixed specifications might preclude the discovery of a cost-effective solution.~~
- ~~• A specific problem is amenable to several solutions, and/or~~
- Price is not the sole determining factor for selection

For awards of more than \$100,000, COMPASS will prepare an independent cost estimate prior to the issuance of the solicitation.

Bids must be solicited from an adequate number of qualified sources. COMPASS will advertise the request. Minority businesses, women's business enterprises, and labor surplus area firms appropriate to the RFP will be identified from the Idaho Transportation Department's (ITD) database of Disadvantaged Business Enterprises (DBE) and invited to submit proposals.



Two notices soliciting bids ~~or proposals~~, as appropriate, must be published in the Idaho Statesman, with the first notice at least two weeks before bid opening and the second notice at least one week prior to bid opening.

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If COMPASS chooses to award a bidder other than the lowest bidder in a competitive bid process, the bids are presented to the Board and the Board selects the winning bidder. If the Board chooses a bidder other than the lowest bidder, the Board must document the reasons for the selection, the record must reflect the reasons for selection of a bidder other than the lowest bidder, and those reasons must be communicated to all bidders.

~~The program manager or the Executive Director may approve the winning proposal when a request for proposal process was conducted. The Director of Operations prepares the contract with the lowest bidder for the Executive Director's signature. The Board has delegated authority to the Executive Director to sign contracts on behalf of the agency.~~

Purchases of services or property valued at more than \$10,000 require a written agreement or contract with the vendor. The Director of Operations prepares the contract for the Executive Director's signature. The Board has delegated authority to the Executive Director to sign contracts on behalf of the agency.

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- 4) After soliciting a number of sources for proposals, competition is determined to be inadequate.

Compliance with the applicable conditions supporting non-competitive proposals must be clearly documented in the contract records.

## COMPASS BOARD AGENDA ITEM IV-F

DATE: August 26, 2019

### **Topic: Workgroup Charters for FY2020**

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

COMPASS staff seeks COMPASS Board of Directors' approval of the workgroup charters for FY2020 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
- Census Advisory
- Demographic Advisory
- Environmental Review
- Freight Advisory
- Public Participation
- Public Transportation
- Rails with Trails
- Regional Geographic Advisory
- Regional Operations
- Rural Prioritization

The COMPASS Executive Committee recommended Board approval of the workgroup charters for FY2020 at its June 4, 2019, meeting.

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

Without COMPASS Board approval, the workgroup activities would be suspended until a revised charter was approved by the Board.

#### **More Information:**

- 1) Attachments: Workgroup charters
- 2) For detailed information contact: Meg Larsen at 208-475-2266 or [mlarsen@compassidaho.org](mailto:mlarsen@compassidaho.org).

T:\FY18\Transfer\FY2019 Work Group Charters\1.Board 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. Help develop and finalize a "latent demand analysis model" for bicyclists and pedestrians.
3. Review and provide feedback on "COMPASS Data Bike" work plan.
4. Help develop a work plan and schedule for 2050 Regional Pathways and Bikeways Plan.
5. Review and provide feedback for Complete Streets policy update.

**Deliverables, Schedule:**

1. Counter Technology Pilot (Numina). (Spring/Summer 2020)
2. Latent Demand Analysis Model. (November 2019)
3. COMPASS Data Bike Work Plan. (January 2020)
4. Work plan and schedule for 2050 Regional Pathways and Bikeways Plan. (February 2020)
5. Updated Complete Streets policy. (Spring/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: June 4, 2019

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

Next planned review of charter by Executive Committee: June 2020

*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.*

Work Group: Census Advisory Workgroup (CAWG)  
Staff Liaison: Hailey Townsend

**Purpose:**

The purpose of the Census Advisory Workgroup (CAWG) 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.

**Tasks:**

1. Collaborate with fellow members, local organizations, and agencies in outreach efforts.
2. Review regional outreach materials and templates for distribution.
3. Develop “lessons learned” process of Census outreach preparation.

**Deliverables, Schedule:**

1. Collaborative regional and local census outreach efforts completed. (May 2020)
2. Regional outreach materials and local outreach templates. (Fall 2019)
3. “Lessons Learned” document for 2030 Census. (June 2020)

**Membership:**

Membership in the CAWG will be drawn from: member agency staff, school districts, higher education, a member of the Public Participation Workgroup, representatives of organizations serving hard to count populations, and other community and business leaders, as appropriate.

Charter recommended by Executive Committee: June 4, 2019

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

Next planned review of charter by Executive Committee: June 2020

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# 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, growth tracking projects, and Census 2020 technical preparation.

**Tasks:**

1. Recommend CIM 2050 population forecast to the COMPASS Board of Directors.
2. Review the Census 2020 New Construction Program.
3. Recommend 2020 population estimates to the COMPASS Board of Directors.
4. Review and provide feedback on the 2019 Development Monitoring Report to COMPASS staff.
5. Review and provide feedback on Development Checklist report.
6. Review the Census 2020 Boundary and Annexation Survey.
7. Recommend the CIM 2050 preferred growth scenario.
8. Review and provide feedback on the buildout analysis.

**Deliverables, Schedule:**

1. CIM 2050 population forecast. (November 2019)
2. Census 2020 New Construction Program. (November 2019)
3. 2020 population estimates. (March 2020)
4. 2019 Development Monitoring Report. (March 2020)
5. Development Checklist report. (March 2020)
6. Census 2020 Boundary and Annexation Survey. (March 2020)
7. COMPASS 2050 Allocation. (June 2020)

**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: June 4, 2019

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

Next planned review of charter by Executive Committee: June 2020

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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. 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. Provide input into regional ecological goals and priorities.
3. Advise about potential impacts to protected resources or conservation and restoration priorities associated with “what if” transportation scenarios.
4. Help identify strategies to avoid or minimize direct, indirect, and cumulative impacts of transportation projects.
5. 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. Ecological goals and priorities for the region. (December 2019)
3. Description of potential environmental impacts associated with “what if” scenarios. (March 2020)
4. Draft of strategies to avoid or minimize direct, indirect, and cumulative impacts of transportation projects. (September 2020)

**Membership:**

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

Charter recommended by Executive Committee: June 4, 2019

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

Next planned review of charter by Executive Committee: June 2020

*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: 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 2021 Resource Development Plan for submittal by December 2019.
2. Provide input into freight improvement projects, priorities and implementation.
3. Help incorporate freight into “what if” scenarios for Communities in Motion 2050.
4. Provide input into the Complete Streets policy update.
5. Make recommendations to the Regional Transportation Advisory Committee (RTAC). Staff liaison will coordinate communication between the COMPASS Freight Advisory Workgroup and RTAC.
6. Share information about regional freight and the long-range transportation plan with constituents; provide feedback to COMPASS.

## Deliverables, Schedule:

1. Freight improvement projects for 2021 Resource Development Plan. (December 2019)
2. Input into project applications. (ongoing; as needed)
3. Input into “what if” scenarios. (June 2020)
4. Input into Complete Streets policy update. (September 2020)
5. Participate in meetings. (ongoing; 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: June 4, 2019

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

Next planned review of charter by Executive Committee: June 2020

*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: Public Participation Workgroup (PPWG)  
Staff Liaison: Amy Luft

**Purpose:**

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.

**Tasks:**

1. Provide a representative to assist in selecting Leadership in Motion award winners.
2. Review and test the usability of, and instructions for, a revised COMPASS Performance Dashboard.
3. Review and provide feedback on the Congestion Management Annual Report to make it more meaningful to a member of the public.
4. Review and provide feedback on outreach tools/surveys for Communities in Motion 2050.
5. Participate in a pilot test for the 2020 household travel survey.
6. Review, provide input, and assist with COMPASS outreach, education, and public participation activities as requested.
7. Provide representatives to serve on the Regional Transportation Advisory Committee (RTAC), the Active Transportation Workgroup, and the Census Advisory Workgroup.

**Deliverables, Schedule:**

1. Leadership in Motion recipients selected. (November 2019)
2. Feedback on instructions for a revised COMPASS Performance Dashboard. (December 2019)
3. Feedback on Congestion Management Annual Report. (December 2019)
4. Feedback on outreach tools/surveys for Communities in Motion 2050. (June 2020)
5. Pilot test for the 2020 household travel survey. (September 2020)
6. COMPASS outreach activities. (Ongoing; as needed)
7. Representatives serving on other committees/workgroups. (Ongoing)

**Membership:**

Membership in the PPWG will be drawn from: members of the public who reside in Ada or Canyon Counties. Any resident of Ada or Canyon County may apply for membership. COMPASS shall seek a wide representation of interests and skills on the PPWG, but PPWG members shall not serve as representatives of specific businesses, agencies, or special interests. Each PPWG member shall serve as an individual, solely representing his or her own opinions and interests.

Charter recommended by Executive Committee: June 4, 2019

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

Next planned review of charter by Executive Committee: June 2020



*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.*

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*, to be completed in FY2021.
2. Help develop a comprehensive 2050 public transportation system that encompasses all public transportation elements and integrates with the other modes.
3. Provide input into the Complete Streets policy update.
4. Assist with development and coordination of service areas concept for public transportation investments.
5. Provide input into the RFQ/RFP process for consultant support in developing fixed guideway options.
6. Review and provide feedback on fixed guideway options.
7. Receive updates and give feedback on the Park and Ride Study.

## Deliverables, Schedule:

1. RFQ/RFP for consultant support. (October 2019)
2. Final consultant scope of work. (February 2020)
3. Park and Ride Study Phase I. (August 2020)
4. Draft 2050 public transportation system concept. (September 2020)
5. Draft service area concept. (September 2020)

## 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: June 4, 2019

Charter approved by COMPASS Board:

\_\_\_\_\_ Date

Next planned review of charter by Executive Committee: June 2020

*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.*

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.

**Tasks:**

1. Assist with development of a Rails with Trails implementation plan that builds on the results of the costing study, to include prioritization, phasing, funding strategies, outreach, and timeline. Implementation will be ongoing.
2. Collaborate with the Active Transportation Workgroup to include rails with trails in the Regional Pathway Plan.
3. Review and provide feedback on the annual Rails with Trails Report.
4. Assist in integrating the Rails with Trails planning efforts into CIM 2050.

**Deliverables, Schedule:**

1. Rails with Trails implementation plan. (December 2019)
2. Rails with Trails section in the Regional Pathway Plan. (March 2020)
3. Annual Rails with Trails Report documenting progress. (July 2020)

**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, 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: June 4, 2019

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

Next planned review of charter by Executive Committee: June 2020

*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. Plan for future orthophotography needs and funding completed. (Fall 2019)
2. QA/QC of 2019 orthophotography and data project completed. (Fall 2019)

**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: June 4, 2019

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

Next planned review of charter by Executive Committee: June 2020

*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.*

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. Participate in the update to the Treasure Valley Transportation System: Operations, Management, and ITS plan (TSMO/ITS plan).
  - a. Provide status and updates of projects listed in the TSMO Projects List
  - b. Review final TSMO/ITS plan
2. Review final draft of the Treasure Valley Congestion Management Plan and Congestion Management Annual Report
3. Provide updates to Intelligent Transportation Systems (ITS) inventory

## Deliverables, Schedule:

1. Approve final draft of the TSMO/ITS plan. (December 2019)
2. Review and provide recommendations for the Treasure Valley Congestion Management Plan. (December 2019)
3. Review and provide recommendations for the Congestion Management Annual Report. (February 2020)
4. Provide updates to the ITS inventory. (September 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: June 4, 2019

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

Date

Next planned review of charter by Executive Committee: June 2020

*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 Process Workgroup (RPPWG)  
Staff Liaison: Toni Tisdale

**Purpose:**

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.

**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. Provide priority recommendations to RTAC on September 23, 2020, for rural project priorities in each LHTAC rural program. The recommendation will include a signature from each participating agency.
2. Provide RTAC’s recommendation to the COMPASS Board of Directors for approval on October 19, 2020.

**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: June 4, 2019

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

Next planned review of charter by Executive Committee: June 2020

*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.*

**From:** [Deborah Kling](#)  
**To:** [Matt Stoll](#)  
**Cc:** [Morgan Andrus](#)  
**Subject:** RTAC Rep for Nampa  
**Date:** Tuesday, August 13, 2019 1:37:14 PM

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Matt:

This email serves as the official notification that Rodney Ashby, Nampa P&Z, will represent Nampa on RTAC, in addition to any other reps currently serving.

Please let me know if you need additional communication.

Mayor Debbie Kling  
Sent from my iPhone

Notice: All communication transmitted within the City of Nampa Email system may be a public record and may be subject to disclosure under the Idaho Public Records Act (Idaho Code 74-101 et seq.) and as such may be copied and reproduced by members of the public. In addition, archives of all City emails are generally kept for a period of two years and are also subject to monitoring and review.



June 26, 2019

Matt Stohl, Executive Director  
COMPASS  
700 NE 2<sup>nd</sup> Street, Suite 200  
Meridian, ID 83642

RE: Appointment to Regional Technical Advisory Committee (RTAC)

Dear Matt:

Valley Regional Transit would like to appoint Stephen Hunt, VRT Principal Planner, to the COMPASS Regional Technical Advisory Committee.

Stephen can be reached by phone at 208-258-2701 or by email at [shunt@valleyregionaltransit.org](mailto:shunt@valleyregionaltransit.org)

Thank you.

Sincerely,

A handwritten signature in blue ink that reads 'Kelli Badesheim'.

Kelli Badesheim, Executive Director

KB/pc

cc: Rhonda Jalbert, Development Director  
Stephen Hunt, Principal Planner



**MEMORANDUM OF AGREEMENT  
FOR AIR QUALITY BOARD OPERATIONS**

This MEMORANDUM OF AGREEMENT FOR AIR QUALITY BOARD OPERATIONS (“Agreement”) is made this \_\_\_ day of August \_\_\_, 2019 (“Effective Date”), by and between the Ada County Air Quality Board, a joint powers entity organized under the laws of the State of Idaho (“AQB”), and the Community Planning Association of Southwest Idaho, a joint powers entity organized under the laws of the State of Idaho (“COMPASS”). COMPASS and the AQB may be referred to individually herein as “Party” or jointly as “Parties.”

**WHEREAS**, AQB and COMPASS desire to promote clean air in Ada County;

**WHEREAS**, the Parties believe that day to day operations of the AQB and the corresponding vehicle emissions testing program in Ada County can be efficiently and effectively managed by COMPASS and housed in the COMPASS facilities;

**WHEREAS**, the Parties desire that day to day functions and operations of the AQB be handled by COMPASS via this Agreement but that the AQB Board would remain intact and retain its powers and responsibilities pursuant to state law, county ordinance and the applicable joint powers agreements including without limitation responsibility for and oversight of the vehicle emissions testing program in Ada County;

**WHEREAS**, current AQB staff, with the exception of the AQB Executive Director, will be hired by COMPASS as COMPASS employees;

**WHEREAS**, the AQB Board voted to pass its motion to transfer functional responsibilities to COMPASS on June 17, 2019.

**WHEREAS**, the COMPASS Board voted to approve the transfer of Ada Air Quality Board operations and staffing to COMPASS and have staff take necessary steps to move this forward on June 17, 2019.

**WHEREAS**, the Parties recognize the public benefits of working cooperatively as set forth in this Agreement;

**NOW, THEREFORE**, for good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged and agreed, and in consideration of the mutual promises and covenants herein contained, the Parties agree as follows:

- 1. AQB Funds.** AQB funds and revenues will be maintained in AQB financial and investment accounts and will not be co-mingled with COMPASS funds or placed in COMPASS accounts. The COMPASS Executive Director will be included as a signer on AQB accounts during the term of this Agreement subject to removal as a signer on the accounts by the AQB upon expiration or pending termination of this Agreement. The AQB will also designate other COMPASS staff and/or AQB board members to be signers on the AQB accounts as deemed necessary by the AQB Board and in accordance with the AQB bylaws. COMPASS is authorized to pay all necessary expenses and expenditures of funds for AQB matters and operations pursuant to the approved AQB budget without further approval by the AQB.

- 2. COMPASS Scope of Services and Authority.** COMPASS will conduct and manage the day to day operations of the AQB program and provide the services associated with those day to day operations. All work product, data, materials, programs, information and other items generated by COMPASS for the AQB under this Agreement shall be the property of the AQB. The work and services to be provided by COMPASS to the AQB include the following:

  - a. Provide necessary personnel to manage, support and operate the AQB programs and services.
  - b. The COMPASS Executive Director will serve as the AQB Executive Director.
  - c. Provide necessary professional services to support the AQB including legal, financial/internal control, accounting and auditing.
  - d. Provide, maintain and oversee all necessary IT services, functions, equipment and software.
  - e. Conduct necessary procurement processes in accordance with COMPASS Financial Policy and execute and implement corresponding agreements for goods and services to be provided to the AQB.
  - f. Manage investment of AQB funds under the direction and guidelines provided by the AQB Board and in accordance with COMPASS Financial Policy.
  - g. Manage the financial accounts of the AQB and pay all appropriate AQB obligations and expenses.
  - h. Maintain public records of the AQB and receive and respond to public records requests.
  - i. Prepare and present an annual budget for review by and approval of the AQB Board and conduct AQB operations within the approved budget.
  - j. Other responsibilities as assigned by the AQB Board.
- 3. AQB Board Authority.** The AQB is, and shall remain, responsible for the overall policy and strategic governance of the AQB program including establishing and modifying the direction, goals, policies, rules and regulation, including public outreach, as well as the governing documents for the AQB and the vehicle emissions testing program in Ada County as provided in Idaho Code, County Ordinance and the applicable existing Joint Powers Agreements relating to AQB. The ability of COMPASS to act on behalf the AQB is limited to those authorizations specifically provided in this Agreement.
- 4. COMPASS Management Fee.** AQB will pay COMPASS a management fee from AQB funds, as specified in the approved AQB budget, in the amount of the greater of the actual expense for support services, calculated using the standard COMPASS cost allocation method used for all COMPASS programs in its Unified Planning Work Program and Budget, consistent with federal requirements and generally accepted accounting principles, as documented by COMPASS and reported to the AQB Board, or ten percent (10%) of AQB actual gross revenues. COMPASS staff is authorized to transfer the aforementioned management fee from the AQB accounts to COMPASS on a monthly basis for the services provided by COMPASS to the AQB for the previous month. COMPASS will provide a written summary to the AQB Board at the regular AQB Board meetings of the fiscal year to date management fees paid by month.
- 5. Finances, Reports and Audits.** The COMPASS Executive Director is authorized to pay all proper AQB expenses and obligations of the AQB. COMPASS will utilize electronic payments whenever reasonably possible. If any payment by check is required for any proper

expense or obligation, then the COMPASS Executive Director is authorized to sign checks from the AQB account for such payments. The COMPASS Executive Director is authorized to manage AQB Investment accounts, pay necessary related investment expenses and transfer invested funds to maximize earnings in conformance with COMPASS Financial Policy and applicable Idaho law. COMPASS will provide the AQB Board a revenue and expense report at the regular AQB Board meetings. COMPASS is authorized to engage and coordinate with a qualified auditor to perform the annual financial audit for the AQB to be presented by the auditor to the AQB Board.

- 6. Procurement.** COMPASS will coordinate the required or desired procurement processes in accordance with COMPASS Financial Policy and execute and oversee the applicable contracts for the goods and services to be obtained by COMPASS and provided to the AQB as part of this Agreement.
- 7. Current AQB Employees.** The AQB is eliminating all of its staff positions pursuant to its transfer of operational responsibility to COMPASS via this Agreement. COMPASS, with the exception of the current AQB Executive Director, will offer the current AQB employees positions as COMPASS employees. COMPASS will waive any waiting period for enrollment in the COMPASS health benefits plan. Vacation and sick leave balances accrued by AQB staff will be transferred to COMPASS subject to accrual limits specified in the COMPASS Personnel Manual. Current AQB employees may roll the funds in their existing 401K Plan into the COMPASS PERSI 401K plan in accordance with PERSI rules and regulations and the terms of the AQB 401K Plan. AQB will keep open the existing AQB 401K Plan and continue to operate the AQB Plan per its terms until existing loans are paid off (or defaulted/offset per the terms of the AQB Plan and related loan agreements). The AQB 401K will be frozen for any new contributions and AQB will take the appropriate action to terminate the AQB 401K Plan when it deems appropriate. COMPASS employees that provide services to the AQB and work on AQB matters are COMPASS employees and not AQB employees. The AQB Board may communicate with the COMPASS Executive Director regarding the services it receives from COMPASS but the AQB has no authority and makes no decisions regarding COMPASS employees, including without limitation, the former AQB employees that become COMPASS employees and the job descriptions, hiring, termination and/or disciplining of COMPASS employees.
- 8. Term.** The term of this Agreement shall be from October 1, 2019 through September 30, 2020. Thereafter this Agreement shall automatically renew for consecutive one year terms commencing October 1 and ending September 30 of the applicable years unless either Party notifies the other of its desire not to renew this Agreement ninety (90) days prior to the expiration of the current term. This Agreement may also be otherwise terminated in accordance with the provisions of this Agreement.
- 9. Notice.** Notices to be given under this Agreement will be in writing and will be deemed to have been given (a) when personally delivered, (b) when transmitted via facsimile or e-mail to the number or e-mail address set out below, (c) the day following the day on which the same has been delivered prepaid to a reputable national overnight air courier service, or (d) the third day following the day on which the same is sent by certified or registered mail, postage prepaid. Notices will be sent to the applicable address set forth below, unless another address has been previously specified in writing:

COMPASS:  
Matt Stoll  
COMPASS Executive Director  
700 NE 2nd St, Meridian  
Meridian ID 83642  
Phone: 208-475-2266  
Facsimile:  
Email: [mstoll@compassidaho.org](mailto:mstoll@compassidaho.org)

AQB  
Fred Shoemaker  
AQB Board Chairman

Either party may change its address for the purpose of this paragraph by giving written notice of such change to the other in the manner herein provided. The Parties recognize the Chairman of the AQB may change periodically and COMPASS will obtain and maintain the address and contact information for the current Board Chairman if there is such a change.

- 10. Entire Agreement; Modification; Assignment and Waiver.** This Agreement embodies the entire agreement and understanding between the Parties pertaining to the subject matter of this Agreement, and supersedes all prior agreements, understandings, negotiations, representations, and discussions, whether verbal or written, of the parties pertaining to that subject matter. The Agreement may not be changed, amended, or superseded unless by means of writing executed by both Parties hereto. The rights and obligations of the respective Parties under this Agreement may not be assigned without the express written permission of the other Party. Failure of either party to exercise any of the rights under this Agreement or breach thereof shall not be deemed to be a waiver of such right or a waiver of any subsequent breach. Failure of either Party to exercise any of the rights under this Agreement pursue a breach of this Agreement shall not be deemed to be a waiver of such right or a waiver of any subsequent breach.
- 11. Termination.** Either Party may terminate this Agreement for convenience, nonappropriation, or for any reason or no reason by providing ninety (90) days written notice to the other Party. Upon termination all AQB records, information and property possessed by COMPASS shall be returned to the AQB as soon as reasonably possible but no later than ten (10) days following termination. COMPASS will be paid for services rendered in accordance with this Agreement through the date of termination.
- 12. COMPASS Indemnification.** To the fullest extent permitted by law and by Article VIII, Section 4 of the Idaho Constitution, COMPASS agrees to indemnify, defend, and hold harmless AQB and its officers, agents, consultants, and employees from and against any and all liability, claims, losses, actions, or judgments, costs and fees, including any costs and attorney's fees incurred therein, for damages, losses, or injury to entities, persons or property for any act, error, or omission arising out of or in any way connected to the acts or omissions of COMPASS and its officers, agents, employees, contractors and consultants.
- 13. AQB Indemnification.** To the fullest extent permitted by law and by Article VIII, Section 4 of the Idaho Constitution, AQB agrees to indemnify, defend, and hold harmless COMPASS and its officers, agents, consultants, and employees from and against any and all liability, claims, losses, actions, or judgments, costs and fees, including any costs and attorney's fees incurred therein, for damages, losses, or injury to entities, persons or property for any act,

error, or omission arising out of or in any way connected to the acts or omissions of AQB and its officers, agents, employees, contractors and consultants that occurred before October 1, 2019 and for the acts and omissions of the Board after October 1, 2019.

- 14. Severability.** If any part of this Agreement is held to be invalid or unenforceable, such holding will not affect the validity or enforceability of any other part of this Agreement so long as the remainder of the Agreement is reasonably capable of completion. The invalidity or unenforceability of any particular provision of this Agreement shall not affect the other provisions, and this Agreement shall be construed in all respects as if any invalid or unenforceable provision were omitted.
- 15. Independent Contractor.** COMPASS is an independent contractor and is not an employee, servant, agent, partner, or joint venture of or with AQB. AQB shall determine the work to be done by COMPASS, but COMPASS shall determine the legal means by which it accomplishes the work specified by AQB. This Agreement shall not be construed to create any employer-employee relationship between AQB and COMPASS. AQB agrees that it will have no right to control or direct the details, manner, or means by which COMPASS performs its responsibilities hereunder. Neither federal, state or local income taxes, nor payroll taxes of any kind shall be withheld and paid by AQB on behalf of COMPASS or the employees of COMPASS. COMPASS shall not be treated as an employee with respect to the services performed hereunder for federal or state tax purposes.
- 16. Records.** COMPASS shall maintain complete and accurate records with respect to expenses paid and costs incurred and labor expended under this Agreement. All such records shall be maintained according to generally accepted accounting principles, shall be clearly identified, and shall be readily accessible during regular business hours by the AQB. Such records shall be available for review by AQB and maintained in accordance with Idaho Public records law.
- 17. Insurance.** COMPASS shall maintain worker's compensation insurance in accordance with Idaho law. Both Parties shall maintain their liability insurance during the term of this Agreement.
- 18. Disputes.** In the event that a dispute arises between AQB and COMPASS regarding application or interpretation of any provision of this Agreement, the aggrieved party shall promptly notify the other party of the specific dispute and the Parties will attempt to resolve the dispute informally. If the Parties are unable to resolve the dispute within thirty (30) days after delivery of such notice, the parties agree to first endeavor to settle the dispute in an amicable manner by mediation or other process of mutually agreeable structured negotiation. Should the Parties be unable to resolve the dispute to their mutual satisfaction within ninety (90) days from when the notice of dispute is provided, each party shall have the right to pursue any rights or remedies it may have at law or in equity. Nothing contained herein shall impair the right of termination set forth in paragraph 11. Should any litigation be commenced between the Parties hereto concerning this Agreement, the prevailing party shall be entitled to recover its costs and reasonable attorneys' fees.
- 19. Applicable Law.** The Agreement shall be governed by the laws of the State of Idaho and jurisdiction for any disputes arising hereunder shall be in the Fourth Judicial District, Ada

County, State of Idaho. COMPASS agrees to comply with applicable federal, state and local laws and regulation in the performance of its duties and responsibilities under this Agreement.

**IN WITNESS WHEREOF**, the parties hereto have executed this Agreement on this \_\_\_\_ day of \_\_\_\_\_, 2019.

**Ada County Air Quality Board:**

\_\_\_\_\_  
By: Fred Shoemaker, Chairman

**Community Planning Association of Southwest Idaho:**

\_\_\_\_\_  
Matt Stoll, Executive Director

## COMPASS BOARD AGENDA ITEM V-B

Date: AUGUST 26, 2019

### **Topic: Revision 4 of the FY2019 Unified Planning Work Program and Budget**

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

COMPASS staff seeks COMPASS Board of Directors' adoption of Resolution 15-2019 approving Revision 4 of the FY2019 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. Prior to presentation to the Board, proposed modifications of these documents are brought to the Finance Committee.

The following revisions to revenues are proposed in Revision 4 of the FY2019 UPWP:

- Add \$20,500 from Fund Balance to pay for construction costs and furnishings for three additional office spaces.

The following revisions to expenses are proposed in Revision 4 of the FY2019 UPWP:

- Add \$15,800 for estimated cost to construct three additional office spaces and \$4,700 for furnishings for the spaces.

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

Without COMPASS Board of Directors' adoption of Revision 4 of the FY2019 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](mailto:mlarsen@compassidaho.org)

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**RESOLUTION NO. 15-2019**

**FOR THE PURPOSE OF APPROVING REVISION 4 OF THE  
FY2019 UNIFIED PLANNING WORK PROGRAM AND BUDGET**

**WHEREAS**, Revision 3 of the FY2019 Unified Planning Work Program and Budget was adopted by the Community Planning Association of Southwest Idaho Board of Directors under Resolution 10-2019, dated June 17, 2019;

**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 4 of the FY2019 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 4 of the FY2019 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 26<sup>th</sup> day of August 2019.

**APPROVED:**

**By:** \_\_\_\_\_  
**Tom Dale, 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 FY2019 - Revision 4**  
**Summary**

<b>FY2019 UPWP - Rev 3 Revenues</b>		<b>3,609,895</b>	<b>FY2019 UPWP - Rev 3 Expenses</b>		<b>3,609,895</b>
1	Increase Draw from Fund Balance to pay for construction costs and desks for three additional office spaces.	20,500	<b>Direct Operations &amp; Maintenance</b>  Equipment/Software Add \$15,800 for estimated cost to construct three additional office spaces and \$4,700 to purchase three desks.		20,500

<b>Recommended Adjustments to Revenues</b>		<b>20,500</b>	<b>Recommended Adjustments to Expenses</b>		<b>20,500</b>
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<b>Adjusted Revenues - Revision 4</b>		<b>3,630,395</b>	<b>Adjusted Expenses - Revision 4</b>		<b>3,630,395</b>
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<b>Remaining Revenue</b>		-			
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**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO  
FY2019 UNIFIED PLANNING WORK PROGRAM and Budget - Revision 4  
REVENUE AND EXPENSE SUMMARY (total)**

<b>REVENUE</b>	<b>FY2019 Revision 3</b>	<b>FY2019 Revision 4</b>
<b>GENERAL MEMBERSHIP</b>		
Ada County	220,730	220,730
Ada County Highway District	220,730	220,730
Canyon County	106,102	106,102
Canyon Highway District No. 4	37,346	37,346
Golden Gate Highway District No.3	5,313	5,313
City of Boise	102,423	102,423
City of Caldwell	25,070	25,070
City of Eagle	13,188	13,188
City of Garden City	5,238	5,238
City of Greenleaf	379	379
City of Kuna	9,144	9,144
City of Meridian	46,917	46,917
City of Melba	251	251
City of Middleton	4,052	4,052
City of Nampa	43,372	43,372
City of Notus	251	251
City of Parma	944	944
City of Star	4,546	4,546
City of Wilder	754	754
<b>Subtotal</b>	<b>846,750</b>	<b>846,750</b>
<b>SPECIAL MEMBERSHIP</b>		
Boise State University	8,500	8,500
Capital City Development Corporation	8,500	8,500
Idaho Department of Environmental Quality	8,500	8,500
Idaho Transportation Department	8,500	8,500
Valley Regional Transit	8,500	8,500
<b>Subtotal</b>	<b>42,500</b>	<b>42,500</b>
<b>GRANTS AND SPECIAL PROJECTS</b>		
<b>FHWA/FTA - Consolidated Planning Grants</b>		
CPG - FY2019 K# 19071 Ada County	1,004,920	1,004,920
CPG - FY2019 K# 19071 Canyon County	353,080	353,080
<b>Sub Total CPG Grants</b>	<b>1,358,000</b>	<b>1,358,000</b>
STP TMA - K# 13900, FY19 off-the-top funds for Planning	306,705	306,705
STP TMA - K# 19571, <i>Communities in Motion 2050</i>	85,711	85,711
STP TMA - K# 18694, Update Treasure Valley ITS Plan	218,678	218,678
FHWA T2 Grant - K# 22180, COMPASS Data Bike	5,600	5,600
<b>Subtotal</b>	<b>616,694</b>	<b>616,694</b>
<b>OTHER REVENUE SOURCES</b>		
Idaho Department of Environmental Quality	25,000	25,000
Ada County Air Quality Board	25,000	25,000
Orthophotography - Participant Contributions	366,218	366,218
Valley Regional Transit - State Street Grant - carry over	127,392	127,392
Interest Income	15,000	15,000
<b>Subtotal</b>	<b>558,610</b>	<b>558,610</b>
<b>TOTAL REVENUE; Dues, Federal Funds, and Other miscellaneous</b>	<b>3,422,554</b>	<b>3,422,554</b>
Draw From Fund Balance (to fund Orthophotography Project)	83,782	83,782
Draw From Fund Balance (CIM Implementation Grants)	79,423	79,423
Draw From Fund Balance (Matching funds for FHWA T2 Grant)	1,400	1,400
Draw From Fund Balance (Matching funds for K# 19571, CIM grant)	3,120	3,120
Draw From Fund Balance (to fund revenue shortfall)	19,617	40,117
<b>TOTAL REVENUE, ALL RESOURCES</b>	<b>3,609,895</b>	<b>3,630,395</b>

<b>EXPENSE</b>	<b>FY2019 Revision 3</b>	<b>FY2019 Revision 4</b>
<b>SALARY, FRINGE &amp; CONTINGENCY</b>		
Salary	1,282,610	1,282,610
Fringe	590,107	590,107
Contingency (Overtime, Bonus, and Sick Time Trade)	22,000	22,000
<b>Subtotal</b>	<b>1,894,717</b>	<b>1,894,717</b>
<b>INDIRECT OPERATIONS &amp; MAINTENANCE</b>		
Indirect Costs	203,450	203,450
<b>Subtotal</b>	<b>203,450</b>	<b>203,450</b>
<b>DIRECT OPERATIONS &amp; MAINTENANCE</b>		
620001, Demographics and Growth Monitoring	1,000	1,000
653001, Communication and Education	51,350	51,350
661001, Long-Range Planning	71,038	71,038
661008, Bike Counter Management	15,720	15,720
685001, Transportation Improvement Program	5,400	5,400
685002, Project Development Program	75,000	75,000
685004, CIM Implementation Grants	79,423	79,423
702001, Air Quality Outreach	45,455	45,455
720001, State Street Corridor	127,392	127,392
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	22,000	22,000
842001, Congestion Management Process	236,000	236,000
860001, Geographic Information System Maintenance	493,200	493,200
990001, Direct Operations and Maintenance	131,700	152,200
<b>Subtotal</b>	<b>1,511,728</b>	<b>1,532,228</b>
<b>TOTAL EXPENSE</b>	<b>3,609,895</b>	<b>3,630,395</b>

<b>REVENUE AND EXPENSE SUMMARY</b>		
TOTAL REVENUE	<b>3,609,895.00</b>	<b>3,630,395</b>
LESS: TOTAL EXPENSES	<b>3,609,895</b>	<b>3,630,395</b>
REVENUE EXCESS/(DEFICIT)	<b>(0)</b>	<b>(0)</b>

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FY2019 - REVISION 4

REVENUE AND EXPENSE SUMMARY (total)

**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO  
FY2019 UNIFIED PLANNING WORK PROGRAM and Budget - Revision 4  
EXPENSES BY WORK PROGRAM NUMBER AND FUNDING SOURCE**

WORK PROGRAM NUMBER	EXPENSES										MATCH, LOCAL & OTHER FUNDING				TOTAL FUNDING SOURCES
	Labor & Indirect Cost	Direct Cost	Total Cost	FY19 CPG	FY19 CPG	STP-TMA	STP-TMA	STP-TMA	FHWA T2	Total	Required Match	Local Funds/FB	Other Revenue	Total Local & Other	
				Ada County K# 19071 (74%)	Canyon County K# 19071 (26%)	Off The Top K# 13900	CIM 2040 K# 19751	Treasure Valley ITS Plan K# 18694	COMPASS Data Bike (20% match) K# 22180						
601001	83,813	-	83,813	35,269	12,392	30,000				77,661	6,152			6,152	83,813
620001	70,518	1,000	71,518	26,838.53	9,430	30,000				66,268	5,249			5,249	71,518
620002	28,592	-	28,592	4,805.20	1,688	20,000				26,494	2,099			2,099	28,592
620003	20,614	-	20,614	6,734.86	2,366	10,000				19,101	1,513			1,513	20,614
653001	131,406	51,350	182,756							-		182,756		182,756	182,756
661001	161,331	71,038	232,369	95,772	33,650		85,711			215,132	17,041.57	195		17,237	232,369
661003	16,645	-	16,645	11,413	4,010					15,424	1,221.76			1,222	16,645
661004	9,703	-	9,703	6,653	2,338					8,991	712.23			712	9,703
661005	64,801	-	64,801	44,433	15,611					60,044	4,756.36			4,756	64,801
661006	55,962	-	55,962	38,372	13,482					51,854	4,107.59			4,108	55,962
661007	24,667	-	24,667	16,914	5,943					22,856	1,810.56			1,811	24,667
661008	48,888	15,720	64,608	39,501	13,879				5,600	58,980	4,228.46	1,400		5,628	64,608
661009	12,421	-	12,421	8,517	2,992					11,509	911.71			912	12,421
685001	259,084	5,400	264,484	107,352	37,718	100,000				245,071	19,413			19,413	264,484
685002	22,730	75,000	97,730	67,012	23,545					90,557	7,173			7,173	97,730
685003	97,252	-	97,252							-		97,252		97,252	97,252
685004	11,732	79,423	91,155	8,044	2,826					10,871	861	79,423		80,284	91,155
<b>TOTAL PROJECTS</b>	<b>1,120,159</b>	<b>298,931</b>	<b>1,419,091</b>	<b>517,632</b>	<b>181,871</b>	<b>190,000</b>	<b>85,711</b>	<b>-</b>	<b>5,600</b>	<b>980,814</b>	<b>77,251</b>	<b>361,026</b>	<b>-</b>	<b>438,277</b>	<b>1,419,091</b>
701001	83,405	-	83,405	57,190	20,094					77,283	6,122			6,122	83,405
702001	4,545	45,455	50,000							-			50,000	50,000	50,000
703001	13,585	-	13,585							-		13,585		13,585	13,585
705001	38,288	-	38,288	26,253	9,224					35,478	2,810			2,810	38,288
720001	3,462	127,392	130,854	2,374	834					3,208	254		127,392	127,647	130,854
760001	61,191	115,050	176,241							-		176,241		176,241	176,241
761001	1,020	-	1,020	945						945	75			75	1,020
<b>TOTAL SERVICES</b>	<b>205,496</b>	<b>287,897</b>	<b>493,393</b>	<b>86,762</b>	<b>30,152</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>116,914</b>	<b>9,261</b>	<b>189,826</b>	<b>177,392</b>	<b>376,479</b>	<b>493,393</b>
801001	75,802	40,000	115,802	79,404	27,899					107,302	8,500			8,500	115,802
820001	150,295	2,000	152,295	104,426	36,690					141,117	11,178			11,178	152,295
836001	107,052	22,000	129,052	73,689	25,891	20,000				119,579	9,472			9,472	129,052
842001	56,025	236,000	292,025	38,415	13,497			218,678		270,590	21,435			21,435	292,024
860001	383,339	493,200	876,539	104,592	37,081	96,705				238,378	18,883	253,060	366,218	638,161	876,539
<b>TOTAL SYSTEM MAINTENANCE</b>	<b>772,512</b>	<b>793,200</b>	<b>1,565,712</b>	<b>400,526</b>	<b>141,057</b>	<b>116,705</b>	<b>-</b>	<b>218,678</b>	<b>-</b>	<b>876,966</b>	<b>69,468</b>	<b>253,060</b>	<b>366,218</b>	<b>688,746</b>	<b>1,565,712</b>
990001	-	152,200	152,200							-		137,200	15,000	152,200	152,200
991001	-	-	-							-				-	-
999001	-	-	-							-				-	-
<b>TOTAL INDIRECT/OVERHEAD</b>	<b>-</b>	<b>152,200</b>	<b>152,200</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>137,200</b>	<b>15,000</b>	<b>152,200</b>	<b>152,200</b>
<b>G R A N D T O T A L</b>	<b>2,098,167</b>	<b>1,532,228</b>	<b>3,630,395</b>	<b>1,004,920</b>	<b>353,080</b>	<b>306,705</b>	<b>85,711</b>	<b>218,678</b>	<b>5,600</b>	<b>1,974,693</b>	<b>155,980</b>	<b>941,112</b>	<b>558,610</b>	<b>1,655,703</b>	<b>3,630,395</b>

**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO  
FY2019 UNIFIED PLANNING WORK PROGRAM and Budget - Revision 4  
REVENUE AND EXPENSE SUMMARY (total)**

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)	FY2020 CARRY- FORWARD
620001	Demographics and Growth Monitoring	1,000					1,000				
653001	Communication and Education	51,350	25,100			1,000		25,250			
661001	Long-Range Planning	71,038	49,930			2,050		19,058			
661005	Bicycles/Pedestrians	-	-	-							
661008	Bike Counter Management	15,720	-	8,720			7,000				
685001	Transportation Improvement Program	5,400						5,400			
685002	Project Development Program	75,000	75,000								
685004	CIM Implementation Grants	79,423	79,423								
702001	Air Quality Outreach	45,455	45,455								
720001	State Street Corridor	127,392	127,392								
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	22,000	22,000								
842001	Congestion Management Process	236,000	236,000								
860001	Geographic Information System Maintenance	493,200	450,000	42,000			1,200				
990001	Direct Operations / Maintenance										
	Office Partitions/Remodel	20,500		20,500							
	New/replacement hardware and software	21,000		21,000							
	Software; for CIM 2050 Public Involvement	30,000		30,000							
	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	
	Conference Room Upgrades	21,000		21,000							
	Other: board lunch, staff gifts, meeting refreshments, misc.	7,000							7,000		
<b>GRAND TOTAL</b>		<b>1,532,228</b>	<b>1,110,300</b>	<b>177,320</b>	<b>59,600</b>	<b>3,050</b>	<b>20,300</b>	<b>49,708</b>	<b>9,000</b>	<b>102,950</b>	<b>-</b>

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**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO  
 FY2019 UNIFIED PLANNING WORK PROGRAM and Budget - Revision 4  
 INDIRECT OPERATIONS AND MAINTENANCE EXPENSE SUMMARY**

CATEGORY	ACCOUNT CODE	FY2019 Revision 3	FY2019 Revision 4
Professional Services	930	34,800	34,800
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	11,800	11,800
Building Maintenance and Reserve for Major Repairs	955	54,000	54,000
Printing	960	1,500	1,500
Advertising	962	1,000	1,000
Audit	970	15,000	15,000
Insurance	971	13,000	13,000
Legal Services	972	2,500	2,500
General Supplies	980	6,000	6,000
Computer Supplies	982	18,800	18,800
Computer Software / Maintenance	983	17,000	17,000
Vehicle Maintenance	991	1,000	1,000
Utilities	992	10,500	10,500
Local Travel	993	2,100	2,100
Other / Miscellaneous	995	5,000	5,000
<b>TOTAL</b>		<b>203,450</b>	<b>203,450</b>

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**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO  
FY2019 UNIFIED PLANNING WORK PROGRAM and Budget - Revision 4  
WORKDAY ALLOCATION SUMMARY**

WORK PROGRAM DESCRIPTION		LEAD STAFF	DIRECTORS	PLANNING TEAM	COMMUNICATIONS	OPERATIONS	TOTAL
601001	UPWP/Budget Development and Federal Assurances	ML	38	16	3	53	110
620001	Demographics and Growth Monitoring	CM	-	94	5	-	99
620002	Development Monitoring	CM	-	40	5	-	45
620003	Census 2020	CM	-	20	12	-	32
653001	Communication and Education	AL	8	10	192	-	210
	Long-Range Planning	LI	-	-	-	-	-
661001	General Project Management	LI	15	171	43	-	229
661003	Roadways	LI	-	28	-	-	28
661004	Freight	LI	-	15	-	-	15
661005	Bicycles/Pedestrians	BC	-	125	4	-	129
661006	Public Transportation	RH	-	108	4	-	112
661007	Performance Measurement	CM	-	38	2	-	40
661008	Bike Counter Management	BC	-	102	-	-	102
661009	Public Involvement	LI	-	6	12	-	18
	Resource Development/Funding	TT	-	-	-	-	-
685001	Transportation Improvement Program	TT	12	360	36	-	408
685002	Project Development Program	KP	-	31	-	-	31
685003	Grant Research and Development	KP	3	130	8	-	141
685004	CIM Implementation Grants	KP	-	16	-	-	16
<b>TOTAL PROJECTS</b>			<b>76</b>	<b>1,310</b>	<b>326</b>	<b>53</b>	<b>1,765</b>
701001	Membership Services	LI	-	115	15	-	130
702001	Air Quality Outreach	AL	-	-	7	-	7
703001	General Public Services	AL	-	14	7	-	21
705001	Transportation Liaison Services	MS	12	24	14	-	50
720001	State Street Corridor	ML	2	3	-	-	5
760001	Legislative Services	MS	60	-	-	-	60
761001	Growth Incentives	MS	1	-	-	-	1
<b>TOTAL SERVICES</b>			<b>75</b>	<b>156</b>	<b>43</b>	<b>-</b>	<b>274</b>
801001	Staff Development	ML	9	83	14	10	116
820001	Committee Support	ML	12	83	23	114	232
836001	Regional Travel Demand Model	MW	-	146	-	-	146
842001	Congestion Management Process	HM	-	77	4	-	81
860001	Geographic Information System Maintenance	EA	-	596	13	-	609
<b>TOTAL SYSTEM MAINTENANCE</b>			<b>21</b>	<b>985</b>	<b>54</b>	<b>124</b>	<b>1,184</b>
<b>TOTAL DIRECT</b>			<b>172</b>	<b>2,451</b>	<b>423</b>	<b>177</b>	<b>3,223</b>
991001	Support Services Labor	ML	288	79	37	513	917
<b>TOTAL INDIRECT/OVERHEAD</b>			<b>288</b>	<b>79</b>	<b>37</b>	<b>513</b>	<b>917</b>
<b>TOTAL LABOR</b>			<b>460</b>	<b>2,530</b>	<b>460</b>	<b>690</b>	<b>4,140</b>

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<b>PROGRAM NO.</b>	990			<b>CLASSIFICATION:</b>	Indirect / Overhead	
<b>TITLE:</b>	Direct Operations & Maintenance					
<b>TASK / PROJECT DESCRIPTION:</b>	To provide local dollars for expenditures that do not qualify for reimbursement under the federal guidelines. Program dollars for professional services for COMPASS Board related events, meeting expenses, and equipment/software needs.					
<b>PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:</b>	Adequately cover expenses needed to support the Board, Executive Director, and agency outside of federally funded projects.					
<b>FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:</b>	There are no federal or state requirements concerning these provisions; however, the Finance Committee oversees and approves these accounts and expenditures.					
<b>FY2019 BENCHMARKS</b>						
				<b>MILESTONES / PRODUCTS</b>		
Provide local dollars for expenditures not federally funded.					Ongoing	
<b>LEAD STAFF:</b>	Meg Larsen				<b>Expense Summary</b>	
<b>END PRODUCT:</b>	Adequately cover the direct expenses needed to support the Board, Executive Director, equipment needs, and COMPASS operations.				Total Workdays: 0	
					Salary \$ -	
					Fringe -	
					Overhead -	
					Total Labor Cost: \$ -	
<b>ESTIMATED DATE OF COMPLETION:</b>	September-2019				<b>DIRECT EXPENDITURES:</b>	
<b>Funding Sources</b>				<b>Participating Agencies</b>		
	Ada	Canyon	Special	Total	Member Agencies	
				\$ -		
Other			15,000	15,000		
Local			137,200	137,200		
				-		
<b>Total:</b>	\$ -	\$ -	\$ 152,200	\$ 152,200		
					Total Direct Cost: \$ 152,200	
					990 Total Cost: \$ 152,200	

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## COMPASS BOARD AGENDA ITEM V-C

Date: AUGUST 26, 2019

### **Topic: Draft FY2020 Unified Planning Work Program and Budget**

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

COMPASS staff seeks COMPASS Board of Directors' adoption of Resolution 16-2019, approving the FY2020 Unified Planning Work Program and Budget (UPWP).

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

The Finance Committee recommended COMPASS Board of Directors' approval of the attached FY2020 UPWP at its August 8, 2019, meeting.

The documents included in the FY2020 UPWP include the following items:

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

**Expenses by Work Program Number and Funding Source** – A one-page spreadsheet showing the funding sources for each program.

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

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

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

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

#### **The draft FY2020 UPWP contains the following assumptions for revenues and expenses:**

1. Total membership dues shown reflect the amount approved by the Board at its April 15, 2019, meeting. Total dues increase compared to the prior year. The per capita rate remained the same as FY2019. The increase reflects year-over-year population growth in the jurisdictions.
2. Projected revenue of \$1,383,000 from the FY2020 Consolidated Planning Grant (CPG) reflects the amount included in the FY2019-FY2023 Regional Transportation Improvement Program (TIP).
3. Revenue of \$306,705 from off-the-top STP-TMA funds, as approved by the COMPASS Board on April 19, 2010, continues.



4. Revenue of \$80,614 from STP-TMA funds for *Communities in Motion 2050*.
5. Revenue of \$138,990 from STP-TMA funds for the Household Travel Survey.
6. Revenues include \$50,000 committed by the Department of Environmental Quality and Air Quality Board for the air quality outreach program. There are corresponding expenses associated with these revenues.
7. Revenue of \$64,738 from Air Quality Board for costs of support services for air quality operations provided by COMPASS staff.
8. Revenues of \$83,333 from pre-payments by participants to fund future orthophotography projects. These funds will be collected each year rather than in the year of the project as has been done in the past.
9. Interest income of approximately \$24,000.
10. Revenues include \$125,000 from fund balance to complete the FY2019 Orthophotography Project. These funds were originally received from participants in FY2019 for the 2019 project, which will be completed in November.
11. \$54,000 from fund balance for the CIM Implementation Grant Program and \$70,406 from fund balance to cover the shortfall in revenue.
12. The number of full time staff increases by three full time equivalents (FTE's) for a total of 21 staff positions. COMPASS's Draft FY2020 shows the cost detail for 18 FTE's. The Air Quality Board budget includes the cost detail for 3 FTE's.
13. Salary costs include a 3% overall increase pool. Distribution of individual salary adjustments will be determined by the Executive Director.
14. It is estimated that there will be a 2% increase in the cost of health insurance for FY2020, although final rates for 2020 have not yet been determined by the Boise Municipal Health Care Trust.
15. Indirect expenses remain at \$203,450. Staff continues to closely manage indirect expenses in an effort to reduce the organization's overall costs.
16. The Project Development Program is proposed to be funded in FY2020, its sixth year, at \$75,000.
17. The CIM Implementation Grant Program is funded at \$54,000 with \$4,000 of this coming from unspent funds from FY2019 being carried forward to FY2020.
18. Staff added project number 704001 to track time spent working on AQB operations.
19. Direct expenses for other programs are fairly stable and consistent with current year activities.

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

Federal approval of the UPWP by October 1, 2019, is required in order to begin work in FY2020.

**More Information:**

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

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**RESOLUTION NO. 16-2019**

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

**WHEREAS**, federal transportation planning guidelines under Title 23CFR require development of a Unified Planning Work Program that shows the programming of federal funds and includes references to all transportation planning efforts regardless of funding sources as a condition of receiving federal planning funds;

**WHEREAS**, the Community Planning Association of Southwest Idaho staff prepared the draft FY2020 Unified Planning Work Program and Budget and submitted it to the Finance Committee for their review; and

**WHEREAS**, the Community Planning Association of Southwest Idaho desires to incorporate final funding and program allocations in the Unified Planning Work Program and Budget prior to the beginning of FY2020.

**NOW, THEREFORE, BE IT RESOLVED**, that the Community Planning Association of Southwest Idaho Board of Directors adopts the FY2020 Unified Planning Work Program and Budget, including reference to all transportation planning studies;

**BE IT FURTHER RESOLVED**, that the Community Planning Association of Southwest Idaho assures the appropriate necessary local matching funds are budgeted for the Unified Planning Work Program and Budget, Federal Transit Administration grants, Federal Highway Administration grants and all other grants and contracts as noted in the FY2020 Unified Planning Work Program and Budget of the Community Planning Association of Southwest Idaho, a copy of which is attached hereto and incorporated as an integral part of the Resolution; and

**BE IT FURTHER RESOLVED**, that the Executive Director is authorized to submit all related grant and contract applications, and sign all necessary documents for grant and contract purposes.

**ADOPTED** this 26<sup>th</sup> day of August 2019.

**By:** \_\_\_\_\_  
**Tom Dale, 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  
FY2020 UNIFIED PLANNING WORK PROGRAM and Budget - Draft  
REVENUE AND EXPENSE SUMMARY (total)**

<b>REVENUE</b>	<b>FY2019 Revision 3</b>	<b>FY2020 Draft</b>
<b>GENERAL MEMBERSHIP</b>		
Ada County	220,730	228,095
Ada County Highway District	220,730	228,095
Canyon County	106,102	109,594
Canyon Highway District No. 4	37,346	41,183
Golden Gate Highway District No.3	5,313	5,398
City of Boise	102,423	104,191
City of Caldwell	25,070	25,939
City of Eagle	13,188	13,787
City of Garden City	5,238	5,397
City of Greenleaf	379	384
City of Kuna	9,144	10,066
City of Meridian	46,917	50,563
City of Melba	251	260
City of Middleton	4,052	4,281
City of Nampa	43,372	44,986
City of Notus	251	251
City of Parma	944	948
City of Star	4,546	4,843
City of Wilder	754	776
<b>Subtotal</b>	<b>846,750</b>	<b>879,037</b>
<b>SPECIAL MEMBERSHIP</b>		
Boise State University	8,500	8,800
Capital City Development Corporation	8,500	8,800
Idaho Department of Environmental Quality	8,500	8,800
Idaho Transportation Department	8,500	8,800
Valley Regional Transit	8,500	8,800
<b>Subtotal</b>	<b>42,500</b>	<b>44,000</b>
<b>GRANTS AND SPECIAL PROJECTS</b>		
<b>FHWA/FTA - Consolidated Planning Grants</b>		
CPG - FY2019 K# 19071 Ada County	1,004,920	
CPG - FY2019 K# 19071 Canyon County	353,080	
CPG - FY2020 K# 19258 Ada County		1,023,420
CPG - FY2020 K# 19258 Canyon County		359,580
<b>Sub Total CPG Grants</b>	<b>1,358,000</b>	<b>1,383,000</b>
STP TMA - K# 13900, FY19 off-the-top funds for Planning	306,705	
STP TMA - K# 19060, FY2020 off-the-top funds for Planning		306,705
STP TMA - K# 19571, <i>Communities in Motion 2050</i>	46,330	80,614
STP TMA - K# 18694, Update Treasure Valley ITS Plan	218,678	-
FHWA T2 Grant - K# 22180, COMPASS Data Bike	5,600	
STP TMA - K# 19303, Household Travel Survey		138,990
<b>Subtotal</b>	<b>577,313</b>	<b>526,309</b>
<b>OTHER REVENUE SOURCES</b>		
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
Orthophotography - Participant Contributions	366,218	83,333
Valley Regional Transit - State Street Grant - carry over	127,392	
Interest Income	15,000	24,000
<b>Subtotal</b>	<b>558,610</b>	<b>222,071</b>
<b>TOTAL REVENUE; Dues, Federal Funds, and Other miscellaneous</b>	<b>3,383,173</b>	<b>3,054,417</b>
Draw From Fund Balance (to fund Orthophotography Project)	83,782	-
Draw From Fund Balance (CIM Implementation Grants)	79,423	54,000
Draw From Fund Balance (Matching funds for FHWA T2 Grant)	1,400	-
Draw From Fund Balance (to fund revenue shortfall)	46,519	69,674
Draw From Fund Balance (Carry-Over FY2019 Ortho Project)		125,000
<b>TOTAL REVENUE, ALL RESOURCES</b>	<b>3,594,297</b>	<b>3,303,091</b>

<b>EXPENSE</b>	<b>FY2019 Revision 3</b>	<b>FY2020 Draft</b>
<b>SALARY, FRINGE &amp; CONTINGENCY</b>		
Salary	1,282,610	1,321,100
Fringe	590,107	593,006
Contingency (Overtime, Bonus, and Sick Time Trade)	22,000	18,857
<b>Subtotal</b>	<b>1,894,717</b>	<b>1,932,963</b>
<b>INDIRECT OPERATIONS &amp; MAINTENANCE</b>		
Indirect Costs	203,450	203,450
<b>Subtotal</b>	<b>203,450</b>	<b>203,450</b>
<b>DIRECT OPERATIONS &amp; MAINTENANCE</b>		
620001, Demographics and Growth Monitoring	945	2,500
620003, Census 2020		50,000
653001, Communication and Education	51,350	35,600
661001, Long-Range Planning	55,495	206,800
661008, Bike Counter Management	15,720	19,540
685001, Transportation Improvement Program	5,400	5,500
685002, Project Development Program	75,000	75,000
685004, CIM Implementation Grants	79,423	54,000
702001, Air Quality Outreach	45,455	45,455
720001, State Street Corridor	127,392	
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	22,000	25,200
838001, Travel Survey Data Collection		150,000
842001, Congestion Management Process	236,000	14,000
860001, Geographic Information System Maintenance	493,200	250,333
990001, Direct Operations and Maintenance	131,700	75,700
<b>Subtotal</b>	<b>1,496,130</b>	<b>1,166,678</b>
<b>TOTAL EXPENSE</b>	<b>3,594,297</b>	<b>3,303,091</b>

<b>REVENUE AND EXPENSE SUMMARY</b>		
TOTAL REVENUE	<b>3,594,297</b>	<b>3,303,091</b>
LESS: TOTAL EXPENSES	<b>3,594,297</b>	<b>3,303,091</b>
REVENUE EXCESS/(DEFICIT)	-	-

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

WORK PROGRAM NUMBER	EXPENSES				FY2020 CPG						MATCH, LOCAL & OTHER FUNDING				TOTAL FUNDING SOURCES		
	Work Days	Labor & Indirect Cost	Direct Cost	Total Cost	Ada County K# 19258 (74%)	Canyon County K# 19258 (26%)	STP-TMA Off The Top K# 19060	STP-TMA CIM 2050 K# 19751	STP-TMA Travel Survey Data Collection K# 19303	Total Federal Funds	Required Match	Local Funds/FB	Other Revenue	Total Local & Other			
601001	UPWP/Budget Development and Federal Assurances	100	78,786	-	78,786	31,822	11,181	30,000				73,003	5,783		5,783	78,786	
620001	Demographics and Growth Monitoring	136	102,013	2,500	104,513	47,749	16,777	30,000				94,525	7,488	2,500	9,988	104,513	
620002	Development Monitoring	31	20,085	-	20,085	6,372	2,239	10,000				18,611	1,474		20,085		
620003	Census 2020	67	33,518	50,000	83,518	8,183	2,875	20,000				31,058	2,460	50,000	52,460	83,518	
653001	Communication and Education Long-Range Planning	168	105,455	35,600	141,055							-		141,055	141,055	141,055	
661001	General Project Management	269	191,879	206,800	398,679	210,285	73,884		80,614			364,783	28,896	5,000	33,896	398,679	
661003	Roadways	34	22,779	-	22,779	15,619	5,488					21,107	1,672		1,672	22,779	
661004	Freight	20	15,536	-	15,536	10,653	3,743					14,396	1,140		1,140	15,536	
661005	Bicycles/Pedestrians	125	55,323	-	55,323	37,934	13,328					51,262	4,061		4,061	55,323	
661006	Public Transportation	120	53,255	-	53,255	36,516	12,830					49,346	3,909		3,909	53,255	
661007	Performance Measurement	20	14,446	-	14,446	9,906	3,480					13,386	1,060		1,060	14,446	
661008	Bike Counter Management	116	54,144	19,540	73,684	37,126	13,044					50,170	3,974	19,540	23,514	73,684	
661009	Public Involvement	61	39,756	-	39,756	27,260	9,578					36,838	2,918		2,918	39,756	
	Resource Development/Funding											-					
685001	Transportation Improvement Program	392	250,300	5,500	255,800	97,627	34,301	100,000				231,928	18,372	5,500	23,872	255,800	
685002	Project Development Program	33	24,545	75,000	99,545	16,830	5,913					22,743	1,802	75,000	76,802	99,545	
685003	Grant Research and Development	140	101,071	-	101,071							-		101,071	101,071	101,071	
685004	CIM Implementation Grants	18	12,893	54,000	66,893	8,840	3,106					11,946	946	54,000	54,946	66,893	
		1,850	1,175,785	448,940	1,624,725	602,721	211,767	190,000	80,614	-		1,085,103	85,956	453,666	539,622	1,624,725	
701001	Membership Services	167	111,563	-	111,563	76,497	26,877					103,374	8,189		8,189	111,563	
702001	Air Quality Outreach	7	4,545	45,455	50,000							-		50,000	50,000	50,000	
703001	General Public Services	14	9,059	-	9,059							-	9,059		9,059	9,059	
704001	Air Quality Operations	87	64,738	-	64,738							-		64,738	64,738	64,738	
705001	Transportation Liaison Services	64	48,183	-	48,183	33,038	11,608					44,647	3,537		3,537	48,183	
760001	Legislative Services	58	60,474	115,050	175,524							-		175,524	175,524	175,524	
761001	Growth Incentives	5	3,884	-	3,884	3,599						3,599	285		285	3,884	
		402	302,446	160,505	462,951	113,134	38,485	-	-	-		151,620	12,010	184,583	114,738	311,331	462,951
801001	Staff Development	111	72,685	40,000	112,685	49,839	17,511					67,350	5,335	40,000	45,335	112,685	
820001	Committee Support	218	142,103	2,000	144,103	97,437	34,235					131,672	10,430	2,000	12,430	144,103	
836001	Regional Travel Demand Model	102	79,235	25,200	104,435	39,530	13,889	20,000				73,419	5,816	25,200	31,016	104,435	
838001	Travel Survey Data Collection	20	15,536	150,000	165,536	10,653	3,743			138,990		153,386	12,150		12,150	165,536	
842001	Congestion Management Process	85	66,029	14,000	80,029	45,275	15,907					61,182	4,847	14,000	18,847	80,029	
860001	Geographic Information System Maintenance	462	282,595	250,333	532,928	64,830	24,043	96,705				185,577	20,742.50	118,276	208,333	347,351	532,928
		998	658,183	481,533	1,139,716	307,564	109,328	116,705	-	138,990		672,587	59,321	199,476	208,333	467,129	1,139,716
990001	Direct Operations / Maintenance	-	-	75,700	75,700							-		51,700	24,000	75,700	75,700
991001	Support Services Labor	890	-	-	-							-		-	-	-	-
999001	Indirect Operations/Maintenance	-	-	-	-							-		-	-	-	-
		890	-	75,700	75,700	-	-	-	-	-		-	-	51,700	24,000	75,700	75,700
<b>GRAND TOTAL</b>		<b>4,140</b>	<b>2,136,413</b>	<b>1,166,678</b>	<b>3,303,091</b>	<b>1,023,420</b>	<b>359,580</b>	<b>306,705</b>	<b>80,614</b>	<b>138,990</b>		<b>1,909,309</b>	<b>157,287</b>	<b>889,425</b>	<b>347,071</b>	<b>1,393,783</b>	<b>3,303,091</b>

**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO  
FY2020 UNIFIED PLANNING WORK PROGRAM and Budget - Draft  
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	206,800	157,800					49,000			
661005 Bicycles/Pedestrians	-	-	-							
661008 Bike Counter Management	19,540	5,000	14,540							
685001 Transportation Improvement Program	5,500						5,500			
685002 Project Development Program	75,000	75,000								
685004 CIM Implementation Grants	54,000	54,000								
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	14,000	14,000								
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		
<b>GRAND TOTAL</b>	<b>1,166,678</b>	<b>666,455</b>	<b>96,640</b>	<b>59,600</b>	<b>600</b>	<b>23,600</b>	<b>124,500</b>	<b>9,000</b>	<b>102,950</b>	<b>83,333</b>

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

CATEGORY	ACCOUNT CODE	FY2019 Revision 3	FY2020 Draft
Professional Services	930	34,800	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	11,800	11,500
Building Maintenance and Reserve for Major Repairs	955	54,000	54,000
Printing	960	1,500	1,000
Advertising	962	1,000	1,000
Audit	970	15,000	15,000
Insurance	971	13,000	13,000
Legal Services	972	2,500	5,000
General Supplies	980	6,000	6,000
Computer Supplies	982	18,800	15,000
Computer Software / Maintenance	983	17,000	25,000
Vehicle Maintenance	991	1,000	1,000
Utilities	992	10,500	10,000
Local Travel	993	2,100	1,500
Other / Miscellaneous	995	5,000	5,000
<b>TOTAL</b>		<b>203,450</b>	<b>203,450</b>

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

WORK PROGRAM DESCRIPTION		LEAD STAFF	DIRECTORS	PLANNING TEAM	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
<b>TOTAL PROJECTS</b>			<b>85</b>	<b>1,382</b>	<b>338</b>	<b>45</b>	<b>1,850</b>
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
<b>TOTAL SERVICES</b>			<b>93</b>	<b>228</b>	<b>35</b>	<b>46</b>	<b>402</b>
801001	Staff Development	ML	9	71	14	17	111
820001	Committee Support	ML	12	92	23	91	218
836001	Regional Travel Demand Model	MW	-	102	-	-	102
838001	Travel Survey Data Collection	MW	-	15	5	-	20
842001	Congestion Management Process	HM	-	80	5	-	85
860001	Geographic Information System Maintenance	EA	-	457	5	-	462
<b>TOTAL SYSTEM MAINTENANCE</b>			<b>21</b>	<b>817</b>	<b>52</b>	<b>108</b>	<b>998</b>
<b>TOTAL DIRECT</b>			<b>199</b>	<b>2,427</b>	<b>425</b>	<b>199</b>	<b>3,250</b>
991001	Support Services Labor	ML	261	103	35	491	890
<b>TOTAL INDIRECT/OVERHEAD</b>			<b>261</b>	<b>103</b>	<b>35</b>	<b>491</b>	<b>890</b>
<b>TOTAL LABOR</b>			<b>460</b>	<b>2,530</b>	<b>460</b>	<b>690</b>	<b>4,140</b>

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<b>PROGRAM NO.</b>	601				<b>CLASSIFICATION:</b>	Project
<b>TITLE:</b>	UPWP Budget Development and Monitoring					
<b>TASK / PROJECT DESCRIPTION:</b>	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.					
<b>PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:</b>	The UPWP is a comprehensive work plan that coordinates federally funded transportation planning and transportation related planning activities in the region and identifies the related planning budget.					
<b>FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW</b>	Federal Code 23 CFR § 450.308 (b) An MPO shall document metropolitan transportation planning activities performed with funds provided under title 23 U.S.C. and title 49 U.S.C. Chapter 53 in a unified planning work program (UPWP) or simplified statement of work in accordance with the provisions of this section and 23 CFR part 420.					
<b>FY2020 BENCHMARKS</b>						
<b>MILESTONES / PRODUCTS</b>						
<b>FY2020 UPWP</b> 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 <b>Process and obtain Board approval of FY2020 UPWP revisions</b> 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						Ongoing As Needed As Needed
<b>FY2021 UPWP Development</b> 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
<b>Present FY2021 UPWP</b> 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
<b>Track Federal requirements as related to Self-Certification</b> Compliance with federal requirements						Ongoing
<b>Track federal requirements as related to Regional Transportation Improvement Program and the Long-Range Transportation Plan</b> Document and prepare for Federal Certification Review Monitor federal changes through the Federal Register						Ongoing
<b>LEAD STAFF:</b> Meg Larsen						<b>Expense Summary</b>
<b>END PRODUCTS:</b> FY2020 UPWP revisions; FY2021 UPWP; and maximize funding opportunities.						
Total Workdays: 100 Salary \$ 49,415 Fringe 21,871 Overhead 7,500 Total Labor Cost: \$ 78,786						
<b>ESTIMATED DATE OF COMPLETION:</b> September-2020						<b>DIRECT EXPENDITURES:</b> Professional Services \$ - Legal / Lobbying Equipment Purchases Travel / Education Printing Public Involvement Meeting Support Other Total Direct Cost: \$ -
<b>Funding Sources</b>				<b>Participating Agencies</b>		
	Ada	Canyon	Special	Total	Member Agencies	
CPG, K19258	\$ 31,822	\$ 11,181		\$ 43,003	Federal Highway Administration	
CPG, K19071			30,000	30,000	Federal Transit Administration	
STP-TMA, K19060						
Local / Fund Bal	4,279	1,504		5,782		
<b>Total:</b>	<b>\$ 36,101</b>	<b>\$ 12,685</b>	<b>\$ 30,000</b>	<b>\$ 78,786</b>		<b>Total Cost: \$ 78,786</b>

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<b>PROGRAM NO.</b>	620			<b>CLASSIFICATION:</b>	Project
<b>TITLE:</b>	<b>Demographics and Growth Monitoring</b>				
<b>TASK / PROJECT DESCRIPTION:</b>	To collect, analyze, and report on growth and transportation patterns related to goals in the regional long-range transportation plan. This includes providing demographic data, such as population and employment estimates, Census 2020 preparation work, providing relevant information for local decision-making, and updating demographic forecasts based on new entitlements and policies.				
<b>PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:</b>	Tracking and monitoring growth and system demands are critical to several planning efforts: 1) <i>Communities in Motion</i> as well as other corridor, subarea, and alternative analyses depend on accurate data and assumptions about current and future transportation, housing, and infrastructure demands; 2) The travel demand model also requires current and accurate housing and employment data; 3) Accessing, mapping, and disseminating census data and training enables member agencies to have data for studies, grants, land use allocation demonstration modeling, and other analyses, and is an often requested member service; 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.				
<b>FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:</b>	<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>				
<b>FY2020 BENCHMARKS</b>					
<b>MILESTONES / PRODUCTS</b>					
<b>Population and Employment Estimates</b>					
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
<b>Census Liaison/Clearinghouse</b>					
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
<b>Development Forecasting, Tracking, and Reconciliation</b>					
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
<b>Demographics Support</b>					
Respond to member requests for census data Provide development and policy reviews and checklists Development checklist report					Ongoing Ongoing Mar
<b>LEAD STAFF:</b>	Carl Miller				
<b>END PRODUCT:</b>	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.				
					<b>Expense Summary</b>
					Total Workdays: 234
					Salary
					Fringe 43,199
					Overhead 14,815
					Total Labor Cost: \$ 155,617
<b>ESTIMATED DATE OF COMPLETION:</b>	September-2020				
<b>Funding Sources</b>					<b>Participating Agencies</b>
	Ada	Canyon	Special	Total	Member Agencies
CPG, K19258	\$ 62,304	\$ 21,891		\$ 84,195	
CPG, K19071				-	
STP-TMA, K19060			60,000	60,000	
Local / Fund Bal	8,452	2,970	52,500	63,922	
<b>Total:</b>	<b>\$ 70,756</b>	<b>\$ 24,861</b>	<b>\$ 112,500</b>	<b>208,117</b>	
					<b>DIRECT EXPENDITURES:</b>
					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: \$ 208,117

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<b>PROGRAM NO.</b>	653			<b>CLASSIFICATION:</b>	Project	
<b>TITLE:</b>	Communication and Education					
<b>TASK / PROJECT DESCRIPTION:</b>	The Communication and Education task broadly includes external communications, public relations, public involvement, public education, and ongoing COMPASS Board education. Specific elements of the task include, but are not limited to, managing the ongoing COMPASS education series, the annual COMPASS 101 workshop, periodic Board workshops, and the Leadership in Motion awards program; writing the annual report, <i>Keeping Up With COMPASS</i> newsletter, brochures, web content, news releases, and other documents; managing COMPASS' social media channels; supporting the Public Participation Workgroup; and representing COMPASS at open houses and other events.					
<b>PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:</b>	The Communication and Education program helps COMPASS facilitate public involvement in, and understanding of, transportation and related planning efforts by planning and implementing an integrated communications/education and public involvement strategy.					
<b>FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:</b>	Federal Code 23 CFR § 450.316 requires public input and involvement in metropolitan planning organization planning activities. Public involvement for specific programs (e.g., Regional Transportation Improvement Program, regional long-range transportation plan [ <i>Communities in Motion</i> ]) is planned/budgeted under those programs. The Communication and Education task supports that outreach and involvement through developing /updating the COMPASS <i>Integrated Communication Plan</i> and Public Involvement Plan every three years, coordinating outreach efforts, and providing more general (non-program specific) opportunities for the public to learn about transportation, planning, financial, and related issues to support federally required public involvement efforts.					
<b>FY2020 BENCHMARKS</b>						
<b>MILESTONES / PRODUCTS</b>						
<b>General</b> Continue work with media -- set up interviews, develop story ideas, respond to inquiries, write/distribute news releases Support work of Public Participation Workgroup Provide outreach/public speaking support and training to staff Conduct annual update of social media audit					Ongoing	
<b>Develop tools, such as electronic and print materials, designed for most effective means of communication</b> Maintain and enhance COMPASS social media channels Continually update COMPASS website to keep content up to date; continue to track COMPASS website traffic Develop FY2020 annual report, annual budget summary, and annual communication summary Write and distribute monthly update handout Write and distribute monthly Keeping Up With COMPASS newsletter Update/develop other print materials as appropriate					Ongoing Ongoing Jul-Sep Ongoing Ongoing Ongoing	
<b>Education and community outreach</b> Develop and implement FY2020 public education series to include a minimum of three speakers Support and collaborate with other agencies' outreach and education efforts and programs Participate in community events to share planning-related information Attend/support member agencies at public meetings Manage/support <i>Leadership in Motion</i> awards program Plan and host annual "COMPASS 101" workshop Sponsor "Look! Save a Life" bicycle/pedestrian safety campaign (coordinated through the City of Boise Police Department) Present information about COMPASS and our programs to stakeholders and community groups as requested					Jan - Sep Ongoing Ongoing Ongoing Aug - Dec Jan - Feb Mar - Jun Ongoing	
<b>LEAD STAFF:</b>	Amy Luft				<b>Expense Summary</b>	
<b>END PRODUCT:</b>	Public involvement in, and understanding of, transportation planning and related issues.				Total Workdays: 168	
					Salary	\$ 66,141
					Fringe	29,274
					Overhead	10,039
					Total Labor Cost: \$ 105,455	
<b>ESTIMATED DATE OF COMPLETION:</b>				September-2020		
<b>Funding Sources</b>				<b>Participating Agencies</b>		
	Ada	Canyon	Special	Total	Highway Districts	
				\$ -	Member Agencies	
					Federal Highways Administration	
					Idaho Transportation Department	
					Valley Regional Transit	
					Department of Environmental Quality	
Local / Fund Bal			141,055	141,055	Ada County Air Quality Board	
				-		
	\$ -	\$ -	\$ 141,055	\$ 141,055		
					Total Direct Cost: \$ 35,600	
					653	Total Cost: \$ 141,055

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<b>PROGRAM NO.</b>	661				<b>CLASSIFICATION:</b>	Project	
<b>TITLE:</b>	Long Range Planning						
<b>TASK / PROJECT DESCRIPTION:</b>	This project encompasses the activities to identify regional transportation needs and solutions, and prepare a regional long-range transportation plan, <i>Communities in Motion</i> (CIM), for Ada and Canyon Counties. This task also incorporates implementation support for the adopted long-range transportation plan and ongoing long-range planning activities.						
<b>PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:</b>	<i>Communities in Motion</i> (CIM) is developed in cooperation with member agencies, local governments and the Idaho Transportation Department by a continuing, cooperative, and comprehensive planning process. This performance and outcome-based planning will help guide resources to infrastructure and service projects that collectively help achieve the regional (CIM) goals.						
<b>FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:</b>	Federal Code 23 CFR § 450 "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.						
<b>FY2020 BENCHMARKS</b>							
<b>MILESTONES / PRODUCTS</b>							
<b>661001 General Project Management</b>							
Work with the Regional Transportation Advisory Committee, workgroups and the COMPASS Board to develop CIM 2050							Oct-Dec
Manage contracts related to CIM 2050							Oct-Sep
Monitor legislative, funding, etc. changes							Ongoing
Compile updates to CIM 2040 2.0							Dec
Develop and implement fiscal impact analysis tool							May
Using feedback on trends and values, develop "what if" transportation scenarios							May
<b>661003 Roadways</b>							
Update the regional complete streets policy							June
<b>661004 Freight</b>							
Work with Freight Advisory Workgroup to update Complete Streets policy							June
Help member agencies identify freight projects and develop funding applications							Ongoing
<b>661005 Active Transportation (bicycle and pedestrian)</b>							
Develop and implement work plan Treasure Valley Regional Bikeway and Pathway Plan							Oct-Sep
Develop planning tool kit for first/last mile improvements (with public transportation)							Dec
Work with Active Transportation Workgroup to update Complete Streets policy							June
Develop Rails with Trails implementation plan							Dec
Compile annual Rails with Trails progress report							July
<b>661006 Public Transportation</b>							
Develop and implement fixed guideway work plan for public transportation scenario planning							Oct-Sep
Develop planning toolkit for first/last mile improvements (with active transportation)							Dec
Work with Public Transportation Workgroup to update Complete Streets policy							June
Conduct Park and Ride study, Phase I							Aug
<b>661007 Performance Management</b>							
Compile FHWA and FTA required performance reporting							Ongoing
Develop and implement fiscal impact analysis tool							May
Complete the 2020 Change in Motion scorecard							Aug
Complete TIP Achievement reporting process							Aug
Develop a regional pavement asset inventory, calibration, and management plan							Sep
<b>661008 Bike Counter Management</b>							
Manage portable counter requests							Ongoing
Manage permanent counter program and COMPASS Data Bike							Ongoing
Manage and report data							Ongoing
<b>661009 Public Involvement</b>							
Conduct public involvement according to the work plan							Oct-Sep
<b>LEAD STAFF:</b>					Liisa Itkonen		
<b>END PRODUCT:</b> 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.					<b>Expense Summary</b>		
					Total Workdays: 765		
					Salary \$ 280,433		
					Fringe 124,120		
					Overhead 42,566		
					Total Labor Cost: 447,119		
<b>ESTIMATED DATE OF COMPLETION:</b>					September-2020		
<b>Funding Sources</b>					<b>Participating Agencies</b>		
	Ada	Canyon	Special	Total	Member Agencies		
CPG, K19258	\$ 385,299	\$ 135,375		\$ 520,674	ITD		
CPG, K19071				-	FHWA		
STP-TMA, K19060			80,614	80,614	FTA		
S P-TMA, K19571				-			
Local / Fund Bal	35,247	12,384	24,540	72,171			
				-			
<b>Total:</b>	<b>\$ 420,546</b>	<b>\$ 147,759</b>	<b>\$ 105,154</b>	<b>\$ 673,459</b>			
					Professional Services \$ 162,800		
					Legal / Lobbying		
					Equipment Purchases 14,540		
					Travel / Education		
					Printing		
					Public Involvement 49,000		
					Meeting Support		
					Other		
					Total Direct Cost: \$ 226,340		
					661 Total Cost: \$ 673,459		

<b>PROGRAM NO.</b>	685				<b>CLASSIFICATION:</b>	Project	
<b>TITLE:</b>	Resource Development/Funding						
<b>TASK / PROJECT DESCRIPTION:</b>	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 FY20209-2024 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.						
<b>PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:</b>	Implement requested projects by member agencies, and leverage local dollars. Well defined and scoped projects with accurate project costs and schedules allow strong grant applications, linked closely with CIM 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.						
<b>FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:</b>	The task is designed to help identify additional revenue sources for member agencies to assist in funding improvements and ongoing maintenance of the transportation system; also assists member agencies in implementing the regional long-range transportation plan, <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.						
<b>FY2020 BENCHMARKS</b>							
<b>MILESTONES / PRODUCTS</b>							
<b>685001 Transportation Improvement Program</b> Update funding application process Conduct member outreach Solicit project applications Assist members with developing complete applications Facilitate 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
<b>685002 Project Development Program</b> Select, contract with, and manage consultants Manage project development teams Review/revise, approve, and disseminate reports							Oct-Sept
<b>685003 Grant Research and Development</b> Seek funding for project needs listed in the Resource Development Plan Monitor grant sources; share grant information Match grant sources with unfunded members needs Write/assist member agencies with grant applications - TIGER, FASTLANE, CDBG, etc.							Oct-Sept
<b>685004 CIM Implementation Grants</b> Administer contracting/reporting/billing processes Manage projects to ensure completion on time and on budget							Oct-Sept
<b>LEAD STAFF:</b> Toni Tisdale					<b>Expense Summary</b>		
<b>END PRODUCTS:</b> Current-year TIP and TIP update. Annual Resource Development Plan. Project Development Program pre-concept reports. Application assistance. CIM Implementation Grants.							
					Total Workdays: 583		
					Salary \$ 243,861		
					Fringe 107,933		
					Overhead 37,015		
					Total Labor Cost: \$ 388,809		
<b>ESTIMATED DATE OF COMPLETION:</b> September-2020					<b>DIRECT EXPENDITURES:</b>		
<b>Funding Sources</b>				<b>Participating Agencies</b>			
	Ada	Canyon	Special	Total	Member Agencies		
CPG, K19258	\$ 123,297	\$ 43,321		\$ 166,618			
CPG, K19071				-			
STP-TMA, K19060			100,000	100,000			
				-			
Local / Fund Bal	15,629	5,491	235,571	256,691			
				-			
<b>Total:</b>	<b>\$ 138,926</b>	<b>\$ 48,812</b>	<b>\$ 335,571</b>	<b>\$ 523,309</b>			
					Total Direct Cost: \$ 134,500		
					685 Total Cost: \$ 523,309		

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<b>PROGRAM NO.</b>	701			<b>CLASSIFICATION:</b>	Service			
<b>TITLE:</b>	General Membership Services							
<b>TASK / PROJECT DESCRIPTION:</b>	Provides assistance to COMPASS members, including demographic data, mapping, geographic information system assistance/education, travel demand modeling, and other project support.							
<b>PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:</b>	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.							
<b>FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:</b>	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.							
<b>FY2020 BENCHMARKS</b>								
<b>MILESTONES / PRODUCTS</b>								
<b>Provide general assistance to member agencies as requested in the areas of:</b> 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  <b>Specific requested assistance:</b> 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			
<b>LEAD STAFF:</b>	Liisa Itkonen				<b>Expense Summary</b>			
<b>END PRODUCT:</b> Data, mapping, and modeling assistance to COMPASS members. Support for member agency studies and planning activities.					Total Workdays: 167 Salary \$ 69,972 Fringe 30,970 Overhead 10,621 Total Labor Cost: \$ 111,563			
<b>ESTIMATED DATE OF COMPLETION:</b>	September-2020				<b>DIRECT EXPENDITURES:</b> Professional Services Legal / Lobbying Equipment Purchases Travel / Education Printing Public Involvement Meeting Support Other  Total Direct Cost: \$ - Total Cost: \$ 111,563			
<b>Funding Sources</b>				<b>Participating Agencies</b>				
	Ada	Canyon	Special	Total			Member Agencies	
CPG, K19258	\$ 76,497	\$ 26,877		\$ 103,374				
CPG, K19071				-				
Local / Fund Bal	6,060	2,129		8,189				
<b>Total:</b>	<b>\$ 82,557</b>	<b>\$ 29,006</b>		<b>\$ 111,563</b>	701			

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<b>PROGRAM NO.</b>	702			<b>CLASSIFICATION:</b>	Service
<b>TITLE:</b>	Air Quality Outreach				
<b>TASK / PROJECT DESCRIPTION:</b>	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.				
<b>PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:</b>	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.				
<b>FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:</b>	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 to fund an air quality public awareness and outreach program. (http://www.legislature.idaho.gov/ldstat/Title39/T39CH1SECT39-116B.htm).				
<b>FY2020 BENCHMARKS</b>					
<b>MILESTONES / PRODUCTS</b>					
<b>Public Service Announcements</b> 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
<b>LEAD STAFF:</b> Amy Luft					<b>Expense Summary</b>
<b>END PRODUCT:</b> 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
<b>ESTIMATED DATE OF COMPLETION:</b> September-2020					<b>DIRECT EXPENDITURES:</b>
<b>Funding Sources</b>				<b>Participating Agencies</b>	
	Ada	Canyon	Special	Total	Department of Environmental Quality
				\$ -	Ada County Air Quality Board
Special			50,000	50,000	
				-	
<b>Total:</b>	\$ -	\$ -		\$ 50,000	
					Total Direct Cost: \$ 45,455
					702 Total Cost: \$ 50,000

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<b>PROGRAM NO.</b>	703			<b>CLASSIFICATION:</b>	Service
<b>TITLE:</b>	Public Services				
<b>TASK / PROJECT DESCRIPTION:</b>	To provide data, mapping, demographic, and other assistance to the public and non-member entities, as appropriate. For some products, such as maps, there is a charge for the product. When data or other information are not "off-the-shelf" and staff time is needed for research, a labor charge may be applied consistent with COMPASS policy.				
<b>PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:</b>	COMPASS responds to questions from the public and provides a number of products to the public and other entities: demographic data, development information, traffic counts and projections, maps, and geographic information system analyses.				
<b>FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:</b>	There are no federal or state requirements concerning provision of services to the public. However, these services support COMPASS' vision, mission, roles, and values, including: "...serve as a source of information and expertise..." (COMPASS Mission), "serve as the regional technical resource..." (Role #3 Expert), and "perform and share quality analyses" (Role #3 Expert).				
<b>FY2020 BENCHMARKS</b>					
<b>MILESTONES / PRODUCTS</b>					
<b>Provide assistance to public and non-member entities, as requested, in the areas of:</b> Geographic Information Systems (GIS) (maps, data, and analyses) Data and travel demand modeling Demographic, development, and related information Traffic counts and related information Other general requests for information					Ongoing
<b>LEAD STAFF:</b> Mary Ann Waldinger				<b>Expense Summary</b>	
<b>END PRODUCT:</b> Information assistance to the general public.				Total Workdays: 14	
				Salary \$ 5,682	
				Fringe 2,515	
				Overhead 862	
				Total Labor Cost: \$ 9,059	
<b>ESTIMATED DATE OF COMPLETION:</b> September-2020				<b>DIRECT EXPENDITURES:</b> \$ -	
<b>Funding Sources</b>				<b>Participating Agencies</b>	
	Ada	Canyon	Special	Total	Member Agencies
				\$ -	
Local / Fund Bal			9,059	\$ 9,059	
<b>Total:</b>	\$ -	\$ -	\$ 9,059	\$ 9,059	
				Total Direct Cost: \$ -	
				703	Total Cost: \$ 9,059

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<b>PROGRAM NO.</b>	704			<b>CLASSIFICATION:</b>	Service
<b>TITLE:</b>	Air Quality Operations				
<b>TASK / PROJECT DESCRIPTION:</b>	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.				
<b>PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:</b>	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 unctions will free up time for its staff to focus on emissions testin .				
<b>FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW</b>	There is no federal requirement for this service.				
<b>FY2020 BENCHMARKS</b>					
<b>MILESTONES / PRODUCTS</b>					
<b>General Administration</b> 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  <b>Personnel Management</b> Prepare and complete recruitment processes Conduct employee annual evaluations Renew insurance policies Pursue FY2020 benefit options  <b>Financial Management</b> 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  <b>Information Technology</b> 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
<b>LEAD STAFF:</b> Meg Larsen				<b>Expense Summary</b>	
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	
<b>ESTIMATED DATE OF COMPLETION:</b> September-2020				<b>DIRECT EXPENDITURES:</b>	
<b>Funding Sources</b>				<b>Participating Agencies</b>	
	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: \$ -
<b>Total:</b>	\$ -	\$ -	\$ 64,738	64,738	704
					Total Cost: \$ 64,738

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<b>PROGRAM NO.:</b>	705	<b>CLASSIFICATION:</b>	Service
<b>TITLE:</b>	Transportation Liaison Services		
<b>TASK / PROJECT DESCRIPTION:</b>	To provide adequate staff liaison time at member agency meetings and coordinate transportation-related planning activities with member agencies.		
<b>PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:</b>	Transportation liaison services ensure staff representation and coordination with membership on transportation-related planning. Requests that exceed four days may require COMPASS Board approval of a new work program.		
<b>FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:</b>	Achieve better inter-jurisdictional coordination of transportation and land use planning. Documentation of other significant transportation planning projects occurring within the Treasure Valley through the Unified Planning Work Program and Budget.		

<b>FY2020 BENCHMARKS</b>	<b>MILESTONES / PRODUCTS</b>
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Attend member agency meetings and coordinate transportation-related planning activities with member agencies.	Ongoing
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<b>LEAD STAFF:</b> Matt Stoll	<b>Expense Summary</b>
<b>END PRODUCT:</b> Ongoing staff liaison role to member agencies.	
	<b>Total Workdays:</b> 64
	Salary \$ 30,220
	Fringe 13,376
	Overhead 4,587
	<b>Total Labor Cost:</b> \$ 48,183
<b>ESTIMATED DATE OF COMPLETION:</b> September-2020	<b>DIRECT EXPENDITURES:</b>
	Professional Services \$ -
	Legal / Lobbying
	Equipment Purchases
	Travel / Education
	Printing
	Public Involvement
	Meeting Support
	Other
	<b>Total Direct Cost:</b> \$ -
	<b>705 Total Cost:</b> \$ 48,183

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<b>PROGRAM NO.:</b>	<b>760</b>	<b>CLASSIFICATION:</b>	<b>Service</b>
<b>TITLE:</b>	<b>Legislative Services</b>		
<b>TASK / PROJECT DESCRIPTION:</b>	Work with and manage the contract for legislative services. Identify, review, monitor, advocate and report to the COMPASS Board on pending state and federal legislation that directly or indirectly relates to COMPASS priorities and activities.		
<b>PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:</b>	To secure funding and influence policies on relevant transportation-related legislation at the federal and state levels.		
<b>FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:</b>	There is no federal requirement for this process. The Board works together to identify and prioritize needs and projects.		

**FY2020 BENCHMARKS** **MILESTONES / PRODUCTS**

<p><b>Federal Legislative Priorities</b>  Work with COMPASS Executive Committee to identify priorities and position statements for federal legislation  Obtain COMPASS Board approval of federal legislative priorities  Educate and advocate on federal legislative priorities  Evaluate possible legislative priorities for next federal legislative session</p> <p><b>State Legislative Priorities</b>  Work with Executive Committee to identify possible priorities and position statements for FY2020 legislative session  Obtain Board endorsement of FY2020 legislative priorities  Educate and advocate on FY2020 legislative priorities  Evaluate possible legislative priorities for FY2020 legislative session</p>	<p>Oct-Nov Nov-Dec Dec-Sep May-Sep</p> <p>Oct-Nov Nov-Dec Dec-Apr May-Sep</p>
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<b>LEAD STAFF:</b>	Matt Stoll				<b>Expense Summary</b>	
<b>END PRODUCT:</b>	An effective advocacy program for legislative issues and positions that have been approved by the Board.				Total Workdays: 58	
					Salary \$ 37,929	
					Fringe 16,787	
					Overhead 5,757	
					Total Labor Cost: \$ 60,474	
<b>ESTIMATED DATE OF COMPLETION:</b>	September-2020				<b>DIRECT EXPENDITURES:</b>	
<b>Funding Sources</b>				<b>Participating Agencies</b>		
	Ada	Canyon	Special	Total	Member Agencies Professional Services Legal / Lobbying \$ 85,950 Equipment Purchases Travel / Education 18,000 Printing Public Involvement Meeting Support Other 11,100 Total Direct Cost: \$ 115,050 Total Cost: \$ 175,524	
			175,524	\$ 175,524		
Local / Fund Bal				-		
<b>Total:</b>	\$ -	\$ -	\$ 175,524	\$ 175,524		
					760	

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<b>PROGRAM NO.</b>	761				<b>CLASSIFICATION:</b>	Service	
<b>TITLE:</b>	Growth Incentives						
<b>TASK / PROJECT DESCRIPTION:</b>	Provides assistance to COMPASS members, by evaluating growth incentive policies, reviewing best practices with stakeholders, and reporting to relevant committee.						
<b>PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:</b>	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.						
<b>FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:</b>	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."						
<b>FY2020 BENCHMARKS</b>							
<b>MILESTONES / PRODUCTS</b>							
<b>Administration</b> Facilitate required annual meeting of Blueprint for Good Growth							April
<b>Policy Analysis</b> Evaluate growth incentive policies (best practices, legal requirements) as directed by relevant committee Report to workgroup/committee and identify pilot study							As needed
<b>LEAD STAFF:</b> Matt Stoll					<b>Expense Summary</b>		
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		\$ 2,436
					Fringe		1,078
					Overhead		370
					Total Labor Cost: \$ 3,884		
<b>ESTIMATED DATE OF COMPLETION:</b> September-2020					<b>DIRECT EXPENDITURES:</b>		
<b>Funding Sources</b>				<b>Participating Agencies</b>			
	Ada	Canyon	Special	Total	Ada County Member Agencies		
CPG, K19258	\$ 3,599			\$ 3,599			
CPG, K19071				-			
Local / Fund Bal	285			285			
<b>Total:</b>	<b>\$ 3,884</b>	<b>\$ -</b>		<b>\$ 3,884</b>	Professional Services \$ -		
					Legal / Lobbying		
					Equipment Purchases		
					Travel / Education		
					Printing		
					Public Involvement		
					Meeting Support		
					Other		
					Total Direct Cost: \$ -		
					761	Total Cost: \$ 3,884	

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<b>PROGRAM NO.</b>	801			<b>CLASSIFICATION:</b>	System Maintenance
<b>TITLE:</b>	Staff Development				
<b>TASK / PROJECT DESCRIPTION:</b>	To provide staff with resources necessary to keep them informed of federal and state regulations, current transportation planning technologies, and best practices and activities nationally.				
<b>PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:</b>	The activities of this task are part of the overall continuous process to enhance technical and professional capacity. It is important that staff be informed and educated on new regulations and practices to develop and maintain a responsive transportation program.				
<b>FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:</b>	There are no federal or state requirements concerning provision of staff training; however, COMPASS provides staff with opportunities for training and education. Training examples include attending workshops and conferences sponsored by Federal Highway Administration, National Association of Regional Councils, American Planning Association, Western Planners, Association of Metropolitan Planning Organizations, and the Transportation Research Board, etc., to keep staff well informed.				
<b>FY2020 BENCHMARKS</b>					
				<b>MILESTONES / PRODUCTS</b>	
Staff training and development					Ongoing
<b>LEAD STAFF:</b> Meg Larsen <b>END PRODUCT:</b> Maintain staff knowledge of federal grant requirement needs and changes and build a strong team through national and local seminars, workshops, conferences, and educational classes.					<b>Expense Summary</b> Total Workdays: 111 Salary \$ 45,588 Fringe 20,177 Overhead 6,920 <b>Total Labor Cost: \$ 72,685</b>
<b>ESTIMATED DATE OF COMPLETION:</b>				September-2020	
<b>Funding Sources</b>				<b>Participating Agencies</b>	
	Ada	Canyon	Special	Total	
CPG, K19258	\$ 49,839	\$ 17,511		\$ 67,350	Federal Highway Administration
CPG, K19071				-	Federal Transit Administration
Local / Fund Bal	3,948	1,387	40,000	45,335	
				-	
<b>Total:</b>	<b>\$ 53,787</b>	<b>\$ 18,898</b>		<b>\$ 112,685</b>	
					<b>DIRECT EXPENDITURES:</b> Professional Services \$ - Legal / Lobbying Equipment Purchases Travel / Education 40,000 Printing Public Involvement Meeting Support Other <b>Total Direct Cost: \$ 40,000</b>
					801 Total Cost: \$ 112,685

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<b>PROGRAM NO.</b>	820			<b>CLASSIFICATION:</b>	System Maintenance	
<b>TITLE:</b>	Committee Support					
<b>TASK / PROJECT DESCRIPTION:</b>	To provide support to the COMPASS Board and standing committees as defined by the COMPASS Bylaws and Joint Powers Agreement. As lead agency, COMPASS also provides support to the Interagency Consultation Committee.					
<b>PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:</b>	Provide coordination and communication among member agencies' staff and elected officials in transportation and land use planning, through meeting materials, agendas, and minutes, which are a historical record of events leading to the decision-making processes.					
<b>FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:</b>	The COMPASS Joint Powers Agreement, Section 4.1.6(K), states, Open Meeting Law: All meetings of the Board shall be governed under the provisions of the Open Meeting Law, Chapter 2, Title 74, Idaho Code, and any amendments and/or recodification thereof.					
<b>FY2020 BENCHMARKS</b>						
<b>MILESTONES / PRODUCTS</b>						
Provide meeting coordination, materials, and follow-up to the Board, standing committees and workgroups.					Ongoing	
<b>LEAD STAFF:</b>	Meg Larsen				<b>Expense Summary</b>	
<b>END PRODUCT:</b> Ongoing support of committees to promote involvement and communication.					Total Workdays: 218	
					Salary \$ 89,127	
					Fringe 39,448	
					Overhead 13,528	
					Total Labor Cost: \$ 142,103	
<b>ESTIMATED DATE OF COMPLETION:</b>				September-2020		<b>DIRECT EXPENDITURES:</b>
<b>Funding Sources</b>				<b>Participating Agencies</b>		Professional Services \$ -
	Ada	Canyon	Special	Total	Member Agencies	Legal / Lobbying
CPG, K19258	\$ 97,437	\$ 34,235		\$ 131,672		Equipment Purchases
CPG, K19071				-		Travel / Education
Local / Fund Bal	7,718	2,712	2,000	12,431		Printing
				-		Public Involvement
				-		Meeting Support
				-		Other
<b>Total:</b>	<b>\$ 105,155</b>	<b>\$ 36,947</b>		<b>\$ 144,103</b>		Total Direct Cost: \$ 2,000
					820	Total Cost: \$ 144,103

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<b>PROGRAM NO.</b>	<b>836</b>	<b>CLASSIFICATION:</b>	<b>System Maintenance</b>
<b>TITLE:</b>	<b>Technical Support: Regional Travel Demand Model</b>		
<b>TASK / PROJECT DESCRIPTION:</b>	Upkeep of the regional travel demand model is an ongoing task needed to maintain the model as a useful tool in planning activities. It also provides vital information for the required process of air quality conformity demonstration and all benefit-cost evaluations.		
<b>PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:</b>	The model outputs are used to test and plan transportation projects, support 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.		
<b>FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:</b>	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**

<b>Key Elements</b>		
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
<b>2050 Plan Technical Support</b>		
Provide technical and modeling support as needed for the early phases of the 2050 Plan.		Ongoing
<b>Special Tasks and Model Improvements</b>		
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

<b>LEAD STAFF:</b> Mary Ann Waldinger		<b>Expense Summary</b>	
<b>END PRODUCT:</b> Reasonable and reliable regional travel demand model using the latest available information and forecasts for various types of projects, studies, and analyses.		<b>Total Workdays:</b> 102	
		Salary	\$ 49,696
		Fringe	21,996
		Overhead	7,543
		<b>Total Labor Cost:</b>	<b>\$ 79,235</b>
<b>ESTIMATED DATE OF COMPLETION:</b> September-2020		<b>DIRECT EXPENDITURES:</b>	
<b>Funding Sources</b>		<b>Participating Agencies</b>	
	<b>Ada</b>	<b>Canyon</b>	<b>Special</b>
CPG, K19258	\$ 39,530	\$ 13,889	\$ 53,419
CPG, K19071			-
STP-TMA, K19060		20,000	20,000
			-
Local / Fund Bal	4,304	1,512	31,016
			-
<b>Total:</b>	<b>\$ 43,834</b>	<b>\$ 15,401</b>	<b>\$ 45,200</b>
			\$ 104,435
		<b>Total Direct Cost:</b>	<b>\$ 25,200</b>
		<b>836</b>	<b>Total Cost: \$ 104,435</b>

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<b>PROGRAM NO.</b>	<b>838</b>	<b>CLASSIFICATION:</b>	<b>System Maintenance</b>
<b>TITLE:</b>	<b>Technical Support: 2020/21 Travel Data Survey (key no. 19303)</b>		
<b>TASK / PROJECT DESCRIPTION:</b>	Upkeep of the regional travel demand model is an ongoing task needed to maintain the model as a useful tool in planning activities. 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.		
<b>PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:</b>	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.		
<b>FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:</b>	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**

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

<b>LEAD STAFF:</b> Mary Ann Waldinger					<b>Expense Summary</b>			
<b>END PRODUCT:</b> Reasonable and reliable regional travel demand model using the latest available information and forecasts for various types of projects, studies, and analyses.					Total Workdays: 20			
					Salary	\$ 9,744		
					Fringe	4,313		
					Overhead	1,479		
					Total Labor Cost: \$ 15,536			
<b>ESTIMATED DATE OF COMPLETION:</b> September-2020					<b>DIRECT EXPENDITURES:</b>			
<b>Funding Sources</b>				<b>Participating Agencies</b>				
	Ada	Canyon	Special	Total			Professional Services	\$ 150,000
CPG, K19258	\$ 10,653	\$ 3,743		\$ 14,396			Legal / Lobbying	
CPG, K19071				-			Equipment Purchases	
STP-TMA, K19303			138,990	138,990			Travel / Education	
Local / Fund Bal	8,991	3,159		12,150	Printing			
				-	Public Involvement			
<b>Total:</b>	<b>\$ 19,644</b>	<b>\$ 6,902</b>	<b>\$ 138,990</b>	<b>\$ 165,536</b>	Meeting Support			
				-	Other			
					Total Direct Cost: \$ 150,000			
					838	Total Cost: \$ 165,536		

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<b>PROGRAM NO.</b>	<b>842</b>	<b>CLASSIFICATION:</b>	<b>System Maintenance</b>
<b>TITLE:</b>	<b>Congestion Management Process</b>		
<b>TASK / PROJECT DESCRIPTION:</b>	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.		
<b>PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:</b>	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.		
<b>FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:</b>	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**

<b>Congestion Management and Travel Time Data</b>		
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
<b>NPMRDS Travel Time Data and Process</b>		Ongoing
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)		
<b>Transportation System Management and Ops (TSMO) and ITS Plan Update</b>		
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

<b>LEAD STAFF:</b> Mary Ann Waldinger		<b>Expense Summary</b>	
<b>END PRODUCT:</b> Update of the Congestion Management Process and 2018 travel time data collection, analysis and report.		<b>Total Workdays:</b> 85	
		Salary	\$ 41,413
		Fringe	18,330
		Overhead	6,286
		<b>Total Labor Cost:</b>	<b>\$ 66,029</b>
<b>ESTIMATED DATE OF COMPLETION:</b> September-2020		<b>DIRECT EXPENDITURES:</b>	
<b>Funding Sources</b>		<b>Participating Agencies</b>	
	Ada	Canyon	Special
CPG, K19258	\$ 45,275	\$ 15,907	\$ 61,182
CPG, K19071			-
STP-TMA, K18694			-
Local / Fund Bal	3,587	1,260	14,000
			18,847
<b>Total:</b>	<b>\$ 48,862</b>	<b>\$ 17,167</b>	<b>\$ 14,000</b>
			<b>\$ 80,029</b>
		<b>Total Direct Cost:</b>	<b>\$ 14,000</b>
		<b>842 Total Cost:</b>	<b>\$ 80,029</b>

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<b>PROGRAM NO.</b>	860			<b>CLASSIFICATION:</b>	System Maintenance	
<b>TITLE:</b>	Geographical Information System Maintenance (GIS)					
<b>TASK / PROJECT DESCRIPTION:</b>	Planning activities depend on current and accurate geographic information. For data to be available in a quality suitable for planning, continual data acquisition is necessary. This involves partnering with other GIS stakeholders, data maintenance, editing, and creating new data from GPS and orthophotography.					
<b>PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:</b>	GIS data and technology are used for internal budget support. COMPASS also provides this geographic information to its members and the general public in the form of maps, data, and analysis. COMPASS works in conjunction with its member agencies via the Regional Geographic Advisory Workgroup (RGAWG) to create regional data that can be used for many purposes.					
<b>FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW, REFERENCE TO STRATEGIC PLAN:</b>	Federal Code 23 CFR § 450.324 (f)-- In updating the transportation plan, the MPO shall use the latest available estimates and assumptions for population, land use, travel, employment, congestion, and economic activity. "The metropolitan transportation plan shall, at a minimum, include (1) The projected transportation demand of persons and goods in the metropolitan planning area over the period of the transportation plan...."					
<b>FY2020 BENCHMARKS</b>						
<b>MILESTONES / PRODUCTS</b>						
<b>Provide GIS Data Maintenance and Support for COMPASS Projects.</b> Data analysis, and maintenance for performance reporting and other planning needs Enterprise database creation Data integration GIS Technology 2020 Census (new construction program and BAS)						Ongoing
<b>GIS Cooperation</b> Continue participation in the Canyon Spatial Data Cooperative (SDC) and Ada County Special Interest Group (SIG) meetings						Quarterly/as needed
<b>Regional Geographic Advisory Committee</b> Host the Regional Geographic Advisory Workgroup to enable regional cooperation of GIS data						Quarterly/as needed
<b>Regional Data Center</b> Expand and maintain authoritative regional GIS data COMPASS staff will conduct data accuracy checks and metadata on regional data sets						Ongoing
<b>FY20 CIM 2040 2.0 GIS Data and Mapping Support (55 workdays)</b> 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
<b>TIP</b> Provide ongoing support						Ongoing
<b>Orthophotography</b> Provide orthophotography data to private sector as needed Continue to plan for future orthophotography acquisition and funding						Ongoing
<b>FY 20 Member Requests</b> Update and maintain the planning functional classification GIS layers and map (10 workdays) Update Boise State Student All Hazards map (8 workdays)						Ongoing
<b>LEAD STAFF:</b> Eric Adolfsen <b>END PRODUCT:</b> 1) An expanded use of GIS technology and data for regional planning; and 2) Continued GIS coordination and development of the most accurate and up-to-date information possible.					<b>Expense Summary</b>	
					Total Workdays: 462	
					Salary \$ 177,244	
					Fringe 78,448	
					Overhead 26,903	
					Total Labor Cost: \$ 282,595	
<b>ESTIMATED DATE OF COMPLETION:</b> September-2020					<b>DIRECT EXPENDITURES:</b>	
<b>Funding Sources</b>				<b>Participating Agencies</b>		Professional Services \$ 125,000
	Ada	Canyon	Special	Total	All Member Agencies	
CPG, K19258	\$ 64,328	\$ 23,866		\$ 88,194	Equipment Purchases 42,000	
CPG, K19071				-	Travel / Education	
STP-TMA, K19060			96,705	96,705	Printing	
Ortho Pre-Paid			83,333	83,333	Public Involvement	
Local / Fund Bal	15,349	5,393	243,954	264,697	Meeting Support	
				-	Other	
				-	Carry-Forward \$ 83,333	
<b>Total:</b>	<b>\$ 79,677</b>	<b>\$ 29,259</b>	<b>\$ 423,992</b>	<b>\$532,928</b>	<b>Total Direct Cost: \$ 250,333</b>	
					<b>860</b>	<b>Total Cost: \$ 532,928</b>

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<b>PROGRAM NO.</b>	990			<b>CLASSIFICATION:</b>	Indirect / Overhead
<b>TITLE:</b>	Direct Operations & Maintenance				
<b>TASK / PROJECT DESCRIPTION:</b>	To provide local dollars for expenditures that do not qualify for reimbursement under the federal guidelines. Program dollars for professional services for COMPASS Board related events, meeting expenses, and equipment/software needs.				
<b>PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:</b>	Adequately cover expenses needed to support the Board, Executive Director, and agency outside of federally funded projects.				
<b>FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:</b>	There are no federal or state requirements concerning these provisions; however, the Finance Committee oversees and approves these accounts and expenditures.				
<b>FY2020 BENCHMARKS</b>					
				<b>MILESTONES / PRODUCTS</b>	
Provide local dollars for expenditures not federally funded.				Ongoing	
<b>LEAD STAFF:</b> Meq Larsen				<b>Expense Summary</b>	
<b>END PRODUCT:</b> Adequately cover the direct expenses needed to support the Board, Executive Director, equipment needs, and COMPASS operations.				Total Workdays: 0	
				Salary \$ -	
				Fringe -	
				Overhead -	
				Total Labor Cost: \$ -	
<b>ESTIMATED DATE OF COMPLETION:</b> September-2020				<b>DIRECT EXPENDITURES:</b>	
<b>Funding Sources</b>				<b>Participating Agencies</b>	
	Ada	Canyon	Special	Total	Member Agencies
				\$ -	
Other			24,000	24,000	
Local / Fund Bal			51,700	51,700	
				-	
<b>Total:</b>	\$ -	\$ -	\$ 75,700	\$ 75,700	
				990	Total Cost: \$ 75,700

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<b>PROGRAM NO.</b>	<b>991</b>	<b>CLASSIFICATION:</b>	<b>Indirect / Overhead</b>
<b>TITLE:</b>	<b>Support Services Labor</b>		
<b>TASK / PROJECT DESCRIPTION:</b>	To provide labor to support the ongoing administrative functions 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.		
<b>PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:</b>	To maintain payroll, accounts payable/receivable, benefits, recruitment, building and vehicle maintenance, general ledger bank reconciliation, cash flow, annual audit, and development of the computer system.		
<b>FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:</b>	<p>The Office of Management and Budget (OMB) requires that a single audit be performed to ensure federal funds are being expended properly. The most recent OMB regulation issued for this purpose is Title 2 U.S. Code of Federal Regulations (CFR) Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance). It includes uniform cost principles and audit requirements for federal awards to nonfederal entities and administrative requirements for all federal grants and cooperative agreements.</p> <p>Memorandum of Understanding 04-01, Operation and Financing of the Metropolitan Planning Organization in the Boise and Nampa Urbanized Areas -- between COMPASS and the Idaho Transportation Department states and agrees to allow indirect costs as outlined in the agreement.</p>		
<b>FY2020 BENCHMARKS</b>			
<b>MILESTONES / PRODUCTS</b>			
<b>General Administration</b> 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			Aug As needed As needed Ongoing Ongoing
<b>Personnel Management</b> Prepare and complete recruitment processes Conduct employee annual evaluations Renew insurance policies Pursue FY2020 benefit options			As needed
<b>Financial Management</b> 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			Oct-Nov Oct-Dec Jan Jan Quarterly Ongoing
<b>Information Technology</b> 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			Ongoing
<b>LEAD STAFF:</b>	Meg Larsen		<b>Expense Summary</b>
<b>END PRODUCT:</b> An agency where administrative support, personnel management, financial management, and general administrative needs are fully met and whose activities are effectively monitored and communicated to the Board.			Total Workdays: 890
			Salary \$ -
			Fringe -
			Overhead -
			Total Labor Cost: \$ -
<b>ESTIMATED DATE OF COMPLETION:</b>	September-2020		<b>DIRECT EXPENDITURES:</b>
<b>Funding Sources</b>		<b>Participating Agencies</b>	
	Ada	Canyon	Special
			Total
			\$ -
			-
			-
			-
<b>Total:</b>	\$ -	\$ -	\$ -
			Member Agencies
			Idaho Transportation Department
			Professional Services \$ -
			Legal / Lobbying
			Equipment Purchases
			Travel / Education
			Printing
			Public Involvement
			Meeting Support
			Other
			Total Direct Cost: \$ -
			991 Total Cost: \$ -

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## COMPASS BOARD AGENDA ITEM V-D

DATE: August 26, 2019

### **Topic: FY2020 Project Development Program and *Communities in Motion* (CIM) Implementation Grants**

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

COMPASS staff seeks COMPASS Board of Directors' approval of FY2020 CIM Implementation Grant and Project Development Program project selections (Attachment 1), as recommended by the Regional Transportation Advisory Committee (RTAC) on June 26, 2019.

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

Between May 10 and May 20, 2019, RTAC ranked eight applications for CIM Implementation Grants and nine applications for the Project Development Program using a paired comparison process. The resulting rankings are shown in Attachment 1.

#### **Communities in Motion Implementation Grants:**

The CIM Implementation Grant program was developed to support COMPASS member agencies in their efforts to implement *Communities in Motion*. These grant funds are for locally important projects in downtowns or major activity centers that also help achieve regional goals.

The total amount requested for CIM Implementation Grants was \$143,900. With the \$50,000 budgeted for this program annually, the top three ranked projects could be fully funded, with the fourth project partially funded.

#### **Project Development Program:**

The Project Development Program transforms member agency needs into well-defined projects with cost estimates, purpose and need statements, environmental scans, and public involvement plans to ensure readiness for funding applications.

With the \$75,000 traditionally budgeted for this program each year, the top three ranked projects could be fully funded, with a fourth project partially funded.

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

Funding these projects will help "move the needle" for *Communities in Motion* performance measures.

#### **More Information:**

- 1) Attachment 1: FY2020 Paired Comparison Results for the CIM Implementation Grants and Project Development Program
- 2) For detailed information, contact: Kathy Parker, Principal Planner, at 208/475-2240 or [kparker@compassidaho.org](mailto:kparker@compassidaho.org)

# FY2020 Paired Comparison Results

## CIM Implementation Grant Program

Rank	Member	Project	# Times Selected	Request	Running Total
1	City of Wilder	Guard Rails, Phase 2	153	\$6,900	\$6,900
2	City of Kuna	4 <sup>th</sup> Street Planning	113	\$19,000	\$25,900
3	City of Kuna	Parkhouse Greenbelt Pathway	97	\$8,000	\$33,900
4	City of Wilder	D Ave Paving, 5 <sup>th</sup> St to 6 <sup>th</sup> St	95	\$25,000* (\$16.1K Left)	\$58,900
5	City of Boise	Bike Counter with Digital Display	87	\$25,000	\$83,900
6	City of Wilder	2 <sup>nd</sup> Street E Sidewalk	85	\$25,000	\$108,900
7	City of Greenleaf	Crack Seal	81	\$10,000	\$118,900
8	City of Wilder	Irrigation Upgrade	73	\$25,000	\$143,900
*\$16,100 remaining after first three projects funded.					

## Project Development Program

Rank	Member	Project	# Times Selected	Request	Running Total
1	City of Nampa	Indian Creek Pathway, Shortline Drive to 15th Avenue North	165	\$20,000	\$20,000
2	City of Notus	Street Rebuilds with Stormwater Improvements	145	\$25,000	\$45,000
3	City of Boise	Federal Way/Broadway Bike/Ped Connection	145	\$24,000	\$69,000
4	City of Greenleaf	Friends Road Collector Improvements	120	<b>Declined</b> (\$6K Too Low)	\$89,000
5	City of Nampa	Wall Street Alley Pedestrian Connectivity, Phase 1A & 2	112	<b>Declined</b> (\$6K Too Low)	\$114,000
6	City of Kuna	4 <sup>th</sup> Street Planning	110	<b>Funded</b> (#2 Above)	\$133,000
7	City of Boise	I-184 Bike/Ped Bridge	97	<b>Declined</b> (\$6K Too Low)	\$158,000
8	Boise State University	Greenbelt Completion, Theater Lane to Broadway Ave	94	\$10,000* (\$6K Left)	\$168,000
9	City of Boise	I-184 Connector, 23 <sup>rd</sup> Street On-Ramp	56	\$25,000	\$193,000
*\$6,000 remaining after first three projects funded.					



## COMPASS BOARD AGENDA ITEM V-E

Date: August 26, 2019

### **Topic: Transit Asset Management Targets**

#### **Request/Recommendation**

COMPASS staff seeks COMPASS Board of Directors' acceptance of the 2020 Transit Asset Management (TAM) targets, as recommended by the Regional Transportation Advisory AC Committee on July 24, 2019, and approved by the Valley Regional Transit (VRT) Board of Directors on August 5, 2019.

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

The Fixing America's Surface Transportation Act (FAST Act) requires that Metropolitan Planning Organizations, such as COMPASS, establish Transit Asset Management (TAM) targets on an annual basis. On August 20, 2018, the COMPASS Board of Directors unanimously voted to support the 2019 TAM targets as set by the VRT Board of Directors on July 9, 2018.

TAM targets apply to all recipients and sub-recipients of funds according to the Public Transportation chapter of the United States Code (Chapter 53, Title 49). In the COMPASS planning area, the targets apply to VRT, Boise State University, and Ada County Highway District Commuteride.

VRT bases rolling stock and equipment targets on the percentage of assets meeting or exceeding the Useful Life Benchmark (ULB). Facility targets are based on the percentage of facilities with a condition rating below an overall state of good repair score of 3.0 (out of 5.0). Scores represent those that are not meeting the ULB or the good repair score; therefore, a low target percentage is optimum in all cases.

The COMPASS Board of Directors is being asked to accept the FY2020 TAM targets as recommended by AC and approved by the VRT Board of Directors Attachment

1. Rolling Stock (percent of revenue vehicles that have met or exceeded their ULB): less than 24.67%
2. Equipment (percent of revenue vehicles that have met or exceeded their ULB): less than 12.70%
3. Facilities (percent of facilities with a condition rating below 3.0): less than 42.86%

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

Acceptance of FY2020 TAM targets is needed to meet federal requirements and is used to determine the VRT budget. There are no Federal Transit Administration penalties for not meeting established TAM targets.

#### **More Information:**

- 1) Attachment 1—TAM Targets
- 2) For more detailed information contact Carl Miller, Principal Planner, at (208) 475-2239 or [cmiller@compassidaho.org](mailto:cmiller@compassidaho.org).

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State of Good Repair Targets and Performance

State of Good Repair Targets and Performance

1) ROLLING STOCK - Percent of revenue vehicles that have met or exceeded their USEFUL LIFE BENCHMARK (ULB)							
Performance Measure	2017 Performance (%)	FY 2018 Performance (%)		FY 2019 Target (%)	FY 2019 Performance (%)		2020 Target (%)
		FY18 Performance	FY18 Difference (%)	FY19 Targets	FY19 Performance	FY19 Difference (%)	FY20 Targets
BU - Bus	20.51%	19.05%	-1.55%	14.29%	23.08%	-8.79%	7.14%
CU - Cutaway	6.38%	32.76%	-7.76%	32.76%	29.09%	3.67%	29.09%
MV - Minivan	0.00%	100.00%	-100.00%	100.00%	100.00%	0.00%	100.00%
VN - Van	50.00%	20.47%	29.53%	26.77%	26.19%	0.58%	26.19%
	19.22%	25.00%		27.59%	27.68%	-0.09%	24.67%
2) EQUIPMENT - Percent of service vehicles that have met or exceeded their USEFUL LIFE BENCHMARK (ULB)							
Performance Measure	2017 Performance (%)	FY 2018 Performance (%)		FY 2019 Target (%)	FY 2019 Performance (%)		2020 Target (%)
		FY18 Performance	FY18 Difference (%)	FY19 Targets	FY19 Performance	FY19 Difference (%)	FY20 Targets
Automobiles	42.86%	28.57%		42.86%	12.50%	30.36%	12.50%
Trucks & Other Rubber Tire Vehicles	86.00%	40.00%	-1.50%	60.00%	33.33%	26.67%	33.33%
Steel Wheel Vehicles		N/A	N/A	N/A	N/A	N/A	N/A
Equipment - IT		23.70%		13.77%	24.32%	-10.55%	24.32%
Equipment - Bike		0.00%		0.00%	0.00%	0.00%	0.00%
Equipment - Admin		0.00%		0.00%			
Equipment - Shop		31.58%		23.68%	7.14%	16.54%	7.14%
	64.43%	24.49%		15.38%	12.70%	2.69%	12.70%
3) Facility - Percent of facilities rated below 3 on the condition scale							
Performance Measure	2017 Performance (%)	FY 2018 Performance (%)		FY 2019 Target (%)	FY 2019 Performance (%)		2020 Target (%)
		FY18 Performance	FY18 Difference (%)	FY19 Targets	FY19 Performance	FY19 Difference (%)	FY20 Targets
Passenger /Parking Facilities	33.00%	20%	13.00%	17%	30.00%	-13.33%	30.00%
Main Street Station		4.2					
Boise State Ambassador Booth							
Boise State Transit Center		3.3					
Boise State P & R - Elder Street		2.6					
College of Western Idaho - P & R		4.4					
Emmett - P & R		4.4					
Middleton - P & R							
Ada County Passenger Stations							
Canyon County Passenger Stations							
Inter County Passenger Stations							
Administrative / Maintenance Facilities	25.00%	75%	-41.67%	75%	75.00%	0.00%	75.00%
Boise State Maintenance Facility		0.8					
Ada County Maintenance Facility		2.2					
Canyon County Maintenance Facility		2.6					
Meridian Administration Facility		3.3					
		44%		40%	43%		42.86%

## COMPASS BOARD AGENDA ITEM VI-A

Date: August 26, 2019

### Topic: Public Involvement Opportunity #1 for *Communities in Motion 2050*

#### Request/Recommendation:

This is a discussion item only.

#### Summary:

A first step in developing a long-range transportation plan is to understand regional growth, demographic, and lifestyle trends to be able to develop assumptions about future conditions. For *Communities in Motion 2050* (CIM 2050), this step is more important than ever, as rapidly changing technology, demographics, and other issues will have a significant impact on our future transportation system.

As part of the “Explore” phase of developing CIM 2050, COMPASS will engage the public to better understand local and regional trends and preferences in order to develop plausible assumptions for the planning process.

To prepare for that, the Regional Transportation Advisory Committee (RTAC) provided input to help identify the most important “drivers” of change in the region, to help ensure COMPASS asks the most relevant questions of the public. The resulting list of “drivers” was used to inform questions to ask in Public Involvement Opportunity #1 (fall 2019), as well as to identify other issues or trends that should be included in the analysis of future conditions. The results of Public Involvement Opportunity #1, in turn, will help determine trends and preferences that will feed into “what if” scenarios and questions regarding goals and values for Public Involvement Opportunity #2 (spring 2020).

Together, the results of these public involvement opportunities will help define a preferred transportation and land use scenario that will be the basis for CIM 2050. In addition, they will help identify regional goals and values and gauge support for financial, land use, transportation, and related policies that will be needed to implement the preferred scenario.

RTAC and the Public Participation Workgroup have both reviewed and provided input into the survey, which is available in preview mode at: <https://37930601-draft.metroquest.com/>. Note that 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.

Next steps include:

- Week of August 26: Submit survey to the software company for a final QA/QC check
- September 9: “Soft launch” of survey
- September 11: Full launch of survey
  - Watch for promotional materials with the link to the final online survey
  - Please take the survey yourself and share it with your colleagues, friends, family, neighbors, etc.
- November 3 (midnight): Close survey



- November/December 2019: Compile results and share with RTAC, COMPASS workgroups, and the COMPASS Board of Directors
- December 2019 – April 2020: Use responses to develop “what if” scenarios for Public Involvement Opportunity #2, working with RTAC and COMPASS workgroups
  - April 2020: Review draft scenarios with the COMPASS Board of Directors
- Spring 2020: Launch survey for Public Involvement Opportunity #2

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

Understanding growth, demographic, and lifestyle trends, and how they will manifest themselves in the Treasure Valley, will allow COMPASS to develop plausible planning assumptions for CIM 2050.

**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](mailto:cmiller@compassidaho.org) or Amy Luft at 208/475-2229 or [aluft@compassidaho.org](mailto:aluft@compassidaho.org).

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## JUNE 2019 - STAFF ACTIVITY REPORT

PROGRAM NO.	
601	<p><b>UNIFIED PLANNING WORK PROGRAM (UPWP) DEVELOPMENT AND FEDERAL ASSURANCES</b></p> <p style="text-align: right;"><b>MEG LARSEN</b></p> <ul style="list-style-type: none"> <li>• Presented Revision 3 of the FY2019 UPWP to the COMPASS Board for approval.</li> <li>• Processed and tracked revenues and expenditures associated with Revision 3 of the FY2019 UPWP.</li> <li>• Continued to develop the FY2020 Unified Planning Work Program and Budget.</li> <li>• Tracked changes and announcements in the Federal Register and the Daily Digest.</li> </ul>
620	<p><b>DEMOGRAPHICS AND GROWTH MONITORING</b></p> <p style="text-align: right;"><b>CARL MILLER</b></p> <ul style="list-style-type: none"> <li>• Continued development of the 2019 Development Monitoring Report.</li> <li>• Completed 7 development checklists for city of Eagle, Meridian, Nampa, and Star.</li> <li>• Attended an event hosted by Governor Little to sign a proclamation for the 2020 Census and kick off the formation of Idaho's statewide Census Complete Count Committee on June 24, 2019.</li> <li>• Provided fliers on the 2020 Census to Southwest District Health to hand out at meetings with the public.</li> <li>• Began developing regional outreach materials for the 2020 Census.</li> </ul>
653	<p><b>COMMUNICATION AND EDUCATION</b></p> <p style="text-align: right;"><b>AMY LUFT</b></p> <ul style="list-style-type: none"> <li>• Posted 18 Facebook messages, 13 Tweets, 18 Instagram messages, 2 LinkedIn messages, and 1 blog.</li> <li>• Tracked issues related to COMPASS and transportation in the news media; facilitated one interview and provided traffic count data to the press.</li> <li>• Updated the COMPASS website.</li> <li>• Distributed the monthly "Keeping Up With COMPASS" newsletter.</li> <li>• Participated in a conference call on June 27 and 28, 2019, to begin planning for the Transportation Research Board's 2020 Tools of the Trade conference, to be held in Garden City in August 2020. COMPASS will serve as the local host for the conference.</li> <li>• Submitted materials to the American Planning Association to complete a periodic review of COMPASS' status as a provider of Certification Maintenance credits.</li> <li>• Began preparing for the August 5 and 6, 2019, COMPASS education series presentation and workshop on pilot programs.</li> <li>• Continued to sponsor Boise Police/Fire Departments' bicycle safety public service announcement on local television stations.</li> <li>• Developed and posted bicycle and pedestrian safety billboards on Valley Regional Transit buses.</li> </ul>

PROGRAM NO.	
661	<p data-bbox="305 163 716 197"><b>LONG-RANGE PLANNING</b></p> <p data-bbox="1256 201 1515 235" style="text-align: right;"><b>LIISA ITKONEN</b></p> <ul data-bbox="331 239 1503 905" style="list-style-type: none"> <li>• Presented CIM 2040 2.0 to Meridian City Council on June 11, 2019.</li> <li>• COMPASS Board approved the work plan for developing CIM 2050 on June 17, 2019.</li> <li>• Hosted a Rails with Trails Study progress review meeting with the Rails with Trails Workgroup on June 18, 2019.</li> <li>• Attended ACHD Bicycle Advisory Committee on June 3, 2019.</li> <li>• Attended Nampa Bike Ped Advisory Committee on June 13, 2019.</li> <li>• Installed one pyro-box bicycle and pedestrian counters for Boise Parks and Recreation.</li> <li>• Installed one eco-counter pneumatic tube counters for Boise Parks and Recreation.</li> <li>• Uninstalled four trail bicycle and pedestrian counters for Boise Parks and Recreation.</li> <li>• Installed two JAMAR pneumatic tube counters for Boise Parks and Recreation.</li> <li>• Presented CIM 2040 2.0 to the Southwest District Board of Health on June 25, 2019.</li> <li>• Hosted the Foundation for Ada/Canyon Trail Systems (F.A.C.T.S.) meeting on June 26, 2019.</li> </ul>
685	<p data-bbox="305 911 915 945"><b>RESOURCE DEVELOPMENT/FUNDING</b></p> <p data-bbox="1273 949 1515 982" style="text-align: right;"><b>TONI TISDALE</b></p> <ul data-bbox="331 987 1515 1864" style="list-style-type: none"> <li>• Hosted a meeting of the Idaho chapter of Grant Professionals Association (GPA) on June 5, 2019, and participated in a GPA Board meeting immediately following.</li> <li>• Participated in a meeting to discuss the statewide Transportation Alternatives Program, hosted by the Idaho Transportation Department, on June 5, 2019.</li> <li>• Completed a public comment period on an amendment to the Regional Transportation Improvement Program (TIP) on June 11, 2019, and opened a public comment period on another TIP amendment on June 17, 2019.</li> <li>• Prepared for and hosted the Urban Balancing Committee in June 27, 2019.</li> <li>• Received recommendation from Regional Transportation Advisory Committee (RTAC) for the Board of Directors to approve awarding CIM Implementation Grant and Project Development Program funding for FY2020 to the highest ranked projects, based on RTAC paired comparisons.</li> <li>• Processed one amendment and three administrative modifications to the FY2019-2023 TIP.</li> <li>• Continued preparations for the summer public comment period for the FY2020-2026 TIP update.</li> <li>• Prepared materials for the Rural Prioritization Work Group, which will meet on August 8, 2019.</li> <li>• Continued working on improved reporting methods for the TIP Achievement section of the FY2019-2023 TIP.</li> <li>• Met with member agency staff as needed regarding project-specific issues.</li> <li>• Prepared for and hosted Urban and PT Balancing Committees on June 27, 2019.</li> </ul>

PROGRAM NO.	
701	<p><b>GENERAL MEMBERSHIP SERVICES</b></p> <p style="text-align: right;"><b>LIISA ITKONEN</b></p> <ul style="list-style-type: none"> <li>• Developed a draft communication budget for Air Quality Board functions.</li> <li>• Attended an Idaho Transportation Department (ITD) Steering Committee meeting on ITD's statewide long-range transportation plan on June 3, 2019.</li> <li>• Attended a meeting regarding economic development improvements in the City of Kuna on June 5, 2019.</li> <li>• Hosted a booth at the City of Meridian's Public Works Expo on June 12, 2019.</li> <li>• Hosted an Idaho Transportation Department stakeholder meeting on State Highway 16 on June 26, 2019.</li> </ul>
702	<p><b>AIR QUALITY OUTREACH</b></p> <p style="text-align: right;"><b>AMY LUFT</b></p> <ul style="list-style-type: none"> <li>• Provided a status report to the Idaho Department of Environmental Quality and Air Quality Board.</li> <li>• Aired television and radio public service announcements.</li> </ul>
703	<p><b>GENERAL PUBLIC SERVICES</b></p> <p style="text-align: right;"><b>AMY LUFT</b></p> <ul style="list-style-type: none"> <li>• Responded to questions from the public.</li> <li>• Responded to two standard mapping requests.</li> <li>• Created custom maps for Western Ada Rec and Kuna Rural Fire.</li> </ul>
705	<p><b>TRANSPORTATION LIAISON SERVICES</b></p> <p style="text-align: right;"><b>MATT STOLL</b></p> <ul style="list-style-type: none"> <li>• Attended the Valley Regional Transit Executive Board meeting on June 3, 2019.</li> <li>• Participated in the Caldwell Chamber of Commerce Transportation Committee meeting on June 3, 2019.</li> <li>• Attended the Meridian Transportation Commission meeting on June 3, 2019.</li> <li>• Attended the Valley Regional Transit open house in Eagle on June 6, 2019.</li> <li>• Attended a webinar/virtual meeting of the Association of Metropolitan Planning Organizations' (AMPO's) Public Involvement Working Group on June 10, 2019.</li> <li>• Attended a ribbon cutting for the Cloverdale Overpass on June 17, 2019.</li> <li>• Attended Valley Regional Transit's Regional Advisory Committee meeting on June 18, 2019.</li> <li>• Attended the Idaho Transportation Department's Public Transportation Program stakeholder group, the Interagency Working Group, meeting on June 18, 2019.</li> <li>• Met with Vince Trimboli, ITD Communication Manager, on June 19, 2019, to discuss COMPASS/ITD coordination.</li> <li>• Attended the Idaho Transportation Board meeting on June 20, 2019.</li> <li>• Attended the Boise Chamber's Transportation Committee meeting on June 20, 2019.</li> <li>• Attended the May in Motion Luncheon on June 25, 2019.</li> <li>• Attended Idaho Transportation Department's Public Transportation Advisory Council meeting on June 26, 2019.</li> <li>• Attended the WTS Lunch and Learn at Ada County Highway District on June 27, 2019.</li> <li>• Met with various COMPASS Board members and staff regarding COMPASS, its members and regional issues.</li> </ul>

PROGRAM NO.		
720	<b>STATE STREET CORRIDOR</b> <ul style="list-style-type: none"> <li>• Participated with the Project Management Team.</li> <li>• Received delivery of the final report and video.</li> </ul>	<b>MEG LARSEN</b>
760	<b>LEGISLATIVE SERVICES</b> <ul style="list-style-type: none"> <li>• Participated in relevant activities in support of Board legislative position statements.</li> <li>• Tracked and reported significant activity in federal and state transportation-related legislative issues.</li> <li>• Monitored proposed rule-making to determine implications to COMPASS and its membership.</li> <li>• Continued reviewing <i>Fixing America's Surface Transportation (FAST) Act</i> and its impact upon COMPASS and its membership.</li> <li>• Attended National Association of Regional Councils' 53<sup>rd</sup> Annual Conference from June 9 – 12, 2019 in Omaha, Nebraska.</li> </ul>	<b>MATT STOLL</b>
761	<b>GROWTH INCENTIVES</b> <ul style="list-style-type: none"> <li>• No significant activity this month.</li> </ul>	<b>MATT STOLL</b>
801	<b>STAFF DEVELOPMENT</b> <ul style="list-style-type: none"> <li>• Attended "Top 5 Social Trends for Government You Can't Ignore" webinar on June 5, 2019.</li> <li>• Attended the Safe Routes Idaho Convening on June 6, 2019 in Boise.</li> <li>• Attended the Looking Glass Academy on Walkable Communities presented by the Idaho Department of Health and Welfare in Parma on June 10 and 11, 2019.</li> <li>• Attended National Transit Institute training on Managing Community Mobility on June 11-12, 2019.</li> <li>• Attended "Building Smart Cities and Communities at the Regional Level" webinar on June 19, 2019.</li> <li>• Attended "Facilitators' Roundtable" peer training on June 19, 2019.</li> <li>• Attended "Managing Multiple Priorities, Projects, and Deadlines" in Boise on June 24, 2019.</li> <li>• Attended a Federal Highway Administration Webinar, "Virtual Public Involvement, Extending Our Reach," on June 25, 2019.</li> <li>• Attended "Food For Thought – Attitudes on Growth in the Treasure Valley" presented by ULI Idaho on June 27, 2019 in Boise.</li> </ul>	<b>MEG LARSEN</b>
820	<b>COMMITTEE SUPPORT</b> <ul style="list-style-type: none"> <li>• Provided staff support to the COMPASS Board of Directors and standing committees.</li> </ul>	<b>MEG LARSEN</b>

PROGRAM NO.	
836	<p data-bbox="310 163 899 197"><b>REGIONAL TRAVEL DEMAND MODEL</b></p> <p data-bbox="1130 201 1515 235" style="text-align: right;"><b>MARYANN WALDINGER</b></p> <ul data-bbox="331 239 1515 800" style="list-style-type: none"> <li>• Continued to provide modeling assistance to member agencies.</li> <li>• Completed three area of influence model runs for proposed developments – two in Meridian and one in southeast Boise.</li> <li>• Completed the final project list for air quality conformity demonstration for the FY2020-2024 Transportation Improvement Program.</li> <li>• Ran four scenario tests using the updated mode choice component of the model.</li> <li>• Completed the benefit-cost analysis on US 20/26, I-84 to Middleton Road project for U.S. DOT's Better Utilizing Investments to Leverage Development (BUILD) transportation grant.</li> <li>• Completed an update to Transportation Analysis Zone (TAZ) structure</li> <li>• Began updating the regional travel demand model network and other inputs to accommodate the updated TAZs.</li> <li>• Met with the consultant and ITD regarding the model scenarios for the SH 69 Corridor Study.</li> <li>• Provided two special model runs for the SH 69 Corridor Study.</li> </ul>
842	<p data-bbox="310 800 935 833"><b>CONGESTION MANAGEMENT PROCESS</b></p> <p data-bbox="1130 837 1515 871" style="text-align: right;"><b>MARYANN WALDINGER</b></p> <ul data-bbox="331 875 1515 1087" style="list-style-type: none"> <li>• Completed four stakeholder outreach meetings - Canyon County Sheriff, City of Nampa-Traffic, ITD and ACHD.</li> <li>• Worked on the draft 2018 Congestion Management Annual Report.</li> <li>• Completed the draft Congestion Management Plan.</li> <li>• Completed the update to the ITS inventory.</li> <li>• Continued to develop the TSMO project list.</li> </ul>
860	<p data-bbox="310 1087 1279 1121"><b>GEOGRAPHIC INFORMATION SYSTEM (GIS) MAINTENANCE</b></p> <p data-bbox="1243 1125 1515 1159" style="text-align: right;"><b>ERIC ADOLFSON</b></p> <ul data-bbox="331 1163 1515 1898" style="list-style-type: none"> <li>• Maintained and created regional geographic data layers and map documents for member agencies and the public.</li> <li>• Determined QC zones for orthophotography project.</li> <li>• 3" pilot orthophotography delivered for review.</li> <li>• Oblique imagery delivered for review.</li> <li>• Aerial Triangulation was completed for orthophotography project.</li> <li>• 3" preliminary orthophotography was made available to member agencies.</li> <li>• QL1 Lidar Pilot data was delivered for review.</li> <li>• Regional Building Permit data maintenance.</li> <li>• Traffic Analysis Zone data maintenance.</li> <li>• Two standard map requests.</li> <li>• Creation of COMPASS Regional Data Center website.</li> <li>• Automated creation and upload of standard pdf maps to COMPASS Regional Data Center website.</li> <li>• Finalized and submitted all relevant data for Census PSAP.</li> <li>• Cleaned up Idaho Department of Labor employment data.</li> <li>• Completed preliminary review of on-street bike facilities, began review of pathways/sidewalks.</li> <li>• Custom maps for Western Ada Rec and Kuna Rural Fire.</li> <li>• Map updates for BUILD grant.</li> <li>• Ongoing Entitlements/Preliminary Plat updates.</li> </ul>

PROGRAM NO.	
991	<p data-bbox="310 163 760 197"><b>SUPPORT SERVICES LABOR</b></p> <p data-bbox="1300 201 1511 235" style="text-align: right;"><b>MEG LARSEN</b></p> <ul data-bbox="331 237 1487 296" style="list-style-type: none"> <li>• Provided general accounting, human resources, and administrative support to the agency.</li> </ul>

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## JULY 2019 - STAFF ACTIVITY REPORT

PROGRAM NO.	
601	<p><b>UNIFIED PLANNING WORK PROGRAM (UPWP) DEVELOPMENT AND FEDERAL ASSURANCES</b></p> <p style="text-align: right;"><b>MEG LARSEN</b></p> <ul style="list-style-type: none"> <li>• Continued development of FY2020 UPWP.</li> <li>• Processed and tracked revenues and expenditures associated with Revision 3 of the FY2019 UPWP.</li> <li>• Tracked changes and announcements in the Federal Register and the Daily Digest.</li> </ul>
620	<p><b>DEMOGRAPHICS AND GROWTH MONITORING</b></p> <p style="text-align: right;"><b>CARL MILLER</b></p> <ul style="list-style-type: none"> <li>• Began to develop the 2050 demographic forecast with the Demographic Advisory Workgroup (DAWG) on July 18, 2019.</li> <li>• Reviewed the COMPASS Demographic areas and Transportation Analysis Zones (TAZ) changes with the Demographic Advisory Workgroup (DAWG) on July 18, 2019.</li> <li>• Discussed the 2020 Census Bureau New Construction Program.</li> <li>• Completed the Demographics Quick Guide.</li> <li>• Completed 4 development checklists for city of Kuna, Nampa, and Star.</li> <li>• Hosted a Census Advisory Workgroup/Regional Complete Count Committee meeting on July 16, 2019.</li> <li>• Finalized a regional logo, slogan, domain name, tag line, fact sheet (English and Spanish), and four months of social media posts (English and Spanish) to use for Census 2020 outreach and provided these to the Regional Complete Count Committee for their use.</li> <li>• Established a regional Census social media presence on Facebook and began posting.</li> <li>• Attended a State Complete Count Committee meeting on July 25, 2019.</li> </ul>
653	<p><b>COMMUNICATION AND EDUCATION</b></p> <p style="text-align: right;"><b>AMY LUFT</b></p> <ul style="list-style-type: none"> <li>• Posted 14 Facebook messages, 7 Tweets, 14 Instagram messages, 3 LinkedIn messages, and 2 blogs.</li> <li>• Tracked issues related to COMPASS and transportation in the news media; issued one news release, facilitated one interview, and responded to seven media requests for data and other information via email.</li> <li>• Updated the COMPASS website.</li> <li>• Distributed the monthly "Keeping Up With COMPASS" newsletter.</li> <li>• Continued preparations for August (pilot projects) and September (distracted driving) education series events; met with ITD staff on July 3, 2019, to discuss plans for bringing the distracted driving speaker to present to area schools.</li> </ul>



PROGRAM NO.	
661	<p data-bbox="310 163 716 197"><b>LONG-RANGE PLANNING</b></p> <p data-bbox="1256 201 1511 235" style="text-align: right;"><b>LIISA ITKONEN</b></p> <ul data-bbox="331 239 1495 1079" style="list-style-type: none"> <li>• Attended ACHD Bicycle Advisory Committee on July 1, 2019.</li> <li>• Attended the 11<sup>th</sup> Street Bikeway open house on July 11, 2019.</li> <li>• Hosted an Association of Pedestrian and Bicycle Professionals (APBP) webinar, "Return on Investment for Active Transportation," on July 17, 2019.</li> <li>• Published the quarterly <i>Communities in Motion</i> blog.</li> <li>• Finalized a contract for graphics and editing support for <i>Communities in Motion 2050</i>; held a kickoff meeting with the contractor on July 17, 2019.</li> <li>• Began preparations for an outreach survey to help develop growth and land use assumptions for <i>Communities in Motion 2050</i>.</li> <li>• Presented Fiscal Impact Analysis for the joint Ada County/Ada County Highway District meeting on July 25, 2019.</li> <li>• Reviewed draft content for Public Involvement #1 with RTAC on July 24, 2019.</li> <li>• Requested RTAC subcommittees for Fiscal Impact Analysis and Complete Networks Policy on July 24, 2019.</li> <li>• Developed historical and future financial analysis on the transit asset funding shortfall for a funding scenario in <i>Communities in Motion 2050</i>.</li> <li>• Uninstalled one pyro-box bicycle and pedestrian counters for Boise Parks and Recreation.</li> <li>• Uninstalled one eco-counter pneumatic tube counters for Boise Parks and Recreation.</li> <li>• Installed two trail bicycle and pedestrian counters for Boise Parks and Recreation.</li> </ul>
685	<p data-bbox="310 1083 915 1117"><b>RESOURCE DEVELOPMENT/FUNDING</b></p> <p data-bbox="1273 1121 1511 1155" style="text-align: right;"><b>TONI TISDALE</b></p> <ul data-bbox="331 1159 1495 1835" style="list-style-type: none"> <li>• Partnered with Idaho Transportation Department to submit a Better Utilizing Investments to Leverage Development (BUILD) grant application to fund improvements to US 20/26 from I-84 to Middleton Road.</li> <li>• Coordinated with various agencies regarding project needs and funding for electric vehicle charging stations.</li> <li>• Informed Regional Transportation Advisory Committee and member staff of available funding sources through <i>Funding News</i> emails.</li> <li>• Coordinated with SurveyMonkey regarding updating APPLY for receiving and processing FY2021 applications for federal and local funding.</li> <li>• Processed one amendment and one administrative modification to the FY2019-2023 TIP.</li> <li>• Continued preparations for the summer public comment period for the FY2020-2026 TIP update.</li> <li>• Continued developing improved reporting methods for the TIP Achievement section of the FY2019-2023 TIP.</li> <li>• Met with member agency staff as needed regarding project-specific issues.</li> <li>• Researched a pilot project in Arizona regarding a transportation program related to an aging population.</li> <li>• Started the process to update the studies coordination website.</li> </ul>

PROGRAM NO.	
701	<p><b>GENERAL MEMBERSHIP SERVICES</b></p> <p style="text-align: right;"><b>LIISA ITKONEN</b></p> <ul style="list-style-type: none"> <li>• Held a meeting for the Ada County Master Facilities Plan Public Transportation Access project on July 18, 2019.</li> <li>• Attended the Valley Regional Transit Public Transportation Provider Group meeting on July 26, 2019.</li> <li>• Provided keypad polling services for a City of Meridian town hall meeting on July 24, 2019.</li> <li>• Provided data on county-wide population and growth to Ada County.</li> </ul>
702	<p><b>AIR QUALITY OUTREACH</b></p> <p style="text-align: right;"><b>AMY LUFT</b></p> <ul style="list-style-type: none"> <li>• Provided a status report to the Idaho Department of Environmental Quality and Air Quality Board.</li> <li>• Aired television and radio public service announcements.</li> </ul>
703	<p><b>GENERAL PUBLIC SERVICES</b></p> <p style="text-align: right;"><b>AMY LUFT</b></p> <ul style="list-style-type: none"> <li>• Responded to questions from the public.</li> <li>• Created Kuna Rural Fire map.</li> </ul>
705	<p><b>TRANSPORTATION LIAISON SERVICES</b></p> <p style="text-align: right;"><b>MATT STOLL</b></p> <ul style="list-style-type: none"> <li>• Presented about high capacity transit at the Meridian Transportation Commission meeting on July 1, 2019.</li> <li>• Attended the Valley Regional Transit (VRT) Special Board and Executive Board meetings on July 8, 2019.</li> <li>• Participated in the Nampa Bicycle &amp; Pedestrian Master Plan Update Steering Committee meeting on July 10, 2019.</li> <li>• Attended Canyon County Local Emergency Planning Committee meeting on July 10, 2019.</li> <li>• Attended a coordination meeting for an "Every Day Counts" initiative on virtual public involvement on July 10, 2019.</li> <li>• Met with Ada County's new Public Information Officer, Elizabeth Duncan, to share information on COMPASS on July 11, 2019.</li> <li>• Presented about high capacity transit at the Meridian City Council work session on July 16, 2019.</li> <li>• Attended the Idaho Transportation Board meeting on July 18, 2019.</li> <li>• Participated in the Association of Canyon County Highway District quarterly meeting on July 18, 2019.</li> <li>• Attended the VRT open house and public hearing on fare changes on July 24, 2019.</li> <li>• Met with various COMPASS Board members regarding COMPASS, its members and regional issues.</li> </ul>
720	<p><b>STATE STREET CORRIDOR</b></p> <p style="text-align: right;"><b>MEG LARSEN</b></p> <ul style="list-style-type: none"> <li>• Final deliverables were received in June; no new activity on this project.</li> </ul>

PROGRAM NO.	
760	<p><b>LEGISLATIVE SERVICES</b></p> <p style="text-align: right;"><b>MATT STOLL</b></p> <ul style="list-style-type: none"> <li>• Participated in relevant activities in support of Board legislative position statements.</li> <li>• Tracked and reported significant activity in federal and state transportation-related legislative issues.</li> <li>• Monitored proposed rule-making to determine implications to COMPASS and its membership.</li> <li>• Continued reviewing <i>Fixing America's Surface Transportation (FAST) Act</i> and its impact upon COMPASS and its membership.</li> </ul>
761	<p><b>GROWTH INCENTIVES</b></p> <p style="text-align: right;"><b>MATT STOLL</b></p> <ul style="list-style-type: none"> <li>• No significant activity this month.</li> </ul>
801	<p><b>STAFF DEVELOPMENT</b></p> <p style="text-align: right;"><b>MEG LARSEN</b></p> <ul style="list-style-type: none"> <li>• Attended "Transportation Project Prioritization: Hear from Virginia and Hawaii," webinar hosted by State Smart Transportation Initiative, on July 10, 2019.</li> <li>• Attended "Talking Freight: the Impact of Emerging Technologies on Freight Transportation and Land Use" webinar sponsored by FHWA on July 17, 2019.</li> <li>• Attended Leadership Meridian planning meeting in Meridian on July 26, 2019.</li> <li>• Completed "Managing Meetings" Lynda.com training on July 29, 2019.</li> <li>• Attended National Highway Traffic Safety Administration Pedestrian and Bicycle Safety Program Management workshop on July 30-31, 2019.</li> <li>• Attended the Idaho Transportation Department (ITD) 2019 Public Transportation Summit on July 30-August 1, 2019.</li> </ul>
820	<p><b>COMMITTEE SUPPORT</b></p> <p style="text-align: right;"><b>MEG LARSEN</b></p> <ul style="list-style-type: none"> <li>• Provided staff support to the COMPASS Board of Directors and standing committees.</li> </ul>
836	<p><b>REGIONAL TRAVEL DEMAND MODEL</b></p> <p style="text-align: right;"><b>MARYANN WALDINGER</b></p> <ul style="list-style-type: none"> <li>• Continued to provide modeling assistance to member agencies.</li> <li>• Completed two area of influence model runs for proposed developments – one in Meridian and one in northwest Boise.</li> <li>• Began the air quality conformity demonstration process for the FY2020-2026 Transportation Improvement Program.</li> <li>• Completed the benefit-cost analysis on US 20/26, I-84 to Middleton Road project for U.S. DOT's Better Utilizing Investments to Leverage Development (BUILD) transportation grant.</li> </ul>
842	<p><b>CONGESTION MANAGEMENT PROCESS</b></p> <p style="text-align: right;"><b>MARYANN WALDINGER</b></p> <ul style="list-style-type: none"> <li>• Continued to develop the draft Congestion Management Annual Report (2018 data).</li> <li>• Continued to work the Congestion Management Plan with the consultant.</li> <li>• Completed the update to the ITS inventory.</li> <li>• Completed the draft TSMO Projects List.</li> </ul>

PROGRAM NO.	
860	<p data-bbox="310 163 1515 233"><b>GEOGRAPHIC INFORMATION SYSTEM (GIS) MAINTENANCE</b> <b>ERIC ADOLFSON</b></p> <ul data-bbox="329 237 1515 657" style="list-style-type: none"> <li>• Maintained and created regional geographic data layers and map documents for member agencies and the public.</li> <li>• Preliminary 3" orthophotography data made available for use by member agencies.</li> <li>• Began first QC of the first group of 3" orthophotography data.</li> <li>• Updated Demographic Areas data.</li> <li>• Created Kuna Rural Fire map.</li> <li>• Updated TAZ Employment data.</li> <li>• Updated Regional Centerline data.</li> <li>• Began Regional Pathway and sidewalk data update.</li> <li>• Continued cleanup of traffic count data and development of online traffic count data application.</li> </ul>
991	<p data-bbox="310 657 1515 726"><b>SUPPORT SERVICES LABOR</b> <b>MEG LARSEN</b></p> <ul data-bbox="329 730 1515 808" style="list-style-type: none"> <li>• Provided general accounting, human resources, and administrative support to the agency.</li> </ul>

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## COMPASS BOARD AGENDA ITEM VII-B

Date: August 26, 2019

### Topic: Status Report – Current Air Quality Efforts

#### Background/Summary:

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

#### June 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 June 2019.

- Two days were attributable to ozone (O<sub>3</sub>) recorded in Ada County.
- One day was attributable to fine particulate matter (PM<sub>2.5</sub>) recorded in Canyon County.

#### YEAR TO DATE SUMMARY

The table below summarizes the number of good, moderate, and unhealthy to hazardous days recorded since January 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	270	97	8	365
2019	171	10	0	181

Notes: 2008, 2012, and 2016 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](mailto: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](mailto:Michael.Toole@deq.idaho.gov)

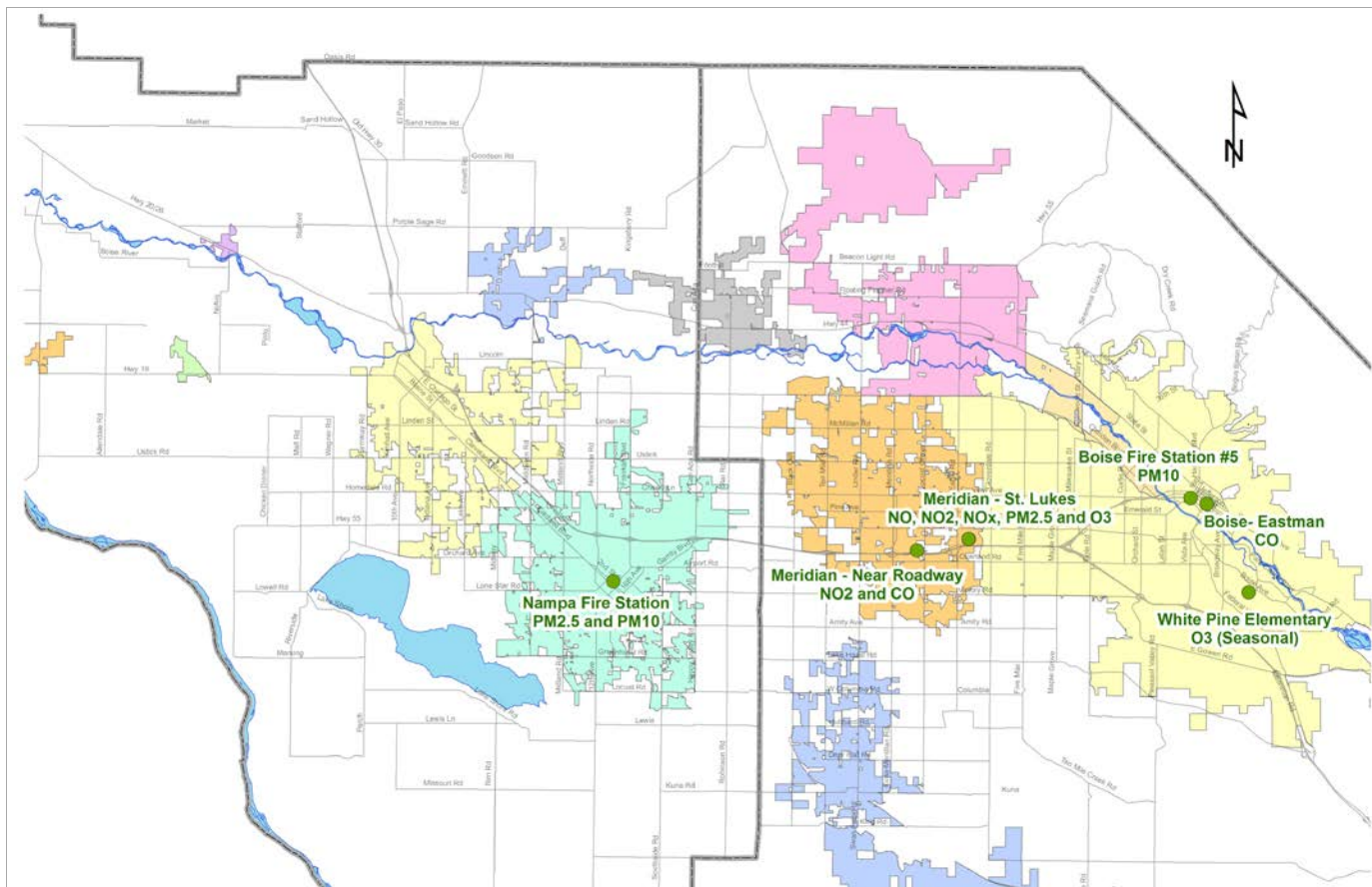


Figure 1: Map of air quality monitoring locations, Ada and Canyon County

### **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 NO<sub>2</sub> (nitric oxide and nitrogen dioxide). They are produced from the reaction of nitrogen and oxygen gases in the air during combustion, especially at high temperatures

### **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: August 26, 2019

### Topic: Status Report – Current Air Quality Efforts

#### Background/Summary:

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

#### July Air Quality Monitoring:

The Idaho Department of Environmental Quality reported three days in the moderate air quality category and one day in the unsafe for sensitive group (USG) category in the Treasure Valley during the month of July 2019.

- Two days in the moderate category were attributable to ozone (O<sub>3</sub>) recorded in Ada County.
- One day in the moderate category was attributable to ozone (O<sub>3</sub>) and fine particulate matter (PM<sub>2.5</sub>) recorded in Ada County.
- One day in the USG category was attributable to fine particulate matter (PM<sub>2.5</sub>) recorded in Ada County – levels in Canyon County were moderate on that same day.

#### YEAR TO DATE SUMMARY

The table below summarizes the number of good, moderate, and unhealthy to hazardous days recorded since January 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	270	97	8	365
2019	198	13	1	212

Notes: 2008, 2012, and 2016 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](mailto: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](mailto:Michael.Toole@deq.idaho.gov)

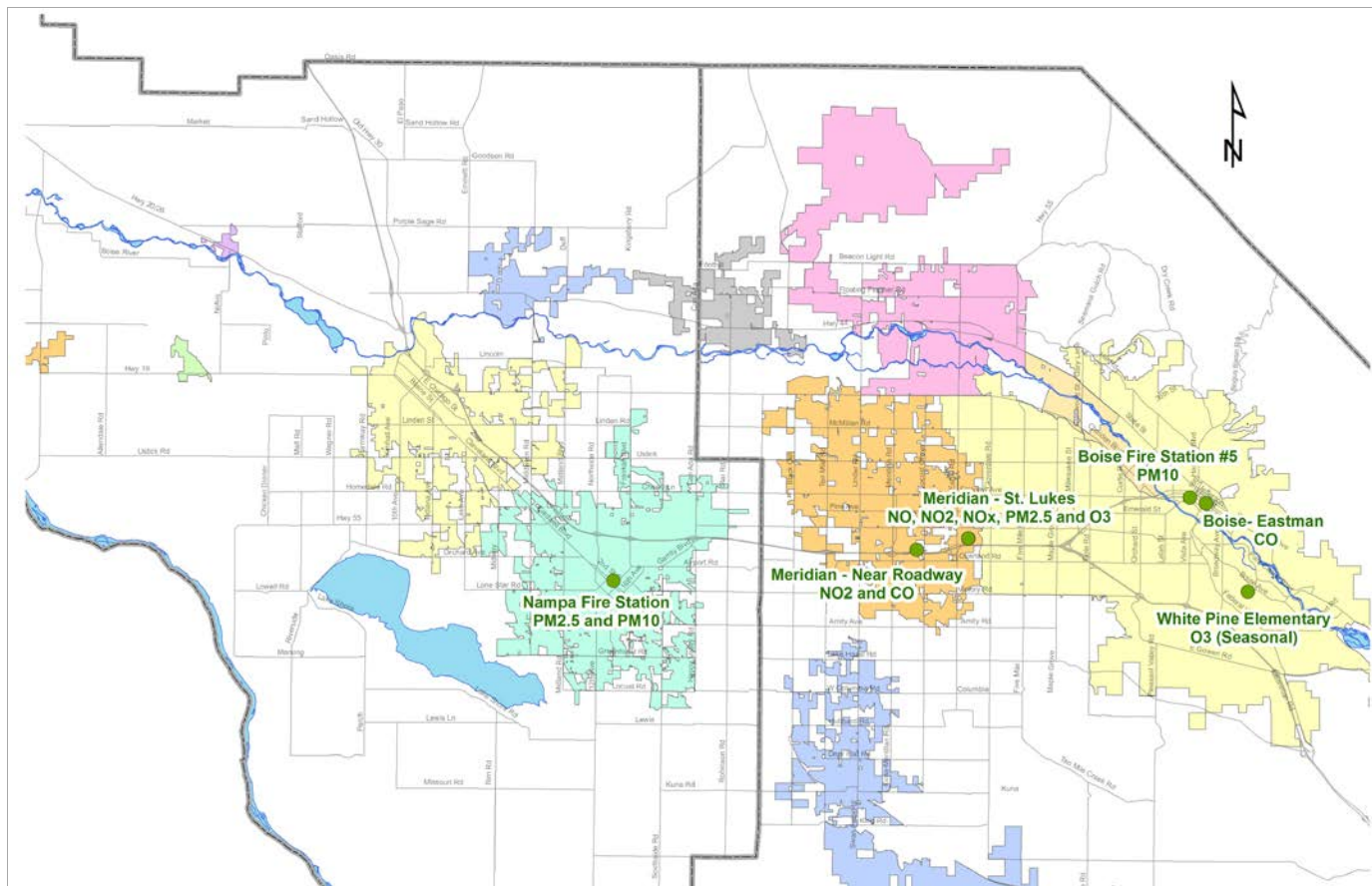


Figure 1: Map of air quality monitoring locations, Ada and Canyon County

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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.

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Oxides of nitrogen; a precursor (building block) of ozone. NOx is a generic term for mono-nitrogen oxides NO and NO<sub>2</sub> (nitric oxide and nitrogen dioxide). They are produced from the reaction of nitrogen and oxygen gases in the air during combustion, especially at high temperatures

### **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 '19	Feb '19	Mar '19	Apr '19	May '19	June '19	July '19	Aug '19	Sept '19	Oct '19	Nov '19	Dec '19	TOTAL
ACHD/T.Ferch/ M.Gresham/J. Lucas	1	1	1	1	1	1	1						7
Ada County/M. Leatherman/M. Mehta-Cooper/K. Woodworth	1	1	1	1	1	1	1						7
Boise State/D. Alexander	1	1	1	1		1	1						6
Canyon County/K.Dahl/P. Nilsson/D.Lister	1	1		1	1	1	1						6
Canyon Highway District #4/L. Riccio	1	1	1		1	1	1						6
City of Boise/D. Fluke/K. Gallagher/Z. Piepmeyer	1	1	1	1	1	1	1						7
City of Caldwell/R. MacDonald/ S. Tipuric	1	1	1	1		1	1						6
City of Eagle/N. Baird Spencer/B. Vaughan	1	1	1	1		1	1						6
City of Garden City/J. Thornborrow							1						1
City of Greenleaf L. Belt	1	1		1		1							4
City of Kuna/W. Howell	1	1	1	1	1	1	1						7
City of Melba/P. Bandy	1	1	1	1	1	1	1						1
City of Meridian/C. Hood/B. McClure/R.Simison	1	1	1	1	1	1	1						7
City of Middleton/Vacant as of March 8, 2019	1												1
City of Nampa/J. Barnes/C. Bowman	1	1	1	1	1	1	1						7
City of Notus/R. Wallace Jr.													0
City of Parma/N. Leigh	1		1	1	1		1						5
City of Star/S. Nickel			1	1	1								3
City of Wilder/D. Enrico		1			1	1							5
Golden Gate Highway District. # 3/G. Bates	1	1	1	1	1		1						6
IDEQ/M. Toole						1							1
ITD/Caleb Lakey	1	1	1	1	1	1	1						7
Public Participation Committee/D. Smith	1	1	1	1	1	1	1						7
Valley Regional Transit/R. Jalbert	1	1	1	1	1	1							6
Central District Health/R. Howarth	1						1						2
Governor's Office/Z. Hague													0



**Community Planning Association (COMPASS)  
Administrative Modification #11 for FY2019-2023 Transportation Improvement Program (TIP)**

**ITEM VII-D**

**Scheduled Funding for Project Lifetime**

Key	Project	Sponsor	*Current Total	*Revised Total	**Percent Change	Program/ Funding Source	Program Year	Revision	Offset	Brief Explanation
12368	Franklin Road, Black Cat Road to Ten Mile Road, Meridian	ACHD	\$12,570,608	\$11,917,608	-5.19%	STP-TMA	2019	Decrease PE by \$5,611, PC by \$319, RW by \$1,295, LP by \$1,911, UT by \$145,000, CE by \$35,000 and CN by \$463,864.	TMA Balancing	Project is in process of closing. Funds used to cover shortfall in obligation authority. \$50,000 remains in project for close out.
20797	I-84, Karcher Overpass, Nampa	ITD	\$4,731,846	\$5,033,846	6.38%	INFRA	2019	Increase CC by \$181,200.	20315	Cover consultant agreements.
						TECM	2019	Increase CC by \$120,800.		
20315	I-84, Karcher Interchange to Franklin Boulevard Corridor, Nampa (Design)	ITD	\$14,336,374	\$14,034,374	-2.11%	INFRA	2019	Decrease PC by \$181,200.	20797	To balance corridor funding.
						TECM	2019	Decrease PC by \$120,800.		
22016	Midway Road, SH-55 (Karcher Road) to I-84B Rehabilitation, Canyon County	CHD	\$1,279,000	\$1,279,000	0.00%	STP-U	2019	Increase PE by \$26,000 and PC by \$129,000.	STP-U "One time" funds	Advance design funds from FY2022 to FY2019 using STP-U "One time" funds.
						STP-U	2022	Decrease PE by \$26,000 and PC by \$129,000.		
13492	Linder Road and Deer Flat Road Intersection, Kuna	ACHD	\$4,513,000	\$4,641,000	2.84%	STP-U	2019	Increase RW by \$128,000.	STP-U "One time" funds	Increase costs using STP-U "One time" funds to cover actual land purchase costs.
20091	Capital Maintenance, Phase 3, Boise Area - FY2019	ACHD	\$478,000	\$478,000	0.00%	STP-TMA	2019	No change to project total.	TMA Balancing	FY2019 funds split using \$54,000 in STP-TMA formula and \$374,000 in STP-TMA "One time" funds.
13494	Old Highway 30, Plymouth Street Bridge, Caldwell	CHD	\$10,664,000	\$10,814,000	1.41%	STP-U	2019	Increase PC by \$100,000 and PL by \$50,000.	STP-U "One time" funds	Increase costs using STP-U "One time" funds to cover supplemental agreement and LHTAC oversight.

\* Includes federal and local portions.

\*\* Amendment needed if project total increases 30% or more or \$2,000,000.

Assumed total costs from FY2019-2023 TIP.

ACHD = Ada County Highway District

CC = Construction Engineering Consultant

CE = Construction Engineering

CHD = Canyon Highway District

CN = Construction

FY = Fiscal Year

I = Interstate

INFRA = Infrastructure for Rebuilding America

ITD = Idaho Transportation Department

KN = Key Number

LHTAC = Local Highway Technical Assistance Council

LP = Land Purchase

PC = Preliminary Engineering Consultant

PE = Preliminary Engineering

PL = Preliminary Engineering oversight by LHTAC

RW = Right of Way

SH = State Highway

STP = Surface Transportation Program

TECM = Transport Expansion Congestion Mitigation

TMA = Transportation Management Area

U = Urban

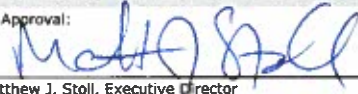
UT = Utilities

Staff Recommendation:



Daniel Hernandez, Assistant Planner  
COMPASS

Approval:



Matthew J. Stoll, Executive Director  
COMPASS

Date:



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**Community Planning Association (COMPASS)  
Administrative Modification #12 for FY2019-2023 Transportation Improvement Program (TIP)**

Key	Project	Sponsor	Scheduled Funding for Project Lifetime		**Percent Change	Program/ Funding Source	Program Year	Revision	Offset	Brief Explanation
			*Current Total	*Revised Total						
13481	State Street and Collister Drive Intersection, Boise	ACHD	\$13,682,399	\$13,702,399	0.15%	Local Non-Participating	2019	Increase CN by \$20,000.	NA	To cover change orders that are not eligible for federal-aid.

\* Includes federal and local portions.

\*\* Amendment needed if project total increases 30% or more or \$2,000,000.

ACHD = Ada County Highway District

CN = Construction

FY = Fiscal Year

Staff Recommendation:

Daniel Hernandez, Assistant Planner  
COMPASS

Approval:

Matthew J. Stoll, Executive Director  
COMPASS

Date:

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**Community Planning Association (COMPASS)  
Administrative Modification #13 for FY2019-2023 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						
20315	I-84, Karcher Interchange to Franklin Boulevard Corridor, Nampa (Design)	ITD	\$14,034,000	\$21,334,335	52.02%	TECM	2019	Increase PC by \$121,000 and LP by \$2,799,334.	20799	To cover increased need for land purchase estimates based on purchase offers and match programmed amount in OTIS. Total project increase by \$7,300,709, but is in the same "suite of projects" as the offset KN 20799. Change description to include work for land purchase and utilities.
						INFRA	2019	Increase PC by \$181,000 and LP by \$4,199,001.		
20799	I-84, Northside Boulevard to Karcher Road Interchange, Nampa	ITD	\$37,600,000	\$30,624,368	-18.55%	TECM	2019	Decrease CE by \$84,573, CC by \$109,106, and CN by \$2,603,152.	20315	To match the construction bid amount. Total project decrease by \$6,995,632, but in the same "suite of projects" as the offset KN 20315.
						INFRA	2019	Decrease CE by \$130,915, CC by \$163,659, and CN by \$3,904,427.		
						Restoration	2019	Increase CN by \$20,200.		
20367	US 20/26 (Chinden), Star Road to SH-16, Ada County	ITD	\$5,550,000	\$5,650,000	1.80%	HSIP	2019	Increase PC by \$100,000.	20251 (Outside COMPASS Area)	To cover additional funding needs for design.

\* Includes federal and local portions.

\*\* Amendment needed if project total increases 30% or more or \$2,000,000.

CC = Construction Engineering Consultant  
CE = Construction Engineering  
CN = Construction  
FY = Fiscal Year

HSIP = Highway Safety Improvement Program  
I = Interstate  
INFRA = Infrastructure for Rebuilding America  
ITD = Idaho Transportation Department

KN = Key Number  
LP = Land Purchase  
OTIS = Office of Transportation Investment System  
PC = Preliminary Engineering Consultant

SH = State Highway  
TECM = Transportation Expansion and Congestion Mitigation  
US = United States (highway)

Staff Recommendation:

  
Daniel Hernandez, Assistant Planner  
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Approval:

  
Matthew J. Stoll, Executive Director  
COMPASS

Date:



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**Community Planning Association (COMPASS)  
Administrative Modification #14 for FY2019-2023 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						
20315	I-84, Karcher Interchange to Franklin Boulevard Corridor, Nampa (Design)	ITD	\$21,336,000	\$33,217,247	55.69%	TECM	2019	Increase LP by \$4,819,378.	20798	To cover additional anticipated costs for land acquisition and match previous actions by ITD. Overall change to the "suite of projects" is \$331,407. (0.22% increase overall)
						INFRA	2019	Increase LP by \$7,329,069. Decrease PC by \$181,200.		
						State	2019	Decrease PC by \$86,000.		
20798	I-84, Franklin Boulevard to Northside Boulevard, Nampa	ITD	\$87,228,000	\$77,358,830	-11.31%	Restoration (Cigarette Tax)	2019	Increase CE by \$420,830.	20315	To match bid. Add Cigarette Tax funding source and other adjustments to match previous actions by ITD. Overall change to the "suite of projects" is \$331,407. (0.22% increase overall)
						TECM	2019	Increase CN by \$1,150,000. Decrease CC by \$5,040,000.		
						INFRA	2019	Increase CC by \$127,440. Decrease CE by \$148,231 and CN by \$6,379,209.		
20797	I-84, Karcher Overpass, Nampa	ITD	\$5,034,000	\$4,913,046	-2.40%	TECM	2019	Decrease CC by \$121,000 and CN by \$262.	GARVEE Balancing	To match previous actions by ITD. Overall change to the "suite of projects" is \$331,407. (0.22% increase overall)
						INFRA	2019	Increase CC by \$200 and CN by \$108.		
20799	I-84, Northside Boulevard to Karcher Road Interchange, Nampa	ITD	\$30,631,000	\$29,071,553	-5.09%	TECM	2019	Increase CC by \$23,894. Decrease CE by \$2,276 and CN by \$647,196.	GARVEE Balancing	To match previous actions by ITD. Overall change to the "suite of projects" is \$331,407. (0.22% increase overall)
						INFRA	2019	Increase CE by \$85, CC by \$36,341. Decrease CN by \$970,495.		
						Restoration (Strategic Initiatives)	2019	Increase CC by \$20,200. Decrease CN by \$20,000.		
13903	Capital Maintenance, Phase 1, Boise Area - FY2019	ACHD	\$5,541,000	\$6,174,631	11.44%	STP-TMA	2019	Decrease CE by \$652,000. Increase CC by \$432,620 and CN by \$427,646.	20003	Adjust various phases of project. Move \$208,266 from KN 20003 and add Local Participating funds (\$425,365) to cover the bid. The two projects are part of the "suite of projects" for ACHD maintenance work which will increase by \$425,365. (5.06% increase overall)
						Local Participating	2019	Increase CC by \$45,602 and CN by \$379,763.		

Scheduled Funding for Project Lifetime										
Key	Project	Sponsor	*Current Total	*Revised Total	**Percent Change	Program/ Funding Source	Funding Year	Revision	Offset	Brief Explanation
20003	Capital Maintenance, Phase 2, Boise Area - FY2019	ACHD	\$2,388,000	\$2,179,734	-8.72%	STP-TMA	2019	Increase CC by \$161,649. Decrease CE by \$318,000 and CN by \$51,915.	13903	Adjust various phases of project. Move \$208,266 to KN 20003 to reflect actual bid amount. The two projects are part of the "suite of projects" for ACHD maintenance work, which will increase by \$425,365. (5.06% increase overall)
19464a	Transit - Acquisition of Service, Nampa Area	VRT	\$849,000	\$849,000	0.00%	N/A	N/A	N/A	N/A	Change to key number. No change to total.
19464b	Transit - Purchase of Service, Rural Areas, TVT	TVT	\$268,000	\$268,000	0.00%	N/A	N/A	N/A	N/A	Change to key number. No change to total.
19981a 19464c	Transit <del>Purchase</del> Acquisition of Service, Rural Areas Canyon County, VRT	VRT	\$94,000	\$131,500	39.89%	FTA 5310 SU	2019	Increase CN by \$37,500.	FTA Urban Balancing	To cover shortfall for Parma Senior Center and Kuna Senior Center. Funds from FY2017 that expire in FY2019. Change name and description to make consistent with current regulation language and incorporate service in Canyon County and the Nampa Urbanized Area. Projects are part of a "suite of projects" for acquisition/purchase of service in Ada and Canyon Counties, which will decrease \$46,500 overall. (1.26% decrease overall)
19464d	Transit, Acquisition of Service, Nampa Area	VRT	\$0	\$140,000	100.00%	FTA 5310 SU	2019	Increase CN by \$140,000. (80/20 match)	FTA Urban Balancing	To partially cover shortfall for METRO Community Services by replacing 5307 funds, which have a higher local match (50/50), with 5310 funds, with a lower local match (80/20). 5310 funds from FY2017, which expire in FY2019. Add new key number to match ITD. Projects are part of a "suite of projects" for acquisition/purchase of service in Ada and Canyon Counties, which will increase \$47,738 overall. (1.18% increase overall)
20043	Transit - Above and Beyond ADA Paratransit, Nampa Area	VRT	\$814,000	\$590,000	-27.52%	FTA 5307 SU	2019	Decrease CN by \$224,000. (50/50 match)	VRT Balancing	To partially cover shortfall for METRO Community Services by replacing 5307 funds, which have a higher local match (50/50), with 5310 funds, with a lower local match (80/20). 5310 funds from FY2017 expire in FY2019. Projects are part of a "suite of projects" for acquisition /purchase of service in Ada and Canyon Counties, which will decrease \$46,500 overall. (1.26% decrease overall)
19398	Transit - Beyond-Demand Response, Nampa Area	TVT	\$340,000	\$356,380	4.82%	FTA 5310 SU	2019	Increase CN by \$16,380. (50/50 match)	19807 (Chubcock)	To cover shortfall for Elderly Opportunity Agency in Canyon County. Project was in the FY2017 TIP. Funds remaining from project in Chubcock and expire in FY2019. Change name to make consistent with current regulation language. Projects are part of a "suite of projects" for acquisition/purchase of service in Ada and Canyon Counties, which will decrease \$46,500 overall. (1.26% decrease overall)

Key	Project	Sponsor	Scheduled Funding for Project Lifetime		**Percent Change	Program/ Funding Source	Funding Year	Revision	Offset	Brief Explanation
			*Current Total	*Revised Total						
13476	SH-44 (State Street) and SH-55 (Eagle Road) Intersection, 1/2 CFI, Eagle	ITD	\$6,986,000	\$7,036,000	0.72%	NHS	2019	Increase LP by \$50,000.	Statewide Balancing	To cover land purchase agreements.
19645	US-95, Oregon State Line to City of Wilder, Seal Coat, Canyon County	ITD	\$3,143,000	\$2,141,640	-31.86%	Pavement Preservation	2019	Increase CE by \$37,447. Decrease CN by \$1,038,807.	Statewide Balancing	To adjust amounts for bid.

ACHD = Ada County Highway District  
 ADA = Americans with Disabilities Act  
 CC = Construction Engineering Consultant  
 CE = Construction Engineering  
 CFI = Continuous Flow Intersection  
 CN = Construction  
 FTA = Federal Transit Administration

FY = Fiscal Year  
 GARVEE = Grant Anticipation Revenue Vehicle  
 HSIP = Highway Safety Improvement Program  
 I = Interstate  
 INFRA = Infrastructure for Rebuilding America  
 ITD = Idaho Transportation Department  
 KN = Key Number

LP = Land Purchase  
 NHS = National Highway System  
 OTIS = Office of Transportation Investment System  
 PC = Preliminary Engineering Consultant  
 SH = State Highway  
 STP = Surface Transportation Program  
 SU = Small Urban

TECM = Transportation Expansion and Congestion Mitigation  
 TMA = Transportation Management Area  
 TVT = Treasure Valley Transit  
 US = United States (highway)  
 VRT = Valley Regional Transit

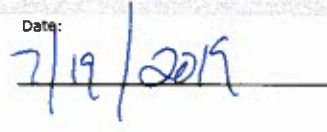
Staff Recommendation:

Approval:

Date:

  
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 Matthew J. Stoll, Executive Director  
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 7/19/2019

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