



Working together to plan for the future

COMPASS BOARD OF DIRECTORS' MEETING PACKET

August 15, 2022



Working together to plan for the future

Community Planning Association of Southwest Idaho 2022 COMPASS Board of Directors

GENERAL MEMBERS	SPECIAL MEMBERS	EX-OFFICIO MEMBERS
Ada County: Commissioner Kendra Kenyon Commissioner Rod Beck Commissioner Ryan Davidson	Boise State University: President Marlene Tromp	Governor's Office: Vacant
Ada County Highway District: Commissioner Dave McKinney Commissioner Jim Hansen Commissioner Mary May	Capital City Development Corporation: John Brunelle, Executive Director	Greater Boise Auditorium District: Pat Rice, Executive Director
Canyon County: Commissioner Keri Smith Commissioner Leslie Van Beek Commissioner Pam White	Idaho Department of Environmental Quality: Aaron Scheff, Regional Administrator	Southwest District Health Department: Nikole Zogg, District Director
Canyon Highway District No. 4: Commissioner Jay Gibbons	Idaho Transportation Department: Caleb Lakey, District 3 Engineer	
City of Boise: Mayor Lauren McLean Councilmember Elaine Clegg Councilmember Holli Woodings	Valley Regional Transit: Kelli Badesheim, Executive Director	
City of Caldwell: Mayor Jarom Wagoner Brent Orton, Public Works Director		
City of Eagle: Mayor Jason Pierce Nichoel Baird Spencer, Planner III		
City of Garden City: Mayor John Evans		
City of Greenleaf: Councilmember Dan Hyer		
City of Kuna: Mayor Joe Stear Councilmember John Laraway		
City of Melba: Mayor Cory Dickard		
City of Meridian: Mayor Robert Simison Bill Nary, City Attorney Charlie Rountree		
City of Middleton: Mayor Steve Rule		
City of Nampa: Mayor Debbie Kling Councilmember Victor Rodriguez Tom Points, Public Works Director		
City of Notus: Mayor David Porterfield		
City of Parma: Tina Wilson		
City of Star: Mayor Trevor Chadwick		
City of Wilder: Chelsie Johnson, Public Works Superintendent		
Golden Gate Highway District No. 3: Bob Watkins, Director of Highways		

T:\FY19\900 Operations\Board\2019 Board Members.docx

MAKING A MOTION:

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

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

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

TABLE OF RULES RELATING TO MOTIONS:

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



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2022 COMPASS BOARD MEETING DATES

COMPASS BOARD MEETING DATE/TIME	LOCATION	KEY ITEMS
February 28, 2022 1:30 pm – 3:30 pm	COMPASS 700 NE 2nd Street Meridian, Idaho	<ul style="list-style-type: none"> • Confirm Finance Committee Membership • Approve Extension of Delivery Deadlines on Local Federal-Aid Projects • Adopt Resolution Amending the FY2022-2028 Regional Transportation Improvement Program (TIP) • Approve Revisions to the COMPASS Employment Policies • Approve Revisions to the COMPASS Records Policy • Approve Updated Transportation Improvement Program (TIP) Policies
April 18, 2022 1:30 pm – 3:30 pm	COMPASS 700 NE 2nd Street Meridian, Idaho	<ul style="list-style-type: none"> • Accept 2022 Population Estimates • Approve FY2022 General and Special Membership Dues
June 20, 2022 1:30 pm – 3:30 pm	COMPASS 700 NE 2nd Street Meridian, Idaho	<ul style="list-style-type: none"> • Consider Executive Committee’s Recommendation Regarding the Executive Director’s Annual Performance Evaluation • Approve End-of-Year Program and Redistribution Priorities • Approve FY2024-2030 COMPASS Funding Application Guide
August 15, 2022 1:30 pm – 3:30 pm	COMPASS 700 NE 2nd Street Meridian, Idaho	<ul style="list-style-type: none"> • Approve FY2023 <i>Communities in Motion</i> (CIM) Implementation Grants and Project Development Program Projects • Approve FY2023 Resource Development Plan • Adopt Resolution Approving the FY2023 Unified Planning Work Program and Budget (UPWP) • Approve COMPASS Workgroup Charters
October 17, 2022 1:30 pm – 3:30 pm	COMPASS 700 NE 2nd Street Meridian, Idaho	<ul style="list-style-type: none"> • Establish 2023 COMPASS Board and Executive Committee Meeting Dates and Location. Provide 30 Day Notice of Annual Meeting • Adopt Resolution Approving FY2023-2029 Regional Transportation Improvement Program (TIP) and Associated Air Quality Conformity Demonstration • Adopt Resolution Approving Rural Application Prioritization
December 19, 2022 Holiday Luncheon 12:00 pm Annual Meeting 1:30 pm – 3:30 pm	Nampa Civic Center 311 3rd Street South Nampa, Idaho	<ul style="list-style-type: none"> • Confirm 2023 Board Officers: Chair, Chair Elect, Vice Chair, Immediate Past Chair. Elect Secretary-Treasurer • Confirm Regional Transportation Advisory Committee Membership • Approve 2023 Federal Transportation Policy Positions • Approve 2023 Idaho Legislative Session Position Statements • Adopt Resolution Approving Revision 1 of the FY2023 Unified Planning Work Program and Budget (UPWP)



Working together to plan for the future

**COMPASS BOARD OF DIRECTORS' MEETING
AUGUST 15, 2022 – 1:30 PM
COMPASS – 1ST FLOOR BOARD ROOM
700 NE 2ND STREET
MERIDIAN, IDAHO**

ZOOM CONFERENCE CALL

Facebook Live Streaming - <https://www.facebook.com/COMPASSIdaho>
(Subject to availability and functionality of connection.)

Board members can participate in the meeting in-person or via Zoom conference call. The 1st floor Board room is open for in-person attendance.

Please specify whether you plan to attend in-person or virtually when RSVPing to Teri Gregory at tgregory@compassidaho.org or 208-475-2225.

Written comments may be submitted by email to info@compassidaho.org. Comments can also be left by voicemail. Please call 208-475-2225 to record comments. Commenters must provide their name for the record. Comments identified by name that are received by 10:00 am on August 15, 2022, will be provided to the Board members and read into the record during the meeting.

**** AGENDA ****

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

II. OPEN DISCUSSION/ANNOUNCEMENTS

III. CONSENT AGENDA

- Page 8 A.* Approve June 27, 2022, COMPASS Board of Directors Meeting Minutes**
- Page 12 B.* Receive Approved June 7, 2022, Executive Committee Meeting Minutes**
- Page15 C.* Receive Approved Minutes from March 24, 2022, Finance Committee Meeting**
- Page 17 D.* Approve Regional Transportation Advisory Committee Members **Vince Trimboli and Devin Krasowski****
- Page 21 E.* Approve FY2023 COMPASS Workgroup Charters**
- Page 34 F.* Approve List of Records for Destruction**
- Page 36 G.* Ratify Resolution 20-2022 Modifying the FY2022-2028 TIP to Significantly Increase the Cost of One Idaho Transportation Department Project**

IV. SPECIAL ITEMS

- 1:35
Page 41
- A. * Receive 2022 COMPASS Federal Transportation Planning Certification Review Report**
Peter Hartman, FHWA-Idaho Administrator, will present the 2022 COMPASS Federal Transportation Planning Certification Review Report.
- Peter Hartman
- 1:50
- B. Restoring Passenger Rail Service to the Treasure Valley Region**
Councilmember Clegg will present on the importance of restoring passenger rail service (i.e., Amtrack) to the Treasure Valley region.
- Councilmember Clegg

V. ACTION ITEMS

- 2:05
Page 67
- A. * Adopt Resolution 21-2022 Approving the FY2023 Unified Planning Work Program and Budget (UPWP)**
Meg Larsen will seek COMPASS Board of Directors' approval of the FY2023 UPWP.
- Meg Larsen
- 2:20
Page 95
- B. * Approve Coordinated Public Transit-Human Services Transportation Plan**
Lila Klopfenstein will seek COMPASS Board of Directors' approval of Coordinated Public Transit-Human Services Transportation Plan.
- Lila Klopfenstein
- 2:30
Page 96
- C. * Approve FY2023 Communities in Motion (CIM) Implementation Grants and Project Development Program Projects**
Joey Schueler will seek COMPASS Board approval of FY2023 CIM Implementation Grant and Project Development Program projects.
- Joey Schueler
- 2:40
Page 98
- D. * Approve Updates to FY2024-2030 COMPASS Application Guide**
Dane Hoskins will seek COMPASS Board of Directors' approval of FY2024-2030 COMPASS Application Guide.
- Dane Hoskins
- 2:55
Page 99
- E. * Approve Changes to the Transportation Improvement Program (TIP) Amendment Policy**
Toni Tisdale will seek COMPASS Board of Directors approval of changes to the TIP Amendment Policy to allow flexibility due to high inflation, as requested by the Idaho Transportation Department.
- Toni Tisdale
- 3:05
Page 109
- F. * Adopt Resolution Modifying the FY2022-2028 Regional Transportation Improvement Program**
Toni Tisdale will request that the COMPASS Board of Directors adopt Resolution 22-2022 modifying the FY2022-2028 TIP to significantly increase the cost of one Idaho Transportation Department project.
- Toni Tisdale

VI. INFORMATION/DISCUSSION ITEMS

3:10
Page 113

A.* Status Report - I-84 Corridor Operations Plan

Hunter Mulhall

Hunter Mulhall will present the contents of the I-84 Corridor Operations Plan.

**VII. EXECUTIVE DIRECTOR'S REPORT (INFORMATION ONLY)
(3:25)**

Page 114

A.* Staff Activity Reports

Page 124

B.* Status Report – Current Air Quality Data

Page 129

C.* Status Report – Regional Transportation Advisory Committee Attendance

Page 130

D.* Administrative Modifications

VIII. OTHER

Next Meeting: October 17, 2022

IX. ADJOURNMENT (3:30)

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

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**COMPASS BOARD OF DIRECTORS' MEETING
JUNE 27, 2022
COMPASS, 1ST FLOOR BOARD ROOM
700 NE 2ND STREET, MERIDIAN, ID
ZOOM CONFERENCE CALL**

**** DRAFT MINUTES ****

ATTENDEES:

Kelli Badesheim, Valley Regional Transit, via telephone
Bill Vaughan for Nichoel Baird Spencer, City of Eagle, via telephone
Leon Letson for Rod Beck, Commissioner, Ada County, via telephone
Matt Edmond for John Brunelle, Capital City Development Corporation, via telephone
Trevor Chadwick, Mayor, City of Star, via telephone
Elaine Clegg, Councilmember, City of Boise, **Immediate Past Chair**, via telephone
Brent Moore for Ryan Davidson, Commissioner, Ada County, via telephone
John Evans, Mayor, City of Garden City, in person
Alexis Pickering for Jim Hansen, Commissioner, Ada County Highway District, via telephone
Dan Hyer, Councilmember, City of Greenleaf, via telephone
Mark Perfect for Kendra Kenyon, Commissioner, Ada County, via telephone
Debbie Kling, Mayor, City of Nampa, via telephone
Vince Trimboli for Caleb Lakey, Idaho Transportation Department – District 3, via telephone
John Laraway, Councilmember, City of Kuna, in person
Mary May, Commissioner, Ada County Highway District, **Vice Chair**, in person
Dave McKinney, Commissioner, Ada County Highway District, in person
Tim Keane for Lauren McLean, Mayor, City of Boise, in person
Bill Nary, City of Meridian, via telephone
Tom Points, City of Nampa, in person
Victor Rodriguez, Councilmember, City of Nampa, via telephone
Charlie Rountree, City of Meridian, in person
Steve Rule, Mayor, City of Middleton, via telephone
Aaron Scheff, Idaho Department of Environmental Quality, via telephone
Bruce Freckleton for Robert Simison, Mayor, City of Meridian, via telephone
Keri Smith, Commissioner, Canyon County, via telephone
Joe Stear, Mayor, City of Kuna, **Chair**, in person
Matt Stoll, Executive Director, Community Planning Association, Ex officio, in person
Drew Alexander for Marlene Tromp, Boise State University, via telephone
Leslie Van Beek, Commissioner, Canyon County, via telephone
Tina Wilson, City of Parma, via telephone
Holli Woodings, Councilmember, City of Boise, via telephone

MEMBERS ABSENT:

Cory Dickard, Mayor, City of Melba
Jay Gibbons, Commissioner, Canyon Highway District No. 4, **Secretary-Treasurer**
Chelsie Johnson, City of Wilder
Brent Orton, City of Caldwell
Jason Pierce, Mayor, City of Eagle
David Porterfield, Mayor, City of Notus
Jarom Wagoner, Mayor, City of Caldwell
Bob Watkins, Golden Gate Highway District No. 3
Pam White, Commissioner, Canyon County
Nikole Zogg, Southwest District Health, Ex officio

OTHERS:

Teri Gregory, Community Planning Association, in person
Liisa Itkonen, Community Planning Association, via telephone
Meg Larsen, Community Planning Association, in person
Justin Lucas, Ada County Highway District, in person
Amy Luft, Community Planning Association, in person
Sherone Sader, Community Planning Association, via telephone
Toni Tisdale, Community Planning Association, via telephone
Mary Ann Waldinger, Community Planning Association, via telephone

CALL TO ORDER

Chair Joe Stear called the meeting to order at 1:32 p.m.

OPEN DISCUSSION/ANNOUNCEMENTS

Matt Stoll introduced two new COMPASS employees, Teri Gregory, Executive Assistant and Sherone Sader, Resource Development Assistant.

Mayor Kling announced the Snake River Stampede begins in Nampa on July 18, 2022.

Mayor Stear announced the Kuna Rodeo will be in September.

CONSENT AGENDA

- A. Approve April 18, 2022, COMPASS Board of Directors Meeting Minutes**
- B. Receive Approved March 8, April 12, and May 10, 2022, Executive Committee Meeting Minutes**
- C. Approve Regional Transportation Advisory Committee Members**
- D. Ratify Resolution 15-2022 Amending the FY2022-2028 Regional Transportation Improvement Program (TIP)**
- E. Ratify Resolution 16-2022 Modifying the FY2022-2028 Regional Transportation Improvement Program (TIP)**
- F. Ratify Resolution 17-2022 Modifying the FY2022-2028 Regional Transportation Improvement Program (TIP)**
- G. Adopt Resolution 18-2022 Approving Revision 4 of the FY2022 Unified Planning Work Program and Budget (UPWP)**

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

ACTION ITEMS

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

John Evans moved and Elaine Clegg seconded to move the COMPASS Board of Directors into Executive Session pursuant to Idaho Code [74-206 (b)] at 1:44 pm.

Matt Stoll called roll. The following COMPASS Board members were present and voted in the affirmative: Kelli Badesheim, Bill Vaughan for Nichoel Baird Spencer, Leon Letson for Rod Beck, Matt Edmond for John Brunelle, Trevor Chadwick, John Laraway, Elaine Clegg, Brent Moore for Ryan Davidson, John Evans, Alexis Pickering for Jim Hansen, Dan Hyer, Mark Perfect for Kendra Kenyon, Debbie Kling, Vince Trimboli for Caleb Lakey, Mary May, Dave McKinney, Tim Keane for Lauren McLean, Bill Nary, Tom Points, Victor Rodriguez, Charlie Rountree, Steve Rule, Aaron Scheff, Bruce Freckleton for Robert Simison, Keri Smith, Joe Stear, Drew Alexander for Marlene Tromp, Tina Wilson, and Holli Woodings. Motion passed unanimously.

Convened back into regular session at 2:22 pm.

B. Consider Executive Committee's Recommendation Regarding Executive Director

After discussion Keri Smith moved and Steve Rule seconded to accept the Executive Committee's recommendation to retain Matt Stoll as the Executive Director and increase his salary to the median salary range. Motion passed unanimously.

C. Approve *Communities in Motion 2050* (CIM 2050) Project Priority Rankings and Unfunded Lists

Mary Ann Waldinger presented the CIM 2050 project priority rankings and unfunded lists.

After discussion, John Evans moved and Charlie Roundtree seconded to approve the CIM 2050 project priority rankings and unfunded lists as presented. Motion passed unanimously.

D. Approve *Communities in Motion 2050* (CIM 2050) Implementation Policies

Liisa Itkonen presented draft implementation policies to guide tasks and processes for CIM 2050.

After discussion, John Evans moved and Dave McKinney seconded to approve the implementation policies as presented. Motion passed unanimously.

E. Approve Priorities for the End-of-Year and Redistribution Program

Toni Tisdale presented project priorities for the End-of Year and Redistribution Program.

After discussion, Brent Moore moved and Mary May seconded to approve the project priorities for the End-of Year and Redistribution Program, as modified from information in the packet and presented in the meeting. The modifications include adjustments to the amounts of two projects to reflect the obligation authority limitation and the removal of both needs in Canyon County, as they are no longer needed. Motion passed unanimously.

F. Consider Proposed High-Capacity Transit Planning and Environmental Linkages Study

Liisa Itkonen reviewed a proposed high-capacity transit Planning and Environmental Linkages study and potential funding options.

After discussion, **Kelli Badesheim moved and Tina Wilson seconded to include a high-capacity planning study in the draft FY2023-2029 Regional Transportation Improvement Program.**

Mary May made a substitute motion to direct COMPASS seek to competitive grant funding for the study. This motion failed for the lack of a second.

After further discussion, **the original motion to fund a high-capacity planning study in the draft FY2023-2029 Regional Transportation Improvement Program passed.**

G. Adopt Resolution No. 19-2022 Modifying the FY2022-2028 Regional Transportation Improvement Program

Toni Tisdale presented Resolution No. 19-2022 to modify the FY2022-2028 Regional Transportation Improvement Program as requested by the Idaho Transportation Department.

After discussion, **Charlie Roundtree moved and Bruce Freckleton seconded to adopt Resolution No. 19-2022 as presented. Motion passed unanimously.**

INFORMATION ITEMS

A. Review Draft FY2023-2029 Regional Transportation Improvement Program (TIP)

Board members were encouraged to review the draft FY2023-2029 TIP project list included in their packet prior to the planned public comment period scheduled for August 15 – September 13, 2022.

ADJOURNMENT

Chair Joe Stear adjourned the meeting at 3:34 p.m.

Approved this 15th day of August 2022.

By: _____
Joe Stear, Chair
Community Planning Association of
Southwest Idaho

Attest:

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

**EXECUTIVE COMMITTEE MEETING
JUNE 7, 2022
COMPASS SECOND FLOOR LARGE CONFERENCE ROOM
700 NE 2ND STREET
MERIDIAN, IDAHO**

****MINUTES****

- ATTENDEES:** Trevor Chadwick, Mayor, City of Star, in person
Jay Gibbons, Commissioner, **Secretary-Treasurer**, Canyon Highway District #4, via telephone
Debbie Kling, Mayor, **Chair Elect**, City of Nampa, via telephone
Mary May, Commissioner, **Vice Chair**, Ada County Highway District, in person
Nichoel Baird Spencer for Jason Pierce, Mayor, City of Eagle, via telephone
Robert Simison, Mayor, City of Meridian, via telephone
Joe Stear, Mayor, **Chair**, City of Kuna, in person
Jarom Wagoner, Mayor, City of Caldwell, in person
- MEMBERS ABSENT:** Rod Beck, Commissioner, Ada County
Elaine Clegg, Councilmember, **Immediate Past Chair**, City of Boise
Steve Rule, Mayor, City of Middleton
Keri Smith, Commissioner, Canyon County
- OTHERS PRESENT:** Ken Burgess, Veritas Advisors, via telephone
Justin Lucas, Ada County Highway District, in person
Amy Luft, COMPASS, via telephone
Matt Stoll, Executive Director, COMPASS, in person
Toni Tisdale, COMPASS, in person

CALL TO ORDER

Chair Elect Debbie Kling called the meeting to order at 1:32 p.m.

OPEN DISCUSSION/ANNOUNCEMENTS

Matt Stoll announced that offers have been accepted for COMPASS' two open positions and new staff will be starting later this month.

Mayors Kling and Wagoner promoted the upcoming rodeos in the Cities of Nampa and Caldwell.

CONSENT AGENDA

A. Approve May 10, 2022, Executive Committee Meeting Minutes

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

ACTION ITEMS

A. Adopt Resolution 16-2022 Modifying the FY2022-2028 Regional Transportation Improvement Program (TIP)

Toni Tisdale reviewed proposed changes to the FY2022-2028 TIP to increase the cost of two Idaho Transportation Department projects.

Trevor Chadwick moved and Nichoel Baird Spencer seconded adoption of Resolution 16-2022 modifying the FY2022-2028 TIP. Motion passed unanimously.

This item will be brought to the full Board of Directors for ratification at the June 27, 2022, Board meeting, as part of the Consent Agenda.

B. Adopt Resolution 17-2022 Modifying the FY2022-2028 Regional Transportation Improvement Program (TIP)

Toni Tisdale reviewed proposed changes to the FY2022-2028 TIP to increase the cost of one Ada County Highway District (ACHD) project and adjust the timing and decrease right-of-way costs of five ACHD projects.

Nichoel Baird Spencer moved and Mary May seconded adoption of Resolution 17-2022 modifying the FY2022-2028 TIP. Motion passed unanimously.

This item will be brought to the full Board of Directors for ratification at the June 27, 2022, Board meeting, as part of the Consent Agenda.

C. Executive Session – Idaho Code [74-206 (b)]

Mayor Chadwick moved and Nichoel Baird Spencer seconded to move into Executive Session pursuant to Idaho Code [74-206 (b)] at 1:43 p.m.

Matt Stoll called roll. The following Executive Committee members were present and voted in the affirmative: Robert Simison, Jay Gibbons, Debbie Kling, Nichoel Baird Spencer for Jason Pierce, Joe Stear, Mary May, Trevor Chadwick, and Jarom Wagoner.

The committee convened back into regular session at 2:44 p.m.

No action was taken in Executive Session.

Mary May moved and Jay Gibbons seconded to modify the recommendation made in the May 10, 2022, Executive Committee meeting to recommend an increase in salary

for the Executive Director to match the current salary range midpoint. Motion passed unanimously.

INFORMATION/DISCUSSION ITEMS

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

ADJOURNMENT

Chair Joe Stear adjourned the meeting at 2:49 p.m.

Approved this 12th day of July 2022.

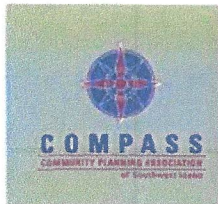
By: 

**Joe Stear, Chair
Community Planning Association of
Southwest Idaho**

Attest:

By: 

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



Working together to plan for the future

**FINANCE COMMITTEE MEETING
MARCH 24, 2022
COMPASS 2ND FLOOR LARGE CONFERENCE ROOM**

****MINUTES****

ATTENDEES: Jay Gibbons, **Chair**, Commissioner, Canyon Highway District #4, in person
Jim Hansen, **Vice Chair**, Commissioner, Ada County Highway District, via telephone
Kendra Kenyon, Commissioner, Ada County, via telephone
Victor Rodriguez, Councilmember, City of Nampa, in person
Holli Woodings, Councilmember, City of Boise, in person

MEMBERS ABSENT: Steve Rule, Mayor, City of Middleton
Keri Smith, Commissioner, Canyon County

OTHERS PRESENT: Meg Larsen, Community Planning Association, in person
Amy Luft, Community Planning Association, in person
Matt Stoll, Community Planning Association, in person
Hailey Townsend, Community Planning Association, in person

CALL TO ORDER:

Chair Jay Gibbons called the meeting to order at 12:03 p.m.

OPEN DISCUSSION/ANNOUNCEMENTS

None.

CONSENT AGENDA

A. Approve December 16, 2021, Finance Committee Meeting Minutes

Holli Woodings moved and Kendra Kenyon 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 reviewed the report of disbursements made in the reporting period, December 4, 2021, to March 4, 2022, which was provided in the packet for information.

B. Discuss Five-Year Revenue and Expense Projections

Meg Larsen reviewed the five-year revenue and expense projections, which were provided in the packet for information.

ACTION ITEMS**A. Elect Finance Committee Vice Chair**

After discussion, **Holli Woodings moved and Victor Rodriguez seconded to nominate and elect Commissioner Jim Hansen as the 2022 Finance Committee Vice Chair. Motion passed unanimously.**

B. Approve Variance Report for October 1 – December 31, 2021

Meg Larsen reviewed the variance report for October 1 through December 31, 2021.

After discussion, **Victor Rodriguez moved and Holli Woodings seconded to approve the variance report for October 1 through December 31, 2021. Motion passed unanimously.**

C. Recommend Approval of FY2023 Membership Dues

Meg Larsen reviewed the projected FY2023 membership dues.

After discussion, **Holli Woodings moved and Victor Rodriguez seconded to recommend COMPASS Board of Directors' approval of the FY2023 membership dues. Motion passed unanimously. This item will be brought to the COMPASS Board of Directors for action in its April 18, 2022, meeting.**

D. Recommend Approval of Revision 3 of the FY2022 Unified Planning Work Program and Budget (UPWP)

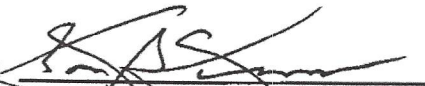
Meg Larsen reviewed Revision 3 of the FY2022 UPWP.

After discussion, **Holli Woodings moved and Victor Rodriguez seconded to recommend COMPASS Board of Directors' approval of Revision 3 of the FY2022 UPWP. Motion passed unanimously. This item will be brought to the COMPASS Board of Directors for action in its April 18, 2022, meeting.**

ADJOURNMENT

Holli Woodings moved and Victor Rodriguez seconded to adjourn the meeting at 12:50 p.m. Motion passed unanimously.

Approved this 14th day of July 2022.

By: 
Jay Gibbons, Chair

Attest:

By: 
Jim Hansen, Vice Chair

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From: [Dan Lister](#)
To: [Liisa Itkonen](#); [Teri Gregory](#); [Matt Stoll](#)
Cc: [Devin Krasowski](#)
Subject: RE: [External] Regional Transportation Advisory Committee Meeting, July 27, 2022
Date: Tuesday, July 26, 2022 12:20:44 PM
Attachments: [image004.png](#)
[image007.png](#)
[image010.png](#)
[image012.png](#)
[image024.png](#)
[image026.png](#)
[image027.png](#)
[image028.png](#)
[image029.png](#)
[image030.png](#)
[image031.png](#)

Teri/Matt,

This is a formal request to replace Steve Fultz, former Director of DSD, with Devin Krasowski, Engineer. Steve Fultz no longer works for Canyon County Development Services.

As for tomorrow's agenda RTAC meeting, I can attend, but Steve and Elizabeth Allen will not be in attendance. Can Devin be a proxy for either Steve or Elizabeth? If not, will the meeting have a quorum?

Sincerely,

Dan Lister, Planning Official

Canyon County Development Services Department (DSD)

Office: (208) 455-5959

Dan.Lister@canyoncounty.id.gov

From: Liisa Itkonen <LItkonen@compassidaho.org>

Sent: Tuesday, July 26, 2022 12:00 PM

To: Dan Lister <Daniel.Lister@canyoncounty.id.gov>; Teri Gregory <tgregory@compassidaho.org>

Cc: Devin Krasowski <Devin.Krasowski@canyoncounty.id.gov>

Subject: RE: [External] Regional Transportation Advisory Committee Meeting, July 27, 2022

Hi Dan,

Could you email Matt Stoll mstoll@compassidaho.org (and cc Teri) an official request for Devin to take Steve Fultz's place as a RTAC member? We'll get that in the August 15 COMPASS Board packet for approval in time for the August RTAC meeting. Devin is welcome to attend tomorrow's RTAC meeting but won't be a voting member.

Thanks!

Liisa Itkonen, PhD, AICP | Principal Planner
Planning Team Lead



Community Planning Association (COMPASS)
700 NE 2nd Street, Suite 200
Meridian, ID 83642
Direct: 208-475-2241 | Main: 208-855-2558
<http://www.compassidaho.org>



From: Dan Lister <Daniel.Lister@canyoncounty.id.gov>
Sent: Tuesday, July 26, 2022 11:56 AM
To: Teri Gregory <tgregory@compassidaho.org>; RTAC <RTAC@compassidaho.org>
Cc: Devin Krasowski <Devin.Krasowski@canyoncounty.id.gov>
Subject: RE: [External] Regional Transportation Advisory Committee Meeting, July 27, 2022

Teri,

Steve Fultz no longer works for Canyon County Development Services. Until the position is filled, Devin Krasowski, DSD Engineer, will fill that spot. I've included Devin to this e-mail. Please send an invite and information regarding tomorrow's meeting to Devin.

Sincerely,

Dan Lister, Planning Official

Canyon County Development Services Department (DSD)

Office: (208) 455-5959

Dan.Lister@canyoncounty.id.gov

From: Teri Gregory <tgregory@compassidaho.org>
Sent: Monday, July 25, 2022 9:16 AM
To: RTAC <RTAC@compassidaho.org>
Subject: [External] Regional Transportation Advisory Committee Meeting, July 27, 2022

Good morning.

If you haven't already RSVPed your attendance at the Thursday, July 27, 2022, Regional Transportation Advisory Committee meeting please do so. We are still working toward a quorum. **If you will be unable to attend, please consider sending an alternate. Please remember that 24-hour advance written notice (email to Teri or Matt) is required for non-elected alternates.**

Thank you.

Teri



Teri Gregory | Executive Assistant

Community Planning Association (COMPASS)

700 NE 2nd Street, Suite 200

Meridian, ID 83642

Direct: 208-475-2225 | Main: 208-855-2558

<http://www.compassidaho.org>



From: [Caleb Lakey](#)
To: [Matt Stoll](#)
Cc: [Teri Gregory](#); [Vincent Trimboli](#); [Aaron Bauges](#)
Subject: RTAC
Date: Thursday, June 23, 2022 3:59:30 PM
Attachments: [image001.png](#)

Matt:

Vince Trimboli is the new D3 Planning and Development Service Manager. As such, I would like him to be our designated representative for RTAC with Aaron Bauges as his alternate. Please send all future invites and correspondence to vince.trimboli@itd.idaho.gov

Regards,

Caleb

J. Caleb Lakey, P.E.
District 3 Administrator
Idaho Transportation Department
208-334-8300



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COMPASS BOARD AGENDA ITEM III-E DATE: August 15, 2022

Topic: FY2023 COMPASS Workgroup Charters

Request/Recommendation:

COMPASS staff seeks COMPASS Board of Directors' approval of the workgroup charters for FY2023 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
- Affordable Housing Advisory
- Demographic Advisory
- Freight Advisory
- Grant Resource Alignment
- Public Participation
- Public Transportation
- Regional Geographic Advisory
- Regional Operations
- Rural Prioritization

The Executive Committee recommended COMPASS Board approval of the workgroup charters at its July 12, 2022, meeting.

A workgroup charter for an Environmental Review workgroup was presented to and recommended by the Executive Committee but plans for the workgroup have been withdrawn in favor of other priorities in FY2023. That charter is therefore not included here.

Implication (policy and/or financial):

In the absence of COMPASS Board approval, the workgroup activities would be suspended until a revised charter could be approved by the Board.

More Information:

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



Working together to plan for the future

Attachment

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

Purpose:

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

Tasks:

1. Review and provide feedback on COMPASS bicycle/pedestrian counter program and data analysis, including characteristics, seasonality/weather, new technology, etc.
2. Review and provide feedback on COMPASS Data Bike deployment and reporting
3. Support development of pathway and rail with trail funding applications
4. Review and provide ongoing feedback for Bike/Walk COMPASS Map
5. Investigate Regional Safe Routes needs and explore development of metric
6. Help integrate active transportation needs and equity into Complete Network Policy implementation

Deliverables, Schedule:

1. COMPASS Data Bike Report (January 2023)
2. Updated Bike/Walk COMPASS online map (Ongoing)
3. Regional Safe Routes Plan (June 2023)
4. Rails with Trails Implementation Plan (September 2023)
5. Development of Complete Network projects that include/bolster active transportation and equity (Ongoing)

Membership:

Membership in the ATWG will be drawn from COMPASS member agency staff, health-related organization staff, representation from the Foundation for Ada/Canyon Trails System, and advocacy group representatives.

Charter recommended by Executive Committee: July 12, 2022

Charter approved by COMPASS Board: _____
Date

Next planned review of charter by Executive Committee: June 2023

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: Affordable Housing Advisory Workgroup (AHAW)
Staff Liaison: Carl Miller

Purpose:

The purpose of the Affordable Housing Advisory Workgroup is to provide guidance and feedback for the development of the COMPASS Housing Coordination Plan.

Tasks:

1. Review the housing market report
2. Review the housing forecast
3. Review policy analysis and recommendations report
4. Review and support the public engagement plan
5. Review outreach report
6. Recommend the implementation section of the Housing Coordination Plan
7. Recommend the entirety of the Housing Coordination Plan

Deliverables, Schedule:

1. Housing market report (Winter 2023)
2. Housing forecast (Winter 2023)
3. Policy analysis and recommendations report (Spring 2023)
4. Outreach report (Summer 2023)
5. Housing Coordination Plan (September 2023)

Membership:

Membership in the AHAW will be drawn from member agency staff with appropriate expertise, housing agencies, organizations representing under-served communities, and the development community.

Charter recommended by Executive Committee: July 12, 2022

Charter approved by COMPASS Board: _____
Date

Next planned review of charter by Executive Committee: June 2023

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



Working together to plan for the future

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

Purpose:

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

Tasks:

1. Recommend 2023 population estimates to the COMPASS Board of Directors
2. Review and provide feedback on the 2022 Development Monitoring Report to COMPASS staff
3. Review and provide feedback on Development Checklist report
4. Review methodology for the long-range plan population, housing, and employment forecast

Deliverables, Schedule:

1. 2023 population estimates (March 2023)
2. 2023 Development Monitoring Report (March 2023)
3. Development Checklist report (March 2023)

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: July 12, 2022

Charter approved by COMPASS Board: _____
Date

Next planned review of charter by Executive Committee: June 2023

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: Dane Hoskins

Purpose:

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

Tasks:

1. Help identify and implement regional freight priorities
2. Review freight improvement projects for the 2023 Resource Development Plan for submittal by December 2022
3. Provide input into investigation of freight first/last mile impacts and needs
4. Identify needs and goals for rail freight in the region
5. Share information about regional freight and the long-range transportation plan with constituents; provide feedback to COMPASS

Deliverables, Schedule:

1. Review freight improvement projects included in the Resource Development Plan (December 2022)
2. Document freight first/last mile needs and impacts in the region (March 2023)
3. Document needs and goals for rail freight in the region (April 2023)
4. Participate in meetings as scheduled

Membership:

Membership in the FAWG will be drawn from local and/or 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: July 12, 2022

Charter approved by COMPASS Board:

Date

Next planned review of charter by Executive Committee: June 2023

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: Grant Resource Alignment Workgroup (GRAWG)
Staff Liaison: Joey Schueler

Purpose:

The purpose of the Grant Resource Alignment Workgroup is to strategize and collaborate among partnering agencies in creating an annual plan for grant resources to maximize funding for projects that meet the goals of the *Communities in Motion 2050* (CIM 2050) long-range transportation plan. The workgroup will facilitate information sharing and coordination among organizations and advocate for grant considerations in transportation project prioritization and implementation.

Tasks:

1. Identify, review, and discuss federal, state, local, public, and private grant opportunities to assemble a list of prioritized funding opportunities for the current and next fiscal year
2. Review unfunded projects for the current and next year's Resource Development Plan to identify prioritized regional needs and develop a prioritized list of unfunded or underfunded projects suitable for grant submission in the immediate and upcoming year
3. Match grant opportunities with unfunded needs on a calendar basis to establish annual grant writing workflow, making sure all projects contribute to CIM 2050 goals
4. Collaborate with involved parties to develop a comprehensive annual grant writing plan with timelines and assigned primary and support roles to maximize total grant submission outputs while distributing workloads over time for improved grant submission outcomes.
5. Review grant writing plan on a quarterly basis to adapt, change, and/or update based on emerging notices of funding opportunities as well as the obligation of grant funds
6. Share information about the annual grant plan, funding priorities, mid-year changes or updates and the overarching contributions to the long-range transportation plan with member agencies; provide feedback to the COMPASS Board of Directors

Deliverables, Schedule:

1. Introductory meeting and overview of the purpose, tasks, deliverables, and schedule with introductory discussion on priority grants in next quarter. Workgroup participants bring list of needs and potential grants to initiate regional grant status (October 2022)
2. Prioritized grant opportunities list (November 2022)
3. Prioritized unfunded projects list (December 2022)
4. Annual grant writing plan with timeline and agreed-to roles and responsibilities (January 2023)
5. Development of FY2024 grant writing plan prior to next fiscal year (April 2023 and July 2023)
6. Quarterly review of grant writing plan, considering current grant developments (October 2022, January 2023, April 2023, and July 2023)

Membership:

Membership in the GRAWG will be drawn from member agency staff who are grant writers and/or those assigned to locate, write, review, and/or submit grants who wish to participate in a region-wide grant planning process.

Charter recommended by Executive Committee: July 12, 2022

Charter approved by COMPASS Board:

Date

Next planned review of charter by Executive Committee: June 2023

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 Participation Workgroup (PPWG)
Staff Liaison: Amy Luft

Purpose:

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

Tasks:

1. Provide assistance in promoting the public comment period for *Communities in Motion 2050* and reviewing the comment process
2. Beta-test the new COMPASS website
3. Assist in selecting 2022 Leadership in Motion award recipients (one workgroup representative)
4. Appoint a representative to serve on the Regional Transportation Advisory Committee (RTAC) for CY2023
5. Review and provide feedback on proposed updates to transportation improvement program (TIP) policies
6. Appoint a representative to assist in selecting 2023 Leadership in Motion award recipients
7. Provide input into potential new COMPASS communication methods, such as TikTok and/or a podcast, as requested
8. Review, provide input, and assist with COMPASS outreach, education, and public participation activities as requested

Deliverables, Schedule:

1. Public comments received and incorporated for *Communities in Motion 2050* (December 2022)
2. New website live and functioning (December 2022)
3. 2022 Leadership in Motion recipients selected (December 2022)
4. Representative to serve on RTAC for CY2023 appointed (December 2022)
5. Feedback provided on proposed updates to TIP policies (April 2023)
6. Representative to assist in selecting 2023 Leadership in Motion recipients appointed (August 2023)
7. Input provided into potential new COMPASS communication methods, as requested (ongoing)
8. Assistance provided, as requested (ongoing)

Membership:

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

Charter recommended by Executive Committee: July 12, 2022

Charter approved by COMPASS Board: _____
Date

Next planned review of charter by Executive Committee: June 2023

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 Transportation Workgroup (PTWG)
Staff Liaison: Lila Klopfenstein

Purpose:

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

Tasks:

1. Review demographic and ridership data update of the 2020 High Capacity Transit Study
2. Assist in identifying public transportation planning tasks in the next long-range transportation plan update
3. Assist with development of a Park and Ride management plan
4. Provide input on the next steps for high-capacity transit planning
5. Provide input on the development of a study addressing transit-supportive infrastructure and transportation-land use nexus (includes first-last mile considerations)

Deliverables, Schedule:

1. Demographic and ridership update to 2020 High Capacity Transit Study (December 2022)
2. Draft of public transportation system planning tasks for the next long-range plan (March 2023)
3. Park and Ride Management Plan (June 2023)
4. Summary of transit-supportive infrastructure and first/last mile concepts (September 2023)

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: July 12, 2022

Charter approved by COMPASS Board: _____
Date

Next planned review of charter by Executive Committee: June 2023

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. Provide a forum to continue to improve regional GIS cooperation, while forming GIS policy and technical solutions
2. Advise COMPASS staff, workgroups, and the COMPASS Board of Directors on GIS investments and policies
3. Report to either the Regional Transportation Advisory Committee or Executive Committee on topics such as investments and policies related to improving GIS outputs (as needed)
4. Provide feedback to COMPASS staff on regional GIS planning activities (ongoing)

Deliverables, Schedule:

1. Provide quality control and review of orthophotography project deliverables (Fall 2023)

Membership:

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

Charter recommended by Executive Committee: July 12, 2022

Charter approved by COMPASS Board: _____
Date

Next planned review of charter by Executive Committee: June 2023

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



Working together to plan for the future

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

Purpose:

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

Tasks:

1. Support identification of congestion management and operational priorities and implementation strategies
2. Share successes and lessons learned from recent ITS/TSMO deployments
3. Support Regional Safety Action Plan (request for proposal, developing scope, and project execution)
4. Review results of 2022 Congestion Management Annual Report

Deliverables, Schedule:

1. Begin Regional Safety Action Plan (Fall 2023)
2. TSMO/ITS Projects List and ITS Inventory (ongoing)
3. Congestion Management Annual Report (Fall 2023)

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: July 12, 2022

Charter approved by COMPASS Board: _____
Date

Next planned review of charter by Executive Committee: June 2023

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



Working together to plan for the future

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

Purpose:

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

Tasks:

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

Deliverables, Schedule:

1. Meet to prioritize rural projects (August 2023)
2. Provide priority recommendations to RTAC for rural project priorities in each LHTAC rural program. The recommendation will include a signature from each participating agency (September 2023)
3. Provide RTAC’s recommendation to the COMPASS Board of Directors for approval (October 2023)

Membership:

Membership in the RPWG will be drawn from mayors, staff, or contract engineers from all rural agencies in Ada and Canyon Counties with transportation jurisdiction.

Charter recommended by Executive Committee: July 12, 2022

Charter approved by COMPASS Board: _____
Date

Next planned review of charter by Executive Committee: June 2023

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.

COMPASS BOARD AGENDA ITEM III-F

Date: August 15, 2022

Topic: Records to be Destroyed

Request/Recommendation:

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

Background/Summary:

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

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

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

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

Implication (policy and/or financial):

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

More Information:

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

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

Description of record	When created	Retention period for this record in years	Expiration of retention period	Date of request for Board approval	Destruction date
FY2016 Employee Time Sheets	9/30/2016	5	9/30/2021	8/15/2022	
FY2016 accounts payable - check stubs and invoices	9/30/2016	5	9/30/2021	8/15/2022	
FY2016 federal grant billing with supporting documents	9/30/2016	5	9/30/2021	8/15/2022	
FY2016 bank reconciliations	9/30/2016	5	9/30/2021	8/15/2022	
FY2016 general ledger entries	9/30/2016	5	9/30/2021	8/15/2022	
FY2016 payroll direct deposit remittance advices	9/30/2016	5	9/30/2021	8/15/2022	
FY2016 payroll direct deposit remittance advices	9/30/2016	5	9/30/2021	8/15/2022	
FY2016 accounts payable transaction registers	9/30/2016	5	9/30/2021	8/15/2022	
FY2016 payroll audit reports	9/30/2016	5	9/30/2021	8/15/2022	
FY2016 accounts receivable transaction registers	9/30/2016	5	9/30/2021	8/15/2022	
FY2016 taxes and benefits payable registers	9/30/2016	5	9/30/2021	8/15/2022	
FY2016 payroll time tickets	9/30/2016	5	9/30/2021	8/15/2022	
FY2016 leave summary reports	9/30/2016	5	9/30/2021	8/15/2022	
FY2016 payroll check register and timecard reports	9/30/2016	5	9/30/2021	8/15/2022	
FY2016 overhead allocation	9/30/2016	5	9/30/2021	8/15/2022	
FY2016 training authorization reports	9/30/2016	5	9/30/2021	8/15/2022	

COMPASS BOARD OF DIRECTORS AGENDA ITEM III-G August 15, 2022

Topic: Resolution Modifying the FY2022-2028 Regional Transportation Improvement Program (TIP)

Request/Recommendation:

COMPASS staff requests that the COMPASS Board of Directors ratify Resolution 20-2022 (attached) modifying the FY2022-2028 TIP to significantly increase the cost of one project, as requested by the Idaho Transportation Department (ITD). The COMPASS Executive Committee adopted the resolution in its July 12, 2022, meeting.

Background/Summary:

ITD requested to increase the cost of the US 20/26, Interstate 84 to Middleton Road, project to cover the bid. The change is described below.

- Key Number 22165 – US 20/26, Interstate 84 to Middleton Road
 - Increase of \$7,270,183 (14%)
 - Increase cost based on actual bid

It is critical to be able to obligate funds immediately; therefore, ITD staff requested expedited approval of the modification through Executive Committee action.

Implication (policy and/or financial):

The modification to the TIP will ensure that the document continues to meet federal fiscal constraint requirements and enable work to begin immediately on the project.

More Information:

- 1) Attachment – Resolution 20-2022
- 3) For detailed information contact: Toni Tisdale, Principal Planner at ttisdale@compassidaho.org

TT: T:\FY22\600 Projects\685 TIP\FY2228TIP\Amend\BDAdminMod7\220815mmoBDTIPBdAdMod7.docx



RESOLUTION NO. 20-2022

**FOR THE PURPOSE OF MODIFYING THE FY2022-2028
REGIONAL TRANSPORTATION IMPROVEMENT PROGRAM**

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

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

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

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

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

WHEREAS, the Community Planning Association of Southwest Idaho developed this Board Administrative Modification to the FY2022-2028 Regional Transportation Improvement Program in compliance with all applicable state and federal regulations; and

WHEREAS, the attached table details the modification to the FY2022-2028 Regional Transportation Improvement Program.

NOW, THEREFORE, BE IT RESOLVED, that the Community Planning Association of Southwest Idaho's Executive Committee approves the modification to the FY2022-2028 Regional Transportation Improvement Program.

ADOPTED this 12TH day of July 2022.

By: 

Joe Stear, Chair
Community Planning Association
of Southwest Idaho Board of Directors

ATTEST:

By: 

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

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COMPASS Board Administrative Modification #7
FY2022-2028 Regional Transportation Improvement Program

Idaho Transportation Department, June 2022

Key No	Project	Scheduled Costs (including Match) (costs in \$1,000)							
		Cost year	PE	PC	RW	UT	CE	CN	SUM
22165	US 20/26 (Chinden), I-84 to Middleton Road, Canyon County	2022						207	207
	Funding Source: Local Participating	2023							0
		2024							0
	Widen US 20/26 (Chinden Boulevard) from Interstate 84 to Middleton Road to six lanes in the City of Caldwell. Work includes a continuous median traffic separator with u-turn opportunities, and installation of two additional traffic signals. (Federal = \$0)	2025							0
		2026							0
	PD								0
	SUM	0	0	0	0	0	0	207	207
<p style="color: red;">No change to this funding source. Previous obligations: \$13,425,000* Original total: \$53,581,000* New total: \$60,851,183* Percent increase: 13.57%*</p>									
22165	US 20/26 (Chinden), I-84 to Middleton Road, Canyon County	2022	500 <u>150</u>				500 <u>0</u>		500 <u>150</u>
	Funding Source: State Capacity	2023				300 <u>0</u>	700 <u>0</u>	7100 <u>0</u>	8100 <u>0</u>
	Same as above. (Federal = \$0)	2024				0 <u>300</u>	0 <u>700</u>	0 <u>7100</u>	0 <u>8100</u>
	Increase construction costs by \$5,000,000 and adjust timing.	2025					0 <u>1029</u>	0 <u>4471</u>	0 <u>5500</u>
		2026							0
	PD								0
	SUM	0	0	0	300	1200 <u>1996</u>	7100 <u>11304</u>	8600 <u>13600</u>	
22165	US 20/26 (Chinden), I-84 to Middleton Road, Canyon County	2022	150 <u>0</u>				2800 <u>0</u>	28399 <u>31198</u>	31349 <u>31198</u>
	Funding Source: TECM	2023							0
		2024							0
	Same as above. (Federal = \$0)	2025							0
	Decrease design funds and adjust construction funds with over decrease of \$151,000.	2026							0
	PD								0
	SUM	150 <u>0</u>	0	0	300	2800 <u>0</u>	28399 <u>31198</u>	31349 <u>31198</u>	
22165	US 20/26 (Chinden), I-84 to Middleton Road, Canyon County	2022							0
	Funding Source: Leading Idaho	2023						0 <u>1000</u>	0 <u>1000</u>
	Same as above. (Federal = \$0)	2024						0 <u>771</u>	0 <u>771</u>
	Increase construction costs by \$1,771,000.	2025							0
		2026							0
	PD								0
	SUM	0	0	0	0	0	0	0 <u>1771</u>	0 <u>1771</u>

Key No	Project	Scheduled Costs (including Match) (costs in \$1,000)								
		Cost year	PE	PC	RW	UT	CE	CN	SUM	
22165	US 20/26 (Chinden), I-84 to Middleton Road, Canyon County	2022					0		0	
	Funding Source: State Same as above. (Federal = \$0) Increase construction costs by \$500,000.	2023					500		500	
		2024							0	
		2025							0	
		2026							0	
		PD							0	
		SUM	0	0	0	0	0	500	0	500
22165	US 20/26 (Chinden), I-84 to Middleton Road, Canyon County	2022				0	0	0	0	
	Funding Source: AC (State) Same as above. (Federal = \$0) Increase to show advance construction for all state funding.	2023					300	3500	11571	15371
		2024					0	0	0	0
		2025					-300	-1471	-7100	-8871
		2026						0	0	0
		PD						-1029	-4471	-5500
		SUM	0	0	0	0	0	0	0	0

*Includes costs in all funding sources.

AC = Advance Construction
CE = Construction Engineering
CN = Construction
FY = Fiscal Year
I = Interstate
PE = Preliminary Engineering
PC = Preliminary Engineering Consultant
RW = Right-of-Way
TECM = Transportation Expansion Congestion Mitigation
US = United States (Highway)
UT = Utilities

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U. S. DEPARTMENT OF TRANSPORTATION

**FEDERAL HIGHWAY ADMINISTRATION
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August 1, 2022

Reply To: HPR-ID

Mayor Joe Stear, Chair
Community Planning Association of Southwest Idaho (COMPASS)
700 NE 2nd Street, Suite 200
Meridian, Idaho 83642

Subject: COMPASS Federal Transportation Planning Certification Review

Dear Mayor Stear:

Enclosed for your consideration and follow up is the Final Report for the federal certification review of the Community Planning Association of Southwest Idaho's (COMPASS') transportation planning program.

This certification review, which was conducted by a team of Federal Highway Administration and the Federal Transit Administration planning specialists, reflects both the examination of documents and other work products by COMPASS over the past four years and a virtual field review meeting with COMPASS staff and members this past May.

This final report identifies specific findings, commendations, recommendations, and, where judged necessary, corrective actions for COMPASS transportation planning program. The overall assessment of COMPASS's program is favorable with no major deficiencies, however, as is commonly the case, there are some elements of the program which will require follow up actions.

Based on this review, the overall assessment by FHWA and FTA of COMPASS' transportation planning program is that it be **Certified with Conditions** for a period of four years per 23 CFR 450.336(b)(1)(ii).

We look forward to making a formal presentation of the enclosed report to your Board at your August 2022 meeting. In addition, staff representatives from the FHWA Idaho Division and the FTA Region 10 Offices will be working with the COMPASS Director and his staff to guide them in addressing the specific corrective actions noted in the report.

If you have any questions regarding the Certification Review process and/or the *Transportation Planning Certification Review Report*, please contact Maureen Gresham, FHWA at maureen.gresham@dot.gov or 208-617-2140 or Ned Conroy at FTA at ned.conroy@dot.gov or 206-220-4318.

Sincerely yours,

Peter J. Hartman
Division Administrator
Federal Highway Administration

Linda M. Gehrke
Regional Administrator
Federal Transit Administration

cc:

Kelly Badensheim, Valley Regional Transit Executive Director

Scott Stokes, ITD Director

Scott Luekenga, ITD Acting Highway Planning Development Services Manager

Cecilia Arritola, ITD Senior Transportation Planner



U.S. Department
of Transportation

Federal Highway
Administration

Federal Transit
Administration

Transportation Management Area Planning Certification Review

Transportation Planning Certification Review

COMPASS Planning Area

(Ada and Canyon Counties, Idaho)

Final Report

August 1, 2022

Prepared by

Federal Highway Administration

Federal Transit Administration



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EXECUTIVE SUMMARY

In January 2022, the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA) initiated the certification review of the transportation planning process administered by the Metropolitan Planning Organization, namely the Community Planning Association of Southwest Idaho. FHWA and FTA are required to jointly review and evaluate the transportation planning process for each urbanized area over 200,000 in population at least every four years to determine if the process meets the Federal planning requirements. This final report documents the Federal certification review of the COMPASS transportation planning program.

This review, which was conducted by a team of representatives from Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA), consisted of an examination of the MPO's documented practices, procedures, guidelines and activities; on-site meetings (May 3rd and 4th 2022) with the MPO staff and key planning partners; a questionnaire issued by COMPASS to gather input from the public; a report on the findings, commendations, corrective actions, and recommendations of the Review Team. At the time of the review, the 2022 update of the COMPASS Metropolitan Transportation Plan (MTP), Communities In Motion 2050, was underway but not complete. Therefore, it is expected that COMPASS will address and resolve many recommendations and corrective actions included in this report once the 2022 MTP is complete.

The 2022 certification review used a risk-based approach to identify focus areas. This final report documents the findings, commendations, recommendations, and corrective actions, made by the review team concerning COMPASS' transportation planning program on those key focus areas. In the context of this review, **"Findings"** are statements of the conditions found on a given subject area during the course of the review; **"Commendations"** highlight elements of the MPO's program that demonstrate innovative, highly effective, well-thought-out practices and procedures for implementing the planning requirement; **"Recommendations"** are suggestions based on agency initiatives or best practices that the MPO should consider to enhance their planning processes; and **"Corrective Actions"** address specific areas or elements of the program in which the MPO currently fails to fully meet Federal requirements. Table 1, below, provides a summary of commendations, recommendations, and corrective actions. Details of the certification findings for each of the items are contained in this report.

Based on the federal team review, the FHWA and FTA jointly certify that the planning process conducted by the Community Planning Association of Southwest Idaho (COMPASS) meets the requirements of 23 CFR 450, Section 334(b)(i) with corrective actions, as identified in the table below.

TABLE 1 - Summary of 2022 Commendations, Recommendations, and Corrective Actions

Review Area	Actions	Recommendations/ Commendations	Deadline for Completion
MPO Agreements and Coordination 23 CFR 450.314(a) 23 CFR 450.316, 23 CFR 450.324(g)	Corrective Action	By September 2023, update the MPO Agreement(s) to correct outdated information and clearly outline roles and responsibilities to carry out the metropolitan transportation planning process including the procedures for selecting projects for inclusion in the MTP and TIP (CFR 23.450.314) (CRF 450.332(b).	August 2023
Metropolitan Transportation Plan 23 CFR 450.324	Commendation	The COMPASS MPO is commended for being a leader in furthering the establishment of Complete Streets across the metropolitan planning area with the adoption of a Complete Streets Network, which specifies appropriate infrastructure design and land use for transportation corridors that correlate to the long-term vision established in their MTP.	Not applicable
	Corrective Action	Include a description of the CMP and how is implemented in the development of the MTP in Communities in Motion 2050 (23 CFR 450.322(b) (Carryover from 2014, 2018 Certification Review).	With adoption of CIM 2050
		Include an analysis of the consequences of significant unfunded long-term needs including assessing the impacts on a variety of travel modes (e.g., bike, pedestrian, transit) and potential impacts on employers, low-income, people with disabilities, and other vulnerable populations (Per 23 CFR 450.324(f)(11)(iii), 23 CFR 450.324 (f)(4)(ii)). [Carryover From 2014 and 2018 Certification Review]	With adoption of CIM 2050
	Recommendation	COMPASS should continue to expand planning and policy support for multimodal transportation options to better provide equity in access to the transportation network and infrastructure and to meet the needs of transportation disadvantaged populations. Increased emphasis should be placed on implementing identified public transportation needs and maintaining focus of long-term land use changes that will support a full range of alternative travel modes.	With adoption of CIM 2050
The Communities in Motion 2050 should more fully address the impacts of failure to implement unfunded transportation needs on employees and employers, low-income and minority populations, people with disabilities, and other vulnerable		With adoption of CIM 2050	

TABLE 1 - Summary of 2022 Commendations, Recommendations, and Corrective Actions

Review Area	Actions	Recommendations/ Commendations	Deadline for Completion
		<p>populations. CIM 2050 must clearly identify how these populations are considered in the project prioritization process and other decision-making processes and include an evaluation of long-term impacts on these populations if unfunded long-term transportation needs are not implemented.</p> <p>COMPASS should place significant emphasis on identified 'equity' objectives in their new regional transportation plan – Communities in Motion 2050. In addition, the entire transportation planning process, including public engagement and civil rights considerations, should incorporate equity objectives as part of the agency's overall decision-making processes.</p>	With adoption of CIM 2050
Transportation Improvement Program 23 CFR 450.326	Recommendation	COMPASS should include both performance-based planning and congestion management strategies/asures as part of project evaluation criteria for all projects included in the TIP, not just the STBG and TA funded projects.	Before the 2027 Certification Review
	Recommendation	COMPASS should clearly demonstrate how the equity considerations for underserved and underrepresented populations are incorporated into COMPASS' Transportation Improvement Program (TIP) project prioritization scoring process.	Before the 2027 Certification Review
Public Participation and Civil Rights 23 CFR 450.316 & 450.326(b)	Commendation	The web-based version of CIM 2040 2.0 is a best practice in how it presents information tailored specially for the public and should be shared with other MPOS. In addition, the Education Series is a Best Practice for educating and engaging both the public, technical audiences, and elected officials.	Not applicable
	Recommendation	<p>COMPASS should provide a shortened, summary English and Spanish language version (and translation for any additional limited English proficiency (LEP) safe harbor threshold populations) of their public participation plan for readability and accessibility, emphasizing public comments periods, and how to get involved in COMPASS' planning activities.</p> <p>COMPASS should work with the Idaho Transportation Department (ITD) to develop a regular and recurring schedule to update their Title VI plan, more frequently than every 8 years, to adequately address changes to topics such as</p>	Not applicable

TABLE 1 - Summary of 2022 Commendations, Recommendations, and Corrective Actions

Review Area	Actions	Recommendations/ Commendations	Deadline for Completion
	Recommendation	<p>transit service routes' frequency and reliability; roadway infrastructure; demographics; complaint procedures, and other requirements set by existing and newly enacted laws, regulations, and executive orders.</p> <p>COMPASS should update their current "Title VI Discrimination Complaint Form," by renaming the form as a general "Discrimination Complaint Form," (or a similar name) with references to all the applicable laws the complaint form addresses, including the Americans with Disabilities Act of 1990. The revised complaint form should be in a conspicuous place on COMPASS' website, ideally on the home page of the website. (Maintaining a single complaint form to address several statutorily required purposes can have the effect of reducing barriers for members of the public to submit a formal discrimination complaint to your organization.) Please reference Appendices C and D of FTA's Title VI Circular - FTA C 4702.1B and Section 12.7.2 Complaint Procedures, especially the Combining ADA and Title VI Procedures subsection, of FTA's ADA Circular - FTA C 4710.1)</p>	Within one year of the release of this report
Congestion Management Process 23 CFR 450.322	Recommendation	COMPASS should consider how to use CMP to investigate alternatives to traditional highway expansion projects.	By next update to CMP

INTRODUCTION

Background

Pursuant to 23 U.S.C. 134(k) and 49 U.S.C. 5303(k), the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA) must jointly certify the metropolitan transportation planning process in Transportation Management Areas (TMAs) at least every four years. A TMA is an urbanized area, as defined by the U.S. Census Bureau, with a population of over 200,000.

The Planning Certification Review consist of three primary activities: a site visit, a review of planning products (in advance of and during the site visit), and preparation of a Certification Review Report that summarizes the review and offers corrective actions and/or recommendations. The review focus on compliance with Federal regulations, challenges facing the Metropolitan Planning Organization (MPO), and experiences of the cooperative relationship between the MPO, the State Department of Transportation, and the public transportation operator Valley Regional Transit.

The Certification Review process is only one of several methods used to assess compliance with applicable federal regulations as well as the quality of the metropolitan transportation planning process against best practices. Other review activities include Unified Planning Work Program (UPWP) approval, Statewide Transportation Improvement Program (STIP) findings, air-quality (AQ) conformity determinations (in nonattainment and maintenance areas), as well as other less formal opportunities to comment on the planning process.

The risk-based review process is individually tailored to focus on topics of significance in each metropolitan planning area. Federal reviewers prepare Certification Reports to document the results of the review process. The reports and final actions are the joint responsibility of the appropriate FHWA and FTA field offices, and their content will vary to reflect the planning topics reviewed.

Certification Review Process

The certification review covers the transportation planning process conducted cooperatively by the MPO, State, and public transportation operators. Background information, observations, key findings, and recommendations are summarized in the body of the report for the following topic areas selected by FHWA and FTA staff for review:

- MPO Agreements and Coordination
- Metropolitan Transportation Plan (MTP)
- Transportation Improvement Program (TIP)
- Public Participation and Civil Rights

- Congestion Management Process (CMP)

Participants in the review included representatives of FHWA, FTA, ITD, VRT and COMPASS staff. A full list of participants is included in Appendix A.

Documents Reviewed

The following MPO documents were evaluated as part of this planning process review:

- MPO Master Agreement, 2012
- FY 2022 Unified Planning Work Program
- MPO MTP, Communities in Motion 2040 2.0 (CIM 2040 2.0)
- MPO FY-2022 TIP and Self-Certification
- Complete Network Policy, 2021
- Congestion Management Process, 2022
- Title VI Plan
- Public Involvement Plan, 2021

Review and Disposition of Corrective Actions from the 2018 Certification Review

The previous COMPASS Planning Certification Review was conducted in 2018 and resulted in Corrective Actions in the following topic areas: Metropolitan Transportation Plan (MTP), Transportation Improvement Program (TIP), and Congestion Management Process (CMP). Below is a summary of actions taken to address these deficiencies. Based on our review, FHWA and FTA have determined all but one of the Corrective Actions specified in the 2018 COMPASS Certification Review are satisfactorily addressed. The Corrective Action not addressed is identified below in the Metropolitan Transportation Plan section and is included in the 2022 Corrective Actions.

Metropolitan Transportation Plan

Corrective Actions

- Demonstrate clear integration among the modes to address regional transportation (Per 23 CFR 450.324(b)).
- Include an explanation of how the CMP is used for the development of the plan (23 CFR 450.322(b) (See “Congestion Management Process”).
- Identify and address bike and pedestrian transportation as unique and separate transportation modes. [Carryover From 2014 Certification Review]

- Include an analysis of the consequences of significant unfunded long-term needs including assessing the impacts on a variety of travel modes (e.g., bike, pedestrian, transit) and potential impacts on employers, low-income, people with disabilities, and other vulnerable populations (Per 23 CFR 450.324(f)(11)(iii), 23 CFR 450.324 (f)(4)(ii)). [Carryover From 2014 Certification Review]

Disposition

Communities in Motion 2040 2.0 CIM 2040 2.0) includes both long-range and short-range strategies/actions that provide for the development of an integrated multimodal transportation system and are clearly defined in individual chapters for each mode. Further, COMPASS adopted a Complete Network policy that includes a regional map that layers five modes (auto, bike, freight, pedestrian, public transportation) together in a subway-style map to allow decision-makers, stakeholders, and the public to see how the modes work together to form a complete network for all users. It is expected that the MTP under development will continue this integration and highlight the value of a multi-modal system.

CIM 2040 2.0 does not address two Corrective Actions. First, while there is the identification of significant unfunded needs, there is limited analysis of how this impacts employers, low-income, people with disabilities, and other vulnerable populations. Second, while the newly adopted Congestion Management Process ties the MTP goals to direct the identification of potential congestion management strategies, the current MTP CIM 2040 2.0 was developed prior to the adoption of the Congestion Management Process and therefore does not include a description of the CMP. It is anticipated that the MTP in development, CIM 2050, will address both corrective actions.

Transportation Improvement Program

Corrective Actions

- Financial analysis of future needs and the costs of those needs must be balanced against available and anticipated revenues. (Per 23 CFR 450.326(a)). [Carryover From 2014 Certification Review]
- The financial element of the TIP needs further refinement. Specifically, the TIP must identify the system level operations and maintenance costs, for all modes, and the funding available to meet these costs (Per 23 CFR 450.326(j)).
- The TIP must include an explanation of what the CMP is and how it is used in the development of the TIP (Per 23 CFR 450.322(b)).

Disposition

The current TIP includes a financial analysis of future needs and costs balanced against revenue and a system level operations and maintenance costs for all modes. The TIP includes explanation of the CMP and references information that is available for transportation system owners to identify investments. COMPASS also provides this information for member agencies to prioritize Surface Transportation Block Grant (STBG)/Transportation Alternatives (TA) urban dollars through a paired comparison process.

Congestion Management Process

Corrective Actions

- Revise and/or update the CMP to include:
 - Identification and evaluation of the anticipated performance and expected benefits of appropriate congestion management strategies including multi-modal strategies (Per 23 CFR 450.322 (d)(1)).
 - Identification of an implementation schedule, implementation responsibilities, and possible funding sources for each strategy proposed for implementation (Per 23 CFR 450.322(d)(5)).
 - Implementation of a process for periodic assessment of the effectiveness of implemented strategies, in terms of the area's established performance measures (Per 23 CFR 450.322 (d)(6)).
 - Provide an explanation and documented process for how the CMP is used to support the TIP and MTP development processes in the identification and selection of projects (Per 23 CFR 450.322 (b)).

Disposition

COMPASS adopted a new CMP April 2022. The update identifies and evaluates performance and benefits of congestion management strategies. The CMP includes a process for periodic assessment of how COMPASS as a region, is accomplishing the objectives outline in the CMP. COMPASS reports progress on these objectives in the biennially published Communities in Motion Scorecard. The CMP also proposes timeframes for the application of the listed congestion management strategies along with responsibilities and potential funding sources. It also provides and documents the process for how the CMP will be used to support development of the TIP and the MTP.

COMPASS 2022 CERTIFICATION TOPIC AREA REVIEW

MPO Agreements and Coordination

Regulatory Basis

23 U.S.C. 134(d) and 23 CFR 450.314(a) state the MPO, the State, and the public transportation operator shall cooperatively determine their mutual responsibilities in conducting the metropolitan transportation planning process. These responsibilities shall be clearly identified in written agreements among the MPO, the State, and the public transportation operator serving the MPA. These agreements shall document roles/responsibilities for developing/sharing information related to transportation performance data, the selection of performance targets, the reporting of performance targets, the reporting of performance used in tracking progress, and the collection of data for the State asset management plan for the National Highway System (NHS).

Findings

- COMPASS maintains two Memoranda of Agreements (MOAs), one with the state DOT and one with the public transportation provider.
- There are separate agreements outlining roles/responsibilities for developing performance measures, targets and sharing performance related data.
- The current MOA, signed in 2013, with ITD is outdated and references documents and departmental divisions that no longer exist.
- While both agreements state that all agencies will work together cooperatively, neither agreement outlines the process to work together, or more specifically, roles and procedures to jointly identify, prioritize and program projects for inclusion in the MTP or TIP.
- There is no existing process to coordinate the inclusion of projects in the MTP or TIP that are located outside of the urbanized area but within the MPO planning area.
- ITD staff is working on updates to board policies that may affect the existing agreement.

Commendation

None.

Corrective Action

By September 2023, update the MPO Agreement(s) to correct outdated information and clearly outline roles and responsibilities in carrying out the metropolitan transportation planning process including the procedures for selecting projects for inclusion in the MTP and TIP (CFR 23.450.314) (CRF 450.332(b)).

Metropolitan Transportation Plan

Regulatory Basis

23 U.S.C. 134(c), (h) & (i) and 23 CFR 450.324 set forth requirements for the development and content of the Metropolitan Transportation Plan (MTP). Among the requirements are that the MTP address at least a 20-year planning horizon and includes both long- and short-range strategies that lead to the development of an integrated and multi-modal system to facilitate the safe and efficient movement of people and goods in addressing current and future transportation demand.

The MTP is required to provide a continuing, cooperative, and comprehensive multimodal transportation planning process. The plan should consider all applicable issues related to the transportation systems development, land use, employment, economic development, natural environment, and housing and community development.

23 CFR 450.324(c) requires the MPO to review and update the MTP at least every four years in air quality nonattainment and maintenance areas and at least every 5 years in attainment areas to reflect current and forecasted transportation, population, land use, employment, congestion, and economic conditions and trends.

Findings

- The current COMPASS Metropolitan Transportation Plan (Communities in Motion 2040 2.0 (CIM 2040 2.0) was adopted in 2018 shortly after the previous planning certification review. The new MTP -- Communities in Motion 2050 (CIM 2050) -- is under development and is expected to be adopted by the end of 2022. The CIM 2040 2.0 plan is the plan of record until the new plan is complete, but the federal review team reviewed both plans and took into consideration progress being made on CIM 2050.
- CIM 2040 2.0 incorporates Active Transportation initiatives including the Rails with Trails Feasibility Study, the Bike Walk interactive map of existing and planned bicycle and pedestrian infrastructure, and the Regional Pathways and Bikeways Plan
- The Complete Network Policy, adopted by COMPASS in December 2021, demonstrates integration among various travel modes to address gaps in regional transportation. The policy includes five travel modes -- auto, bike, freight, pedestrian, public transportation

– and considers land use context for major travel corridors. This Policy has not yet been implemented and needs to be integrated into the next MTP (CIM 2050) and the project prioritization process.

- CIM 2040 2.0 vision, developed as part of CIM 2040, is heavily based on local land use plans, along with updated demographic and economic data. CIM 2040 2.0 includes a discussion on how land use is tied to the operating environment for transit, bike, and peds. The new CIM 2050 plan, if adopted, takes this relationship further and reflects an objective for future land uses that better support public transportation and walkable, cycling-friendly neighborhoods.
- COMPASS is conducting a high-capacity transit (HCT) study to incorporate in the new MTP as part of the 2050 public transportation network. COMPASS is also participating in the planning for the State Street high-capacity transit corridor and transit-supportive land uses on key locations along the corridor.
- CIM 2040 2.0 identifies a significant funding shortfall for operations and maintenance resulting in less funds available for capital needs. Because of a lack of any reasonably available long-term funding beyond current sources, the plan does not include a significant number of capacity expansion projects to expand travel options and support planned growth. Further, there is no analysis of how this will impact employers, low-income, people with disabilities, and other vulnerable populations.
- CIM 2040 2.0 financial plan identifies potential sources to secure funds for unfunded needs and legislative priorities include local option taxing authority and dedicated funding for public transportation and bicycle and pedestrian infrastructure. However, the plan does not include an analysis on how potential strategies would be implemented and does not propose a schedule for building broad public support for new dedicated funding sources.
- The lack of a dedicated funding source for public transportation pushes operational funding primarily to local jurisdictions, whose contributions vary widely. Based on current funding from local jurisdictions, most fixed route transit is focused within the city of Boise, with very limited service in surrounding areas that may result in a disproportionate impact on transportation disadvantaged populations.
- The COMPASS Board of Directors approved a new Funding Policy for CIM 2050 in October 2021. This process includes technical analyses and scoring and incorporates metrics such as bike and pedestrian access to parks, bus trips, and equity. The new funding policy adopted is not fully implemented until the CIM 2050 plan is completed.
- CIM 2040 2.0 includes significant information and data available to prioritize projects; however there is limited discussion on how the project selection process impacts or addresses the needs of traditionally underserved communities including but not limited to Environmental Justice/Title VI populations and persons with disabilities.
- The new CIM 2050 plan will incorporate an updated *Coordinated Human Service-Public Transportation Plan* that includes strategies for unmet transportation needs of underserved populations. In addition, COMPASS tracks access to jobs and transit and

uses that data to incorporate equity measures in the prioritization process for regional pathways for CIM 2050.

- CIM 2040 2.0 does not include a discussion of the CMP and how it impacted the selection/prioritization of projects, primarily due to its development prior to the adoption of the CMP.

Commendation

The COMPASS MPO is commended for being a leader in furthering the establishment of Complete Streets across the metropolitan planning area with the adoption of a Complete Streets Network, which specifies appropriate infrastructure design and land use for transportation corridors that correlate to the long-term vision established in their MTP.

Corrective Action

- Include a description of the CMP and how is implemented in the development of the MTP in *Communities in Motion 2050* (23 CFR 450.322(b) (Carryover from 2014, 2018 Certification Review).
- Include an analysis of the consequences of significant unfunded long-term needs including assessing the impacts on a variety of travel modes (e.g., bike, pedestrian, transit) and potential impacts on employers, low-income, people with disabilities, and other vulnerable populations (Per 23 CFR 450.324(f)(11)(iii), 23 CFR 450.324 (f)(4)(ii)). [Carryover from 2014 and 2018 Certification Review]

Recommendations

- COMPASS should continue to expand planning and policy support for multimodal transportation options to better provide equity in access to the transportation network and infrastructure and to meet the needs of transportation disadvantaged populations. Increased emphasis should be placed on implementing identified public transportation needs and maintaining focus of long-term land use changes that will support a full range of alternative travel modes.
- The *Communities in Motion 2050* should more fully address the impacts of failure to implement unfunded transportation needs on employees and employers, low-income and minority populations, people with disabilities, and other vulnerable populations. CIM 2050 should clearly identify how these populations are considered in the project prioritization process and other decision-making processes and include an evaluation of long-term impacts on these populations if unfunded long-term transportation needs are not implemented.
- COMPASS should place significant emphasis on identified 'equity' objectives in their new regional transportation plan – *Communities in Motion 2050*. In addition, the entire

transportation planning process, including public engagement and civil rights considerations, should incorporate equity objectives as part of the agency's overall decision-making processes.

Transportation Improvement Program

Regulatory Basis

23 U.S.C. 134(c),(h) & (j) set forth requirements for the MPO to cooperatively develop a Transportation Improvement Program (TIP). Under 23 CFR 450.326, the TIP must meet the following requirements:

- Must cover at least a four-year horizon and be updated at least every four years.
- Surface transportation projects funded under Title 23 U.S.C. or Title 49 U.S.C., except as noted in the regulations, are required to be included in the TIP.
- List project description, total project cost, funding source(s), and identification of the agency responsible for conducting each project.
- Projects must be consistent with the adopted MTP.
- Must be fiscally constrained by year and by funding source.
- The MPO must provide all interested parties with a reasonable opportunity to comment on the proposed TIP.

Findings

- The COMPASS TIP is updated annually. The procedures, criteria, and other requirements associated with these updates and amendments thereto are detailed in COMPASS' TIP guidance document entitled, "Policy and Procedures Guide for the TIP".
- The State DOT (ITD) provides a schedule for the STIP, after which COMPASS prepares a coordinated TIP schedule to ensure State deadlines are met. Both the State DOT and the public transit provider provide COMPASS an initial list of projects for COMPASS to include into the TIP, however there is no coordinated process for assessing and evaluating projects.
- The TIP includes a chapter entitled "Financial Constraint" which provides descriptions of existing funding sources, as well as summary tables containing system-level estimates of costs and revenues. This chapter includes a demonstration of fiscal constraint by year; it shows all project and program costs and revenues in a Year of Expenditure (YOE) convention; and it shows both phase and total costs for all projects.
- Projects are currently selected on a paired comparison method however this selection process is limited to STBG and TA funded projects only. Further, the TIP does not

address impact on equity and/or how traditionally underserved and underrepresented populations are served.

- It is not clear how non STBG and TA funded projects are selected in accordance with the priorities outline in the TIP.
- COMPASS manages a Project Development Program to assist member agency in developing needs into well-defined projects with cost estimates, purpose and need statements, environmental scans, and public involvement plans to ensure readiness for funding applications.
- The TIP includes a description of the Congestion Management Process and provides a product from that process, Congestion Management Annual Report, to member agencies to aid in prioritizing projects and selecting appropriate congestion management strategies to apply to projects.
- The COMPASS Board of Directors approved a new funding policy for CIM 2050 in October 2021. This process includes technical analyses, scoring by a range of objectives, and incorporates metrics such as bike and pedestrian access to parks, bus trips, and equity.

Commendation

None.

Corrective Action

None.

Recommendations

- COMPASS should include both performance-based planning and congestion management strategies/measures as part of the project evaluation for all projects included in the TIP, not just the STBG and TA funded projects.
- COMPASS should clearly demonstrate how the equity considerations for underserved and underrepresented populations are incorporated into COMPASS' Transportation Improvement Program (TIP) project selection process.

Public Participation and Civil Rights

Regulatory Basis

Sections 134(i)(5), 134(j)(1)(B) of Title 23 and Section 5303(i)(5) and 5303(j)(1)(B) of Title 49, require a Metropolitan Planning Organization (MPO) to provide adequate opportunity for the public to participate in and comment on the products and planning processes of the MPO. The requirements for public involvement are detailed in 23 CFR 450.316(a) and (b), which require the MPO to develop and use a documented participation plan that includes explicit procedures and strategies to include the public and other interested parties in the transportation planning process.

Title VI of the Civil Rights Act of 1964, prohibits discrimination based upon race, color, and national origin. Specifically, 42 U.S.C. 2000d states that “No person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.” In addition to Title VI, there are other Nondiscrimination statutes that afford legal protection. These statutes include the following: Section 162 (a) of the Federal-Aid Highway Act of 1973 (23 U.S.C. 324), Age Discrimination Act of 1975, and Section 504 of the Rehabilitation Act of 1973/Americans with Disabilities Act (ADA) of 1990. ADA specifies that programs and activities funded with Federal dollars are prohibited from discrimination based on disability.

Findings

- COMPASS’ public participation plan, adopted on August 16, 2021, is available online and translated into Spanish along with screen-reader friendly versions in both English and Spanish. The public participation plan is a thorough document that provides comprehensive information for how citizens can engage in the planning process.
- In addition to their website content and social media presence, COMPASS conducts outreach through newspaper and radio advertising, in-person presentations, flyers, brochures, post cards, making materials available at libraries and city halls, and other methods and mediums. They regularly monitor demographics and update their processes to reach traditionally underserved populations.
- COMPASS regularly hosts Education Series events about regional transportation planning topics for community engagement and public awareness purposes. Each of these events are offered twice: one tailored for technical audiences and one tailored for elected officials/key decision makers.
- The most recent COMPASS Title VI plan was adopted in May 2014 and may include outdated citations, references, and demographic considerations (e.g., 2020 U.S. Census).

- The Title VI Complaint Form incorporated into COMPASS' most recent Title VI plan, adopted in May 2014, includes additional discrimination categories, separate and different from Title VI of the Civil Rights Act of 1964.
- The CIM 2040 2.0 plan is made available online in a very public friendly format that not only provides all required elements, but also provides additional information that explains federally required processes and how land use and transportation are tied together.
- COMPASS does not explicitly explain how the Public Participation Plan, Title VI Plan, Environmental Justice Plan and other engagement and equity initiatives impact the overall planning and decision-making processes.
- COMPASS has not changed their primary public involvement structure since 2015. However, it regularly creates and manages work groups to help facilitate development of products, provide guidance to the planning process and to reach new stakeholder groups. These workgroups are open to membership from all member agencies as well as the public. Currently, COMPASS manages the following workgroups: Active Transportation, Demographic, Environmental, Freight, Public Participation, Public Transportation, Regional Geographic, Regional Operations, and Rural Prioritization Process.

Commendation

The web-based version of CIM 2040 2.0 is a best practice in how it presents information tailored specially for the public and should be shared with other MPOS. In addition, the Education Series is a Best Practice for educating and engaging both the public, technical audiences, and elected officials.

Corrective Action

None.

Recommendations

- COMPASS should provide a shortened, summary English and Spanish language version (and translation for any additional limited English proficiency (LEP) safe harbor threshold populations) of their public participation plan for readability and accessibility, emphasizing public comments periods, and how to get involved in COMPASS' planning activities.
- COMPASS should work with the Idaho Transportation Department (ITD) to develop a regular and recurring schedule to update their Title VI plan, more frequently than every 8 years, to adequately address changes to topics such as transit service routes'

frequency and reliability; roadway infrastructure; demographics; complaint procedures, and other requirements set by existing and newly enacted laws, regulations, and executive orders.

- COMPASS should update their current “Title VI Discrimination Complaint Form,” by renaming the form as a general “Discrimination Complaint Form,” (or a similar name) with references to all the applicable laws the complaint form addresses, including the Americans with Disabilities Act of 1990. The revised complaint form should be in a conspicuous place on COMPASS’ website, ideally on the home page of the website. (Maintaining a single complaint form to address several statutorily required purposes can have the effect of reducing barriers for members of the public to submit a formal discrimination complaint to your organization.) Please reference Appendices C and D of FTA’s Title VI Circular - FTA C 4702.1B and Section 12.7.2 Complaint Procedures, especially the Combining ADA and Title VI Procedures sub-section, of FTA’s ADA Circular - FTA C 4710.1)

Congestion Management Process (CMP)

Regulatory Basis

23 U.S.C. 134(k)(3) and 23 CFR 450.322 set forth requirements for the congestion management process (CMP) in TMAs. The CMP is a systematic approach for managing congestion through a process that provides for a safe and effective integrated management and operation of the multimodal transportation system. TMAs designated as non-attainment for ozone must also provide an analysis of the need for additional capacity for a proposed improvement over travel demand reduction, and operational management strategies.

23 CFR 450.324(f)(5) requires the MTP include Management and Operations (M&O) of the transportation network as an integrated, multimodal approach to optimize the performance of the existing transportation infrastructure. Effective M&O strategies include measurable regional operations goals and objectives and specific performance measures to optimize system performance.

Findings

- COMPASS adopted an updated CMP April 2022 which is referenced in COMPASS’ Complete Network Policy, Development Review Checklists, and the current adopted TIP.
- COMPASS provides a Congestion Management Toolkit to their member agencies Congestion management toolkit which uses results from planning efforts or studies.
- The current CMP includes a methodology for identifying long-term congestion needs, a toolbox of potential strategies, criteria to evaluate and rank transportation needs, and a

monitoring/ reporting procedure to track the effectiveness of congestion management strategies.

- Because COMPASS's air quality attainment area has an approved limited maintenance plan for the Carbon Monoxide NAAQS, the CMP is not required to address the analysis provisions of 23 CFR 450.322(e) and (f) in conjunction with the addition of general-purpose lanes.

Commendation

None.

Corrective Action

None.

Recommendations

- COMPASS should consider how to use CMP to investigate alternatives to traditional highway expansion projects.

APPENDIX A - PARTICIPANTS

The following individuals participated in the Boise urbanized area on-site review:

Federal Highway Administration (FHWA)

Maureen Gresham, Community Planner, FHWA State Division

Jill Stark, Transportation Liaison, FHWA Office of Planning

Federal Transit Administration (FTA)

Ned Conroy, Community Planner, FTA Region 10

Mark Stojak, Transportation Program Specialist, FTA Region 10

COMPASS

Matt Stoll, Executive Director

Amy Luft, Communications Coordinator, Communication Team Lead

Liisa Itkonen, Principal Planner, Planning Team Lead

Toni Tisdale, Principal Planner, Resource Development Team Lead

Mary Ann Waldinger, Principal Planner, Modeling and Technical Services Team Lead

ITD

Cecilia Arritola, Transportation Planner

VRT

Kelli Badenshiem, Executive Director



Report prepared by:

Idaho FHWA Division Office

3050 N Lakeharbor Lane

Boise, ID 83703

208-334-1833

COMPASS BOARD AGENDA ITEM V-A

Date: August 15, 2022

Topic: FY2023 Unified Planning Work Program and Budget

Request/Recommendation:

COMPASS staff seeks COMPASS Board of Directors' adoption of Resolution 21-2022, approving the FY2023 Unified Planning Work Program and Budget (UPWP).

Background/Summary:

At its July 14, 2022, meeting, the COMPASS Finance Committee recommended approval of the draft FY2023 UPWP by the COMPASS Board of Directors.

The documents included in the FY2023 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.

Revenues

1. Total membership dues shown reflect the amount approved by the COMPASS Board of Directors in its April 18, 2022, meeting. Although the per capita rate has remained the same since FY2015, total dues increased compared to FY2022. The increase is entirely attributable to year over year population growth in the jurisdictions.
2. Consolidated Planning Grant (CPG) revenue of \$313,873 is carried forward from FY2022. These were additional funds allocated but not expected to be expended in FY2022.
3. The projected revenue of \$1,730,873 from the FY2023 CPG reflects the amount included in the FY2022-FY2028 Regional Transportation Improvement Program (TIP).

4. Revenue of \$306,705 from off-the-top Surface Transportation Block Grant-Transportation Management Area (STBG-TMA) and STBG-Urban (STBG-U) funds, as approved by the COMPASS Board of Directors on April 19, 2010, continues.
5. Revenue of \$36,137 in STBG-U funds for permanent automated counters. This funding is included in the draft FY2023-FY2029 TIP. There is \$2,863 in local match associated with these federal funds.
6. Revenues include \$55,596 in STBG-TMA funds for Phase 3 of the Fiscal Impact Analysis Tool. There is \$4,404 in local match associated with these federal funds.
7. Revenues include carryover of \$84,923 in STBG-TMA funds for *Communities in Motion 2050* (CIM 2050) to cover \$55,000 in costs for the I-84 High Occupancy Vehicle analysis that began in FY2022 and the remaining \$36,650 in anticipated costs to wrap up CIM 2050. There is \$6,727 in local match associated with these federal funds.
8. Revenues include \$169,568 of STBG-TMA funds to begin work on the next update of CIM after the 2050 plan is adopted, to include the Housing Coordination Plan. There is \$13,432 in local match associated with these federal funds.
9. Revenues include \$110,000 committed by the Department of Environmental Quality and Air Quality Board for the air quality outreach program. There are corresponding direct expenses of \$100,000 associated with these revenues, and COMPASS retains 10% of the revenues for the cost of administering the program. FY2023 is expected to be the last year of the program.
10. Revenues include \$70,000 from the Air Quality Board to reimburse COMPASS for support services provided for Air Quality Board operations. The reimbursement amount is the greater of actual costs or 10% of revenue. The amount shown is a conservative estimate of anticipated labor costs through September 2023. FY2023 is expected to be the last year of the program.
11. Revenues include \$125,000 from participant contributions for the FY2023 orthophotography flight.
12. Interest income is estimated at \$9,000 in FY2023.
13. Revenues include \$75,000 from fund balance for the CIM Implementation Grant Program. This is \$25,000 for a CIM Implementation Grant carried over from FY2022 and \$50,000 for new grants expected to be awarded by the COMPASS Board of Directors in FY2023.
14. Revenues include \$37,500 in participant contributions from carried forward from FY2022 to make the final payment on the FY2022 orthophotography flight.

Expenses

15. Salary costs cover 21 full time employees. One COMPASS staff member has announced retirement in early FY2023. An entry level planner was hired in FY2022 in anticipation of the transition, and COMPASS anticipates hiring an additional, more senior planner in FY2023 to strengthen the Planning Team following this retirement. Additionally, COMPASS intends to bring its government affairs work in house in FY2023 and hire a staff person for this purpose. COMPASS' contract with its current legislative liaison ends in July 2022. The three members of the COMPASS staff that perform AQB operations are paid in full by AQB and those costs are not included in the UPWP.
16. Salary costs include a 5% across-the-board adjustment to salaries for all employees, including the Executive Director, to compensate for increased cost-of-living. Several member agencies have also proposed 5-6% cost-of-living adjustments in their budgets. The Consumer Price Index-Urban for the Mountain region increased 9.8% from April 2021 to April 2022. A salary survey conducted in May 2022 indicates that COMPASS' current ranges are between 1% and 15% below the salary survey average, with the largest gaps in the less senior positions. COMPASS has faced significant challenges in filling vacant

an update to its salary ranges will help COMPASS recruit and retain employees, particularly less senior employees. Retention of employees is of critical importance as a significant number of senior staff are expected to reach Rule of 90 in the next seven to ten years.

17. Salary costs include a 3% merit pool, in addition to the cost-of-living adjustment pool. The budgeted merit pool covers all employees, including the Executive Director. Salary adjustments from this pool made during the year are performance based, following annual review. The Executive Director determines the distribution of those individual salary adjustments. The Executive Committee recommends the Executive Director's salary adjustment to the COMPASS Board of Directors, following his performance review in June.
18. Fringe expenses include an allowance for a 6% increase in the cost of health insurance and a 3% increase in the cost of disability benefits for FY2023. Early estimates from the Boise Municipal Health Care Trust indicate a 4% to 6% increase in premiums for calendar year 2023. Exact amounts will not be known until late summer. No changes to PERSI contribution rates are expected in FY2023.
19. Indirect expenses increase by just over \$12,000 (about 6%) to a total of \$217,900. Most line items have proposed increases of 3% or less, but some categories reflect higher increases. Audit costs are expected to increase 5%. Insurance costs are expected to increase about 20%, as COMPASS is in the process of adding cyber insurance to its overall coverage. Budgeted software costs reflect recent additions to cover scheduling and virtual meeting tools. Vehicle maintenance costs include increases needed due to the age of the vehicles. Staff continues to closely manage indirect expenses to control the organization's overall costs.
20. Total direct expenses decline significantly compared to FY2022. Most of the decrease is related to the household travel and on-board transit surveys, which wrapped up in FY2022 and are not included in FY2023 expenses.
21. Direct expenses include \$100,000 for the Housing Coordination Plan, \$60,000 for the Fiscal Impact Tool – Phase 3 and \$39,000 for additional permanent bike counters.
22. The Project Development Program is funded in FY2023, its ninth year, at \$75,000. This is the same amount as FY2022.
23. Direct expenses include \$125,000 for an orthophotography flight. With the support of participating member agencies, COMPASS entered a contract for multi-year flights at a fixed annual cost. A full, two-county flight was completed in FY2022, and an interim, urban-only flight is planned for FY2023.
24. Direct expenses include \$8,000 to complete the migration of the COMPASS website from its current Dreamweaver platform to a more user-friendly platform that will allow staff to be more efficient and responsive with web updates. This project was postponed in FY2022 due to staff vacancies.
25. Direct expenses include \$18,000 to build out the remaining modular workspaces in the COMPASS office with hard walled spaces, carried over from FY2022. This small construction project was postponed in FY2022, given the current challenging construction environment.
26. A carry-over of \$212,162 is included in direct expenses. This carry-over reflects funds available in FY2023 but not expended. They will be carried forward to FY2024 and be expended then.
27. Direct expenses for all other programs are stable and consistent with current year activities.

Implication (policy and/or financial):

Federal approval of the UPWP by October 1, 2022, is required to begin work in FY2023.

More Information:

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

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RESOLUTION NO. 21-2022

FOR THE PURPOSE OF APPROVING THE FY2023 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 FY2023 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 FY2023.

NOW, THEREFORE, BE IT RESOLVED, that the Community Planning Association of Southwest Idaho Board of Directors adopts the FY2023 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 FY2023 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 15th day of August 2022.

By: _____
Joe Stear, 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
FY2023 UNIFIED PLANNING WORK PROGRAM AND BUDGET - DRAFT
REVENUE AND EXPENSE SUMMARY**

REVENUE	FY2022 Revision 4	FY2023 Draft
GENERAL MEMBERSHIP		
Ada County	241,931	249,479
Ada County Highway District	241,931	249,479
Canyon County	118,802	122,508
Canyon Highway District No. 4	44,458	47,092
Golden Gate Highway District No.3	5,906	5,555
City of Boise	106,519	107,392
City of Caldwell	28,112	29,298
City of Eagle	15,198	14,973
City of Garden City	5,542	5,749
City of Greenleaf	397	370
City of Kuna	12,156	12,116
City of Meridian	56,388	58,848
City of Melba	260	256
City of Middleton	4,594	4,727
City of Nampa	48,932	48,112
City of Notus	251	273
City of Parma	974	935
City of Star	5,904	6,711
City of Wilder	807	714
Subtotal	939,062	964,587
SPECIAL MEMBERSHIP		
Boise State University	9,400	9,600
Capital City Development Corporation	9,400	9,600
Idaho Department of Environmental Quality	9,400	9,600
Idaho Transportation Department	9,400	9,600
Valley Regional Transit	9,400	9,600
Subtotal	47,000	48,000
GRANTS AND SPECIAL PROJECTS		
FHWA/FTA - Consolidated Planning Grants		
CPG - FY2021 K# 20050 Ada County (carryover)	168,747	
CPG - FY2021 K# 20050 Canyon County (carryover)	59,290	
CPG - FY2022 K# 20640 Ada County	1,280,846	
CPG - FY2022 K# 20640 Canyon County	450,027	
CPG - FY2022 K# 20640; Ada County; carryover from FY2022 Rev 4		232,266
CPG - FY2022 K# 20640; Canyon County; carryover from FY2022 Rev 4		81,607
CPG - FY2023 K# 22108; Ada County		1,280,846
CPG - FY2023 K# 22108; Canyon County		450,027
Sub Total CPG Grants	1,958,910	2,044,746
STP-TMA & STBG-U - K# 19920, FY2022 off-the-top funds for Planning	306,705	
STBG-TMA & STBG-U - K# 20560; FY2023 off-the-top funds for Planning		306,705
STBG-U - K# 23026 Permanent Automated Counters		36,137
STBG-TMA - K# 22395 Fiscal Impact Analysis Phase 3		55,596
STP TMA - K# 19571, CIM 2050	201,194	84,923
STBG TMA - K# 20271, CIM Minor Update		169,568
STP TMA - K# 19303, Travel Survey Data Collection (carryover)	448,002	-
Subtotal	955,901	652,929
OTHER REVENUE SOURCES		
Idaho Department of Environmental Quality	55,000	55,000
Ada County Air Quality Board	55,000	55,000
Air Quality Operations - Management Fee	66,475	70,000
Idaho Transportation Department (Survey Software)	55,000	-
Cities of Eagle and Star - Project Development reimbursement	35,000	-
Orthophotography - Participant Contributions	124,140	125,000
Interest Income	5,031	9,000
Subtotal	395,646	314,000
TOTAL REVENUE; Dues, Federal Funds, and Other miscellaneous	3,982,646	4,024,262
Draw From Fund Balance (CIM Implementation Grants)	100,000	75,000
Draw From Fund Balance (Matching funds for CIM carryover)	15,937	
Draw From Fund Balance (Matching funds for I-84 HOV Study)	21,676	
Draw From Fund Balance (funds set aside for orthophotography flight)	125,860	37,500
Draw From Fund Balance (to fund revenue shortfall)	6,346	
Subtotal	269,819	112,500
TOTAL REVENUE, ALL RESOURCES	4,566,338	4,136,762

EXPENSE	FY2022 Revision 4	FY2023 Draft
SALARY, FRINGE & CONTINGENCY		
Salary	1,533,900	1,736,100
Fringe	726,300	801,700
Contingency (Overtime, Bonus, and Sick Time Trade)	19,000	19,000
Subtotal	2,279,200	2,556,800
INDIRECT OPERATIONS & MAINTENANCE		
Indirect Costs	205,599	217,900
Subtotal	205,599	217,900
DIRECT OPERATIONS & MAINTENANCE		
620001, Demographics and Growth Monitoring	2,500	2,500
653001, Communication and Education	40,800	49,100
661001, Long-Range Planning	293,807	354,650
661008, Bike Counter Management	19,800	58,800
685001, Transportation Improvement Program	5,800	6,000
685002, Project Development Program	110,000	75,000
685004, CIM Implementation Grants	100,000	75,000
702001, Air Quality Outreach	100,000	100,000
760001, Government Affairs (was Legislative Services)	115,050	18,000
801001, Staff Development	40,000	40,000
820001, Committee Support	2,000	2,000
836001, Regional Travel Demand Model	17,200	37,200
838001, Travel Survey Data Collection	483,490	-
860001, Geographic Information System Maintenance	313,169	205,800
990001, Direct Operations and Maintenance	437,923	338,012
Subtotal	2,081,539	1,362,062
TOTAL EXPENSE	4,566,338	4,136,762

REVENUE AND EXPENSE SUMMARY		
TOTAL REVENUE	4,566,338	4,136,762
LESS: TOTAL EXPENSES	4,566,338	4,136,762
REVENUE EXCESS/(DEFICIT)	-	-

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**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
FY2023 UNIFIED PLANNING WORK PROGRAM AND BUDGET - DRAFT
EXPENSES BY WORK PROGRAM NUMBER AND FUNDING SOURCE**

WORK PROGRAM NUMBER		EXPENSES														MATCH, LOCAL & OTHER FUNDING				TOTAL FUNDING SOURCES
		Work Days	Labor & Indirect Cost	Direct Cost	Total Cost	FY22 CPG Ada County K# 20640 (74%)	FY22 CPG Canyon County K# 20640 (26%)	FY23 CPG Ada County K# 22108 (74%)	FY23 CPG Canyon County K# 22108 (26%)	STP-TMA Off The Top K# 20560	STBG-U Bike Counters K# 20326	STBG-TMA Fiscal Impact Analysis K# 22395	STP-TMA CIM 2050 K# 19751	STBG-TMA CIM Minor Update K# 20271	Total Federal Funds	Required Match	Local Funds/FB	Other Revenue	Total Local & Other	
601001	UPWP/Budget Development and Federal Assurances	86	71,615	-	71,615	19,306	6,783	7,599	2,670	30,000					66,358	5,257			5,257	71,615
620001	Demographics and Growth Monitoring	89	69,887	2,500	72,387	1,380	485	28,164	9,896	25,000					64,925	7,462			7,462	72,387
620005	Safe and Accessible Transportation (development reviews)	41	22,352	-	22,352	6,656	2,339	1,270	446	10,000				20,712	1,641			1,641	22,352	
653001	Communication and Education Long-Range Planning	224	142,637	49,100	191,737									-		191,737			191,737	191,737
661001	General Project Management	722	493,597	354,650	848,247	65,058	22,858	288,696	101,433					788,134	60,113			60,113	848,247	
661005	Safe and Accessible Transportation	146	70,836	-	70,836	35,192	12,365	13,379	4,701					65,637	5,199			5,199	70,836	
661008	Bike Counter Management Resource Development/Funding	109	52,885	58,800	111,685	5,439	1,911	44,400	15,600				36,137	103,487	8,198			8,198	111,685	
685001	Transportation Improvement Program	410	277,227	6,000	283,227	45,531	15,997	56,173	19,737	125,000				262,438	20,789			20,789	283,227	
685002	Project Development Program	32	24,662	75,000	99,662	5,810	2,042	11,100	3,900	75,000				97,852	1,810			1,810	99,662	
685003	Grant Research and Development	188	144,935	-	144,935									-		144,935			144,935	144,935
685004	CIM Implementation Grants	25	17,752	75,000	92,752	3,579	1,258	8,593	3,019					16,449	1,303	75,000		76,303	92,752	
685005	Safe and Accessible Transportation (safety grant application)	7	5,856	-	5,856	3,377	1,187	638	224					5,426	430			430	5,856	
TOTAL PROJECTS		2,079	1,388,386	621,050	2,009,436	187,952	66,037	459,376	161,402	265,000			84,923	169,568	1,485,990	111,773	411,673	-	523,445	2,009,436
701001	Membership Services	54	41,656	-	41,656	1,636	575	26,927	9,461					38,598	3,058			3,058	41,656	
702001	Air Quality Outreach	7	10,000	100,000	110,000									-			110,000		110,000	110,000
703001	Public Services	66	50,646	-	50,646									-		50,646			50,646	50,646
704001	Air Quality Operations	128	116,931	-	116,931									-		46,931	70,000		116,931	116,931
705001	Transportation Liaison Services	36	31,821	-	31,821	3,319	1,166	18,500	6,500					29,485	2,336			2,336	31,821	
760001	Government Affairs (was Legislative Services)	242	215,603	18,000	233,603									-		233,603			233,603	233,603
TOTAL SERVICES		533	466,656	118,000	584,656	4,954	1,741	45,427	15,961	-			-	68,083	5,393	331,180	180,000		516,573	584,656
801001	Staff Development	143	100,209	40,000	140,209	7,339	2,579	88,800	31,200					129,918	10,291			10,291	140,209	
820001	Committee Support	258	171,524	2,000	173,524	740	260	118,242	41,545					160,787	12,737			12,737	173,524	
836001	Regional Travel Demand Model	302	252,647	37,200	289,847	423	149	183,520	64,480	20,000				268,572	21,275			21,275	289,847	
842001	Congestion Management Process	137	114,611	-	114,611	1,627	572	76,960	27,040					106,199	8,412			8,412	114,611	
842002	I-84 Corridor Operations Plan	10	8,366	-	8,366	556	195	5,180	1,820					7,752	614			614	8,366	
860001	Geographic Information System Maintenance	374	255,603	205,800	461,403	24,982	8,777	163,910	57,590	21,705				276,964	21,939	37,500	125,000	184,439	461,403	
860005	Safe and Accessible Transportation (mapping)	18	10,842	-	10,842	315	111	7,120	2,501					10,046	795			795	10,842	
TOTAL SYSTEM MAINTENANCE		1,242	902,960	285,000	1,187,960	35,668	12,532	636,612	223,675	41,705			-	950,192	75,269	37,500	125,000		237,769	1,187,960
990001	Direct Operations / Maintenance	-	-	338,012	338,012			131,673	46,264					177,937	14,095	136,980	9,000	160,075	338,012	
991001	Support Services Labor	976	-	-	-									-					-	
999001	Indirect Operations/Maintenance	-	-	-	-									-					-	
TOTAL INDIRECT/OVERHEAD		976	-	338,012	338,012	-	-	131,673	46,264	-			-	177,937	14,095	136,980	9,000	160,075	338,012	
G R A N D T O T A L		4,830	2,774,700	1,362,062	4,136,762	232,266	81,607	1,280,846	450,027	306,705	36,137	55,596	84,923	169,568	2,697,675	207,755	917,332	314,000	1,439,087	4,136,762

**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
FY2023 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				
653001 Communication and Education	49,100	24,000			1,300		23,800			
661001 Long-Range Planning	354,650	332,150			2,000		20,500			
661008 Bike Counter Management	58,800		58,800							
685001 Transportation Improvement Program	6,000						6,000			
685002 Project Development Program	75,000	75,000								
685004 CIM Implementation Grants	75,000	75,000								
702001 Air Quality Outreach	100,000	100,000								
760001 Government Affairs (was Legislative Services)	18,000			18,000						
801001 Staff Development	40,000			40,000						
820001 Committee Support	2,000							2,000		
836001 Regional Travel Demand Model	37,200	37,200								
860001 Geographic Information System Maintenance	205,800	162,500	43,300							
990001 Direct Operations / Maintenance	212,162									212,162
Migrate website from Dreamweaver	8,000	8,000								
New/replacement hardware and software	10,000		10,000							
Phone System (carry over)	20,000		20,000							
Workspace buildout (carry over)	18,000		18,000							
Transit network planning software	19,250		19,250							
Cube renewal; Cube Land	15,000		15,000							
AICP and APBP Webinar series	1,600			1,600						
NARC Executive Directors' Conf Sponsorship	10,000			10,000						
Membership dues for COMPASS	17,000								17,000	
Other: board lunch, staff gifts, meeting refreshments, misc.	7,000							7,000		
GRAND TOTAL	1,362,062	813,850	184,350	69,600	3,300	2,500	50,300	9,000	17,000	212,162

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**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
 FY2023 UNIFIED PLANNING WORK PROGRAM AND BUDGET - DRAFT
 INDIRECT OPERATIONS AND MAINTENANCE EXPENSE SUMMARY**

CATEGORY	ACCOUNT CODE	FY2022 Revision 4	FY2023 Draft
Professional Services	930	29,000	30,000
Equipment Repair / Maintenance	936	200	500
Publications	943	2,500	2,000
Employee Professional Membership	945	7,500	4,500
Postage	950	750	600
Telephone	951	13,500	14,000
Building Maintenance and Reserve for Major Repairs	955	61,199	63,550
Printing	960	2,250	1,500
Advertising	962	1,500	1,500
Audit	970	16,200	17,000
Insurance	971	14,000	17,250
Legal Services	972	5,000	5,000
General Supplies	980	4,000	3,500
Computer Supplies	982	10,500	9,000
Computer Software / Maintenance	983	20,000	29,500
Vehicle Maintenance	991	1,500	3,000
Utilities	992	9,000	9,000
Local Travel	993	2,000	1,500
Other / Miscellaneous	995	5,000	5,000
TOTAL		205,599	217,900

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**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
FY2023 UNIFIED PLANNING WORK PROGRAM AND BUDGET - DRAFT
WORKDAY ALLOCATION SUMMARY**

WORK PROGRAM DESCRIPTION		LEAD STAFF	DIRECTORS	PLANNING	COMMUNICATIONS	OPERATIONS	TOTAL
601001	UPWP/Budget Development and Federal Assurances	ML	21	22	2	41	86
620001	Demographics and Growth Monitoring	CM	-	82	7	-	89
620005	Safe and Accessible Transportation (development reviews)	CM	-	41	-	-	41
653001	Communication and Education	AL	8	20	196	-	224
	Long-Range Planning	PT Lead					
661001	General Project Management	PT Lead	14	643	65	-	722
661005	Safe and Accessible Transportation	PT Lead	-	146	-	-	146
661008	Bike Counter Management	BC	-	109	-	-	109
	Resource Development/Funding	TT					
685001	Transportation Improvement Program	TT	11	368	31	-	410
685002	Project Development Program	JS	-	32	-	-	32
685003	Grant Research and Development	JS	8	170	10	-	188
685004	CIM Implementation Grants	JS	-	25	-	-	25
685005	Safe and Accessible Transportation (safety grant application)	TT	-	7	-	-	7
TOTAL PROJECTS			62	1,665	311	41	2,079
701001	Membership Services	PT Lead	1	47	6	-	54
702001	Air Quality Outreach	AL	-	-	7	-	7
703001	Public Services	MW	-	59	7	-	66
704001	Air Quality Operations	ML	67	-	12	49	128
705001	Transportation Liaison Services	MS	10	13	13	-	36
760001	Government Affairs (was Legislative Services)	MS	38	204	-	-	242
TOTAL SERVICES			116	323	45	49	533
801001	Staff Development	ML	6	112	19	6	143
820001	Committee Support	ML	7	121	130	-	258
836001	Regional Travel Demand Model	MW	-	302	-	-	302
842001	Congestion Management Process	MW	-	137	-	-	137
842002	I-84 Corridor Operations Plan	MW	-	10	-	-	10
860001	Geographic Information System Maintenance	EA	-	374	-	-	374
860005	Safe and Accessible Transportation (mapping)	PT Lead	-	18	-	-	18
TOTAL SYSTEM MAINTENANCE			13	1,074	149	6	1,242
TOTAL DIRECT			191	3,062	505	96	3,854
991001	Support Services Labor	ML	269	158	185	364	976
TOTAL INDIRECT/OVERHEAD			269	158	185	364	976
TOTAL LABOR			460	3,220	690	460	4,830

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FY2023 - Draft

WORKDAY ALLOCATION

PROGRAM NO.	601				CLASSIFICATION:	Project
TITLE:	UPWP Budget Development and Monitoring					
TASK / PROJECT DESCRIPTION:	Monitor and amend, as necessary, the FY2023 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 FY2024 UPWP. Attain compliance on all federal requirements of transportation planning implemented under applicable federal transportation bills.					
PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:	The UPWP is a comprehensive work plan that coordinates federally funded transportation planning and transportation related planning activities in the region and identifies the related planning budget.					
FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW	Federal Code 23 CFR § 450.308 (b) An MPO shall document metropolitan transportation planning activities performed with funds provided under title 23 U.S.C. and title 49 U.S.C. Chapter 53 in a unified planning work program (UPWP) or simplified statement of work in accordance with the provisions of this section and 23 CFR part 420.					
FY2023 BENCHMARKS						
MILESTONES / PRODUCTS						
FY2023 UPWP Process and track revenues and expenditures for the FY2023 UPWP and related transportation grants Process required state and local agreements and other required paperwork for transportation grants						Ongoing As Needed
Process and obtain Board approval of FY2023 UPWP revisions Distribute revisions of the FY2023 UPWP to the Idaho Transportation Department for tracking purposes Distribute revisions of the FY2023 UPWP to the Federal Highway Administration and the Federal Transit Administration for approval						As Needed
FY2024 UPWP Development Develop process and schedule for the FY2024 UPWP Solicit membership input on possible transportation planning projects and associated needs for FY2024 Submit initial revenue assessment for FY2024 to the Finance Committee for input Obtain Board approval on FY2024 General and Special membership dues						Nov Jan-Feb Mar Apr
Present FY2024 UPWP Present draft FY2024 UPWP to Finance Committee for input and feedback Present draft FY2024 UPWP to Finance Committee for recommendation Submit FY2024 UPWP to Board for adoption Submit and obtain approval from Federal Highway Administration of FY2024 UPWP Distribute FY2024 UPWP to the Idaho Transportation Department and Federal Transit Administration						Jun Jul Aug Aug Aug
Track Federal requirements as related to Self-Certification Compliance with federal requirements						Ongoing
Track federal requirements as related to Regional Transportation Improvement Program and the Long-Range Transportation Plan Monitor federal changes through the Federal Register						Ongoing
LEAD STAFF: Meg Larsen						Expense Summary
END PRODUCTS: FY2022 UPWP revisions; FY2023 UPWP; and maximize funding opportunities.						
ESTIMATED DATE OF COMPLETION: September-2023						Total Workdays: 86
						Salary \$ 45,110
						Fringe 20,382
						Overhead 6,123
						Total Labor Cost: 71,615
Funding Sources						DIRECT EXPENDITURES:
				Participating Agencies		Professional Services \$ -
	Ada	Canyon	Special	Total	Member Agencies	Legal / Lobbying
CPG, K20040	\$ 19,306	\$ 6,783		\$ 26,089	Federal Highway Administration	Equipment Purchases
CPG, K22108	\$ 7,599	\$ 2,670		10,269	Federal Transit Administration	Travel / Education
STP-TMA, K20560	22,200	7,800		30,000		Printing
						Public Involvement
Local / Fund Bal	3,890	1,367		5,257		Meeting Support
						Other
Total:	\$ 52,995	\$ 18,620	\$ -	\$ 71,615		Total Direct Cost: \$ -
					601	Total Cost: \$ 71,615

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PROGRAM NO.	620				CLASSIFICATION:	Project
TITLE:	Demographics and Growth Monitoring					
TASK / PROJECT DESCRIPTION:	To collect, analyze, and report on growth and transportation patterns related to goals in the regional long-range transportation plan. This includes providing demographic data, such as population and employment estimates, providing relevant information for local decision-making, and updating demographic forecasts based on new entitlements and policies.					
PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:	Tracking and monitoring growth and system demands are critical to several planning efforts: 1) <i>Communities in Motion</i> as well as other corridor, subarea, and alternative analyses depend on accurate data and assumptions about current and future transportation, housing, and infrastructure demands; 2) The travel demand model also requires current and accurate housing and employment data; 3) Accessing, mapping, and disseminating census data and training enables member agencies to have data for studies, grants, land use allocation demonstration modeling, and other analyses, and is an often requested member service; 4) Development review, including the fiscal impact analysis, enables local decision-makers to bridge regional and local planning efforts to provide growth supportive of <i>Communities in Motion</i> , and 5) developing a housing coordination plan to better integrate affordable housing, employment, and transportation planning.					
FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:	Federal Code 23 CFR § 450.322 (b) -- Long-range plans require valid forecasts of future demand for transportation services that are based on existing conditions that can be included in the travel demand model. In updating the transportation plan, the MPO shall use the latest available estimates and assumptions for population, land use, travel, employment, congestion, and economic activity. "The metropolitan transportation plan shall, at a minimum, include (1) The projected transportation demand of persons and goods in the metropolitan planning area over the period of the transportation plan...."					
FY2023 BENCHMARKS						
MILESTONES / PRODUCTS						
Population and Employment Estimates Data collection and geocoding of building permits Complete 2022 employment data Complete 2022 Development Monitoring Report Complete 2023 population estimates and receive Board acceptance						Ongoing Mar Mar Apr
Development Forecasting, Tracking, and Reconciliation Update preliminary plat files and other entitled development Reconcile CIM 2050 preferred growth scenario with entitlements Develop population, housing, and employment forecasts for long-range transportation plan						Ongoing Ongoing Summer
Demographics Support Respond to member requests for census data Provide development and policy reviews and checklists Include fiscal impact analysis with development checklist per policy Development checklist report						Ongoing Ongoing Ongoing Spring
LEAD STAFF: Carl Miller					Expense Summary	
END PRODUCT: Demographic products: 1) 2023 population estimates; 2) 2022 employment estimates; 3) 2021 Development Monitoring Report updated; 4) annual demographic reconciliation; 5) population, housing, and employment forecast; 6) development checklist report; and 7) housing coordination plan.					Total Workdays: 130	
					Salary	\$ 58,102
					Fringe	26,252
					Overhead	7,887
					Total Labor Cost: 92,240	
ESTIMATED DATE OF COMPLETION: September-2023					DIRECT EXPENDITURES:	
Funding Sources				Participating Agencies		
	Ada	Canyon	Special	Total	Member Agencies Housing authorities and other housing stakeholders	
CPG, K20040	\$ 8,036	\$ 2,825		\$ 10,861		
CPG, K22108	29,434	10,342		39,776		
STP-TMA, K20560	25,900	9,100		35,000		
Local / Fund Bal	6,736	2,367		9,103		
Total:	\$ 70,106	\$ 24,634	\$ -	94,740	Professional Services Legal / Lobbying Equipment Purchases Travel / Education Printing Public Involvement Meeting Support Other 2,500	
					Total Direct Cost: \$ 2,500	
					620	Total Cost: \$ 94,740

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PROGRAM NO.	653				CLASSIFICATION:	Project
TITLE:	Communication and Education					
TASK / PROJECT DESCRIPTION:	The Communication and Education task broadly includes external communications, public relations, public involvement, public education, and ongoing COMPASS Board education. Specific elements of the task include, but are not limited to, managing the ongoing COMPASS education series, the annual COMPASS 101 workshop, periodic Board workshops, and the Leadership in Motion awards program; writing the annual report, <i>Keeping Up With COMPASS</i> newsletter, brochures, web content, news releases, and other documents; managing COMPASS' social media channels; supporting the Public Participation Workgroup; and representing COMPASS at open houses and other events.					
PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:	The Communication and Education program helps COMPASS facilitate public involvement in, and understanding of, transportation and related planning efforts by planning and implementing an integrated communications/education and public involvement strategy.					
FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:	Federal Code 23 CFR § 450.316 requires public input and involvement in metropolitan planning organization planning activities. Public involvement for specific programs (e.g., regional transportation improvement program, regional long-range transportation plan [<i>Communities in Motion</i>]) is planned and budgeted under those programs. The Communication and Education task supports that outreach and involvement through developing and updating the COMPASS participation plan, coordinating outreach efforts, and providing more general (non-program specific) opportunities for the public to learn about transportation, planning, financial, and related issues to support federally required public involvement efforts.					
FY2023 BENCHMARKS						
MILESTONES / PRODUCTS						
General Continue work with media -- set up interviews, develop story ideas, respond to inquiries, write/distribute news releases Support work of Public Participation Workgroup Implement, and potentially update, the COMPASS participation plan; work toward goals established in the plan Provide outreach/public speaking support and training to staff						Ongoing Ongoing Ongoing
Develop tools, such as electronic and print materials, designed for most effective means of communication Maintain and enhance COMPASS social media channels Continually update the COMPASS website to improve usability and keep content up to date Develop the FY2022 annual report, annual budget summary, and annual communication summary Write and distribute monthly Keeping Up With COMPASS newsletter Update/develop other print materials as appropriate						Ongoing Ongoing Oct - Dec Ongoing Ongoing
Education and community outreach Develop and implement FY2023 public education series Support and collaborate with other agencies' outreach and education efforts and programs Participate in community events to share planning-related information Attend/support member agencies at public meetings Manage/support Leadership in Motion 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
LEAD STAFF: Amy Luft						Expense Summary
END PRODUCT: Public involvement in, and understanding of, transportation planning and related issues.						
						Total Workdays: 224
						Salary \$ 89,847
						Fringe 40,594
						Overhead 12,195
						Total Labor Cost: 142,637
ESTIMATED DATE OF COMPLETION:					September-2023	
Funding Sources				Participating Agencies		
	Ada	Canyon	Special	Total	Member Agencies Professional Services \$ 24,000 Legal / Lobbying Equipment Purchases Travel / Education Printing 1,300 Public Involvement 23,800 Meeting Support Other	
CPG, K20640 STP-TMA, K19920				\$ -		
Local / Fund Bal			191,737	191,737		
				-		
	\$ -	\$ -	\$ 191,737	\$ 191,737		
					Total Direct Cost: \$ 49,100	
					653	Total Cost: 191,737

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PROGRAM NO.	661	CLASSIFICATION:	Project																																																									
TITLE:	Long Range Planning																																																											
TASK / PROJECT DESCRIPTION:	This project encompasses the activities to identify regional transportation needs and solutions, and prepare a regional long-range transportation plan, <i>Communities in Motion</i> (CIM), for Ada and Canyon Counties. This task also incorporates implementation support for the adopted long-range transportation plan and ongoing long-range planning activities.																																																											
PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:	<i>Communities in Motion</i> (CIM) is developed in cooperation with member agencies, local governments and the Idaho Transportation Department by a continuing, cooperative, and comprehensive planning process. This performance and outcome-based planning will help guide resources to infrastructure and service projects that collectively help achieve the regional (CIM) goals.																																																											
FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:	Federal Code 23 CFR § 450 "Infrastructure Investment and Jobs Act" (IIJA) requires that the regional long-range transportation plan be updated every four years in air quality maintenance areas, otherwise every five years. 23 USC 150-- establishes national goals and a performance program, in consultation with stakeholders, including metropolitan planning organizations. The purpose is to provide a means to the most efficient investment of federal transportation funds.																																																											
FY2023 BENCHMARKS																																																												
MILESTONES / PRODUCTS																																																												
General Project Management																																																												
Work with the Regional Transportation Advisory Committee and the COMPASS Board of Directors to finalize and adopt CIM 2050			Oct-Dec																																																									
Monitor legislative, funding, etc. changes and provide updates			Ongoing																																																									
Draft work plan, schedule and budget for next plan update			June																																																									
Integrate complete network policy to transportation planning and improvements			Oct-Sep																																																									
Update environmental data for further analyses and mapping			Ongoing																																																									
Integrate equitable and sustainable practices in transportation planning and to inform land use planning and decision-making			Oct-Sep																																																									
Housing Coordination Plan																																																												
Select consultant for housing coordination plan			Oct																																																									
Partnership outreach and kickoff meeting			Winter																																																									
Roadways																																																												
Integrate results of congestion management process			Feb																																																									
Identify barriers to and opportunities for increasing transportation resiliency			Oct-Sep																																																									
Research needs and opportunities to deploy/expand electric vehicle charging infrastructure			Oct-Sep																																																									
Freight																																																												
Investigate freight first/last mile needs and impacts			Mar																																																									
Identify needs and goals for rail freight in the region			Apr																																																									
Assist member agencies in freight funding applications			Dec																																																									
Follow up on past freight project implementation			Spring																																																									
Integrate freight needs into Complete Network Policy implementation			Ongoing																																																									
Active Transportation (bicycle and pedestrian)																																																												
Integrate active transportation needs into Complete Network Policy implementation			Ongoing																																																									
Develop regional pathway implementation/funding plan/strategy (including rails with trails)			Feb																																																									
Investigate active transportation first/last mile needs			Mar																																																									
Research regional safe-route needs and explore development of metrics			Apr																																																									
Public Transportation																																																												
Update High Capacity Transit Study for 2020/2050 data			Dec																																																									
Continue high-capacity transit planning per COMPASS Board's direction			Oct-Sep																																																									
Develop Park and Ride implementation plan			May																																																									
Investigate transit-supportive infrastructure and transportation-land use nexus (includes first/last mile considerations)			Oct-Sep																																																									
Performance Management																																																												
Update asset management information as needed			Oct-Sep																																																									
Update federally required performance targets as needed			Ongoing																																																									
Complete TIP Achievement reporting process			Aug																																																									
Document criteria for analyzing impact of long-term unfunded transportation needs on various travel modes and users			Oct-Sep																																																									
Update Fiscal Impact Tool (FIT)			Summer																																																									
Public Involvement																																																												
Conduct public involvement according to the work plan			Ongoing																																																									
Bike Counter Management																																																												
Manage portable counter requests			Ongoing																																																									
Manage permanent counter program and COMPASS Data Bike			Ongoing																																																									
Manage and report data			Ongoing																																																									
LEAD STAFF: Carl Miller																																																												
END PRODUCT: Final and adopted <i>Communities in Motion 2050</i> plan, including financial forecast; workplan for next plan update; bicycle and pedestrian data; projects to address new planning emphasis areas and prepare for federal grant opportunities.																																																												
			Expense Summary																																																									
			Total Workdays: 977																																																									
			Salary \$ 388,848																																																									
			Fringe 175,688																																																									
			Overhead 52,781																																																									
			Total Labor Cost: 617,317																																																									
ESTIMATED DATE OF COMPLETION: September-2023			DIRECT EXPENDITURES:																																																									
Funding Sources			Professional Services \$ 332,150																																																									
Participating Agencies			Legal / Lobbying																																																									
			Equipment Purchases 58,800																																																									
			Travel / Education																																																									
			Printing 2,000																																																									
			Public Involvement 20,500																																																									
			Meeting Support																																																									
			Carry-Forward																																																									
			Total Direct Cost: \$ 413,450																																																									
			661 Total Cost: 1,030,767																																																									
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th rowspan="2"></th> <th colspan="3">Funding Sources</th> <th rowspan="2">Total</th> <th rowspan="2">Participating Agencies</th> </tr> <tr> <th>Ada</th> <th>Canyon</th> <th>Special</th> </tr> </thead> <tbody> <tr> <td>CPG, K20040</td> <td>105,689</td> <td>37,134</td> <td></td> <td>142,823</td> <td>Member Agencies</td> </tr> <tr> <td>CPG, K22108</td> <td>346,476</td> <td>121,734</td> <td></td> <td>468,210</td> <td>ITD</td> </tr> <tr> <td>STBG-U, K20326</td> <td></td> <td></td> <td>36,137</td> <td>36,137</td> <td>FHWA</td> </tr> <tr> <td>STP-TMA, K19751</td> <td></td> <td></td> <td>84,923</td> <td>84,923</td> <td>FTA</td> </tr> <tr> <td>STBG-TMA, K20271</td> <td></td> <td></td> <td>169,568</td> <td>169,568</td> <td></td> </tr> <tr> <td>STBG-TMA, K22395</td> <td></td> <td></td> <td>55,596</td> <td>55,596</td> <td></td> </tr> <tr> <td>Local / Fund Bal</td> <td>54,397</td> <td>19,113</td> <td></td> <td>73,510</td> <td></td> </tr> <tr> <td>Total:</td> <td>506,562</td> <td>177,981</td> <td>346,224</td> <td>1,030,767</td> <td></td> </tr> </tbody> </table>					Funding Sources			Total	Participating Agencies	Ada	Canyon	Special	CPG, K20040	105,689	37,134		142,823	Member Agencies	CPG, K22108	346,476	121,734		468,210	ITD	STBG-U, K20326			36,137	36,137	FHWA	STP-TMA, K19751			84,923	84,923	FTA	STBG-TMA, K20271			169,568	169,568		STBG-TMA, K22395			55,596	55,596		Local / Fund Bal	54,397	19,113		73,510		Total:	506,562	177,981	346,224	1,030,767	
	Funding Sources				Total	Participating Agencies																																																						
	Ada	Canyon	Special																																																									
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STBG-TMA, K22395			55,596	55,596																																																								
Local / Fund Bal	54,397	19,113		73,510																																																								
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PROGRAM NO.	685				CLASSIFICATION:	Project
TITLE:	Resource Development/Funding					
TASK / PROJECT DESCRIPTION:	Develop a FY2024-2030 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 FY2023-2029 TIP. COMPASS staff, with consultant assistance, will assist member agencies in taking project ideas and transforming them into well-defined projects with cost estimates, purpose and need statements, environmental scans, and public information plans. Grant research, development and grant administration is expected to secure additional funding into the region. COMPASS will award <i>Communities in Motion</i> (CIM) Implementation Grants to member agencies after appropriate outreach, prioritization, and contract due diligence.					
PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:	Implement requested projects by member agencies, and leverage local dollars. Well defined and scoped projects with accurate project costs and schedules allow strong grant applications, linked closely with CIM 2040 goals and performance measures, increase the delivery of funded projects on time and on budget. These efforts provide the necessary federal documentation for member agencies to obtain federal funding for transportation projects. Staff provides assistance to member agencies to ensure projects meet deadlines and do not lose federal funding through project monitoring and committee participation.					
FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:	The task is designed to help identify additional revenue sources for member agencies to assist in funding improvements and on-going maintenance of the transportation system; also assists member agencies in implementing the regional long-range transportation plan and the annual TIP. Under 23 CFR § 450, COMPASS is required to develop a TIP in cooperation with ITD and public transportation operators. Certain additional requirements are required in the Boise Urbanized Area because it is considered a Transportation Management Area (TMA). The TIP is required to be updated every four years; however, COMPASS follows the update cycle of ITD's Statewide Transportation Improvement Program (STIP), which is updated annually. All projects receiving federal funding or considered regionally significant must be consistent with the regional long-range transportation plan. The TIP is tied to the Air Quality Conformity Demonstration to ensure funded projects do not violate budgets set in the State Implementation Plan (SIP) (air quality budgets for the State of Idaho). The TIP is also scrutinized in the federal Certification Review.					
FY2023 BENCHMARKS						
MILESTONES / PRODUCTS						
685001 Transportation Improvement Program Update funding application process Conduct member outreach Solicit project applications Assist members with developing complete applications Facilitate ranking of project applications Assign projects to funding programs through prioritization process Develop the final FY2024-2030 Regional Transportation Improvement Program Incorporate reporting methods for federal performance targets, prior to deadlines Monitor and track FY2023-2029 Regional Transportation Improvement Program Balance federal-aid programs managed by COMPASS, as changes occur Provide assistance to member agencies with federal-aid funding concerns Provide funding and programming assistance to Valley Regional Transit (VRT) Update the Resource Development Plan						Oct-Sept
685002 Project Development Program Select, contract with, and manage consultants Manage project development teams Review/revise, approve, and disseminate reports						Oct-Sept
685003 Grant Research and Development Seek funding for project needs listed in the Resource Development Plan Monitor grant sources; share grant information Match grant sources with unfunded members needs Write/assist member agencies with grant applications - INFRA, RAISE, CDBG, etc.						Oct-Sept
685004 CIM Implementation Grants Administer contracting/reporting/billing processes Manage projects to ensure completion on time and on budget						Oct-Sept
LEAD STAFF: Toni Tisdale					Expense Summary	
END PRODUCTS: Current-year TIP amendments and TIP update. Annual Resource Development Plan. Project Development Program pre-concept reports. Application assistance. CIM Implementation Grants.					Total Workdays: 662	
					Salary \$ 296,326	
					Fringe 133,885	
					Overhead 40,222	
					Total Labor Cost: 470,433	
ESTIMATED DATE OF COMPLETION: September-2023					DIRECT EXPENDITURES:	
Funding Sources				Participating Agencies		
	Ada	Canyon	Special	Total	Member Agencies	
CPG, K20040	\$ 58,297	\$ 20,484		\$ 78,781	Professional Services \$ 150,000	
CPG, K22108	76,504	26,880		103,384	Legal / Lobbying	
STP-TMA, K20560			200,000	200,000	Equipment Purchases	
				-	Travel / Education	
				-	Printing	
Local / Fund Bal	18,007	6,326	219,935	244,268	Public Involvement 6,000	
				-	Meeting Support	
				-	Other	
Total:	\$ 152,808	\$ 53,690	\$ 419,935	\$ 626,433	Total Direct Cost: \$ 156,000	
					685	Total Cost: \$ 626,433

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PROGRAM NO.	701				CLASSIFICATION:	Service	
TITLE:	General Membership Services						
TASK / PROJECT DESCRIPTION:	Provides assistance to COMPASS members, including demographic data, mapping, geographic information system assistance/education, travel demand modeling, and other project support.						
PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:	This service promotes implementation of the regional long-range transportation plan. COMPASS staff are engaged in the members' studies and can become more familiar with their assumptions and recommendations. Use of consistent data and methodologies in the various studies and plans conducted by member agencies is beneficial to the region as well.						
FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:	There are no federal or state requirements concerning provision of services to member agencies. There are no certification review comments, corrective actions or recommendations related to this program. Member support provides assistance to agencies fulfilling activities related to <i>Communities in Motion</i> , air quality evaluations, and more detailed transportation planning activities such as corridor studies.						
FY2023 BENCHMARKS							
MILESTONES / PRODUCTS							
Provide general assistance to member agencies as requested in the areas of: Specific assistance determined per member agency requests, may include: Geographic Information Systems (GIS) (maps, data, and analyses) Data and travel demand modeling Demographic, development, and related information Traffic counts and related information Travel time data and analysis Other requests as budget allows Specifically requested assistance: <i>FY2023 Member Requests; as ranked by RTAC</i> <i>CHD4 - CIP Development, Sub Dist 2&3, and Updates to Mid-Star Area (11 workdays)</i>							Ongoing
							As Needed
							As Needed
LEAD STAFF:					Expense Summary		
END PRODUCT: Data, mapping, and modeling assistance to COMPASS members. Support for member agency studies and planning activities.					Total Workdays: 54 Salary \$ 26,239 Fringe 11,855 Overhead 3,562 Total Labor Cost: 41,656		
ESTIMATED DATE OF COMPLETION:					September-2023		
Funding Sources					Participating Agencies		
	Ada	Canyon	Special	Total	Member Agencies		
CPG, K20040	\$ 1,636	\$ 575		\$ 2,211			
CPG, K22108	26,927	9,461		36,388			
STP-TMA, K20560				-			
Local / Fund Bal	2,262	795		3,057			
				-			
Total:	\$ 30,825	\$ 10,831	\$ -	\$ 41,656			
					701	Total Cost: \$ 41,656	

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PROGRAM NO.	702			CLASSIFICATION:	Service
TITLE:	Air Quality Outreach				
TASK / PROJECT DESCRIPTION:	The Air Quality Outreach program supports the Idaho Department of Environmental Quality (DEQ) and the Air Quality Board in their outreach efforts regarding air quality in the Treasure Valley through coordinating a multi-agency outreach and education program.				
PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:	Air quality has been an ongoing issue in the Treasure Valley for over 30 years. While many steps have been taken to limit the release of air quality pollutants, individual behaviors must also change to achieve an improvement, or even a lack of degradation, in air quality. Outreach and education on air quality issues and steps individuals can take to curb individual air quality emissions are necessary to bring about this change.				
FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:	COMPASS will assist DEQ and the Air Quality Board in fulfilling requirements for outreach and education as outlined in Title 39, Section 116B of Idaho code (effective until July 1, 2023), which states, (1) The board shall...provide for the implementation of a motor vehicle inspection and maintenance program...[and]...provide for: ...(g) A fee, bond or insurance which is necessary to carry out the provisions of this section and <u>to fund an air quality public awareness and outreach program.</u>				
FY2023 BENCHMARKS					
MILESTONES / PRODUCTS					
Outreach Coordinate a multi-agency air quality outreach and education program, focusing on how individuals can help curb air pollution					Ongoing
LEAD STAFF: Amy Luft					Expense Summary
END PRODUCT: Increased public understanding of air quality issues and an individual's role in curbing air pollution through assisting DEQ and the Air Quality Board in outreach and communication efforts.					Total Workdays: 7
					Salary \$ 6,299
					Fringe 2,846
					Overhead 855
					Total Labor Cost: \$ 10,000
ESTIMATED DATE OF COMPLETION: September-2023					DIRECT EXPENDITURES:
Funding Sources				Participating Agencies	
	Ada	Canyon	Special	Total	Professional Services \$ 100,000
				\$ -	Legal / Lobbying
DEQ/AQB			110,000	110,000	Equipment Purchases
				-	Travel / Education
					Printing
					Public Involvement
					Meeting Support
					Other
					Total Direct Cost: \$ 100,000
Total:	\$ -	\$ -	\$ 110,000	\$ 110,000	702 Total Cost: \$ 110,000

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PROGRAM NO.	703	CLASSIFICATION:	Service
TITLE:	Public Services		
TASK / PROJECT DESCRIPTION:	To provide data, mapping, demographic, and other assistance to the public and non-member entities, as appropriate. For some products, such as maps, there is a charge for the product. When data or other information are not "off-the-shelf" and staff time is needed for research, a labor charge may be applied consistent with COMPASS policy.		
PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:	COMPASS responds to questions from the public and provides a number of products to the public and other entities: demographic data, development information, traffic counts and projections, maps, and geographic information system analyses.		
FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:	There are no federal or state requirements concerning provision of services to the public. However, these services support COMPASS' vision, mission, roles, and values, including: "...serve as a source of information and expertise..." (COMPASS Mission), "serve as the regional technical resource..." (Role #3 Expert), and "perform and share quality analyses" (Role #3 Expert).		

FY2023 BENCHMARKS **MILESTONES / PRODUCTS**

Provide assistance to public and non-member entities, as requested, in the areas of: Geographic Information Systems (GIS) (maps, data, and analyses) Data and travel demand modeling for proposed developments Demographic, development, and related information Traffic counts and related information Travel time data and analysis Other general requests for information	Ongoing
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LEAD STAFF: Mary Ann Waldinger					Expense Summary	
END PRODUCT: Information assistance to the general public.					Total Workdays: 66	
					Salary	\$ 31,902
					Fringe	14,414
					Overhead	4,330
					Total Labor Cost:	50,646
ESTIMATED DATE OF COMPLETION: September-2023					DIRECT EXPENDITURES: \$ -	
Funding Sources				Participating Agencies		
	Ada	Canyon	Special	Total	Member Agencies	
				\$ -		
Local / Fund Bal			50,646	\$ 50,646		
Total:	\$ -	\$ -	\$ 50,646	\$ 50,646	703	Total Direct Cost: \$ -
					Total Cost: \$ 50,646	

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PROGRAM NO.	704	CLASSIFICATION:	Service				
TITLE:	Air Quality Operations						
TASK / PROJECT DESCRIPTION:	To provide COMPASS labor support for the administrative needs of Air Quality Board. Areas include: personnel management, financial management, information technology management, procurement, contracting, and general administration. Work with independent auditor on annual audit.						
PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:	Assisting COMPASS's members in meeting and improving air quality is one of the many planning services that COMPASS currently provides. Providing administrative support to the Air Quality Board for its operating functions enables the Air Quality Board to perform its functions in a more cost-effective manner.						
FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW	There is no federal requirement for this service.						
FY2023 BENCHMARKS							
MILESTONES / PRODUCTS							
General Administration Provide meeting coordination, materials, and follow-up to the Board Conduct appropriate procurement processes and prepare contracts, as needed Facilitate updates to Air Quality Rules and Regulations, as needed Monitor general workplace and personnel needs Provide administrative assistance for agency needs Personnel Management Prepare and complete recruitment processes Conduct employee annual evaluations Financial Management Close FY2022 financial records and begin FY2023 Provide annual audit support and complete financial reports Complete AQB annual Audit Report Prepare and distribute year-end payroll reports Prepare financial reports for review by the Air Quality Board Maintain inventory of furniture, equipment, hardware and software Information Technology Work with software provider to meet program needs and implement improvements and updates 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			Ongoing As needed As needed Ongoing Ongoing As needed Oct-Nov Oct-Dec Jan Jan Quarterly Ongoing Ongoing				
LEAD STAFF: Meg Larsen		Expense Summary					
End Product: Using the skills of COMPASS staff, provide for the administrative functions of the Air Quality Board.							
		Total Workdays: 128 Salary \$ 73,655 Fringe 33,279 Overhead 9,998 Total Labor Cost: 116,931					
ESTIMATED DATE OF COMPLETION: September-2023		DIRECT EXPENDITURES:					
Funding Sources				Participating Agencies			
Air Quality Board	Ada			Canyon	Special	Total	Air Quality Board
					\$ 116,931	\$ 116,931	
Total:							
	\$ -	\$ -	\$ 116,931	116,931			
				Total Direct Cost: \$ -			
				704 Total Cost: \$ 116,931			

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

FY2023 BENCHMARKS	MILESTONES / PRODUCTS
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Attend member agency meetings and coordinate transportation-related planning activities with member agencies	Ongoing
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LEAD STAFF: Matt Stoll	Expense Summary
END PRODUCT: Ongoing staff liaison role to member agencies.	
ESTIMATED DATE OF COMPLETION: September-2023	Total Workdays: 36
	Salary \$ 20,044
	Fringe 9,056
	Overhead 2,721
	Total Labor Cost: 31,821
Funding Sources	Participating Agencies
CPG, K20040 \$ 3,319	Member Agencies
CPG, K22108 18,500	
STP-TMA, K20560	
Local / Fund Bal 1,729	
Total: \$ 23,548	
	Professional Services \$ -
	Legal / Lobbying
	Equipment Purchases
	Travel / Education
	Printing
	Public Involvement
	Meeting Support
	Other
	Total Direct Cost: \$ -
	705 Total Cost: \$ 31,821

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PROGRAM NO.	760			CLASSIFICATION:	Service	
TITLE:	Government Affairs					
TASK / PROJECT DESCRIPTION:	Identify, review, monitor, advocate and report to the COMPASS Board on pending state and federal legislation that directly or indirectly relates to COMPASS priorities and activities.					
PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:	To secure funding and influence policies on relevant transportation-related legislation at the federal and state levels.					
FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:	There is no federal requirement for this process. The Board works together to identify and prioritize needs and projects.					
FY2023 BENCHMARKS						
MILESTONES / PRODUCTS						
Federal Legislative Priorities Work with COMPASS Executive Committee to identify priorities and position statements for federal legislation Obtain COMPASS Board approval of federal legislative priorities Educate and advocate on federal legislative priorities Evaluate possible legislative priorities for next federal legislative session					Oct-Nov Nov-Dec Dec-Sep May-Sep	
State Legislative Priorities Work with Executive Committee to identify possible priorities and position statements for FY2023 legislative session Obtain Board endorsement of FY2023 legislative priorities Educate and advocate on FY2023 legislative priorities Evaluate possible legislative priorities for FY2023 legislative session					Oct-Nov Nov-Dec Dec-Apr May-Sep	
LEAD STAFF:	Matt Stoll				Expense Summary	
END PRODUCT:	An effective advocacy program for legislative issues and positions that have been approved by the Board.				Total Workdays: 242 Salary \$ 135,808 Fringe 61,361 Overhead 18,434 Total Labor Cost: 215,603	
ESTIMATED DATE OF COMPLETION:	September-2023				DIRECT EXPENDITURES:	
Funding Sources				Participating Agencies		
	Ada	Canyon	Special	Total	Professional Services Legal / Lobbying Equipment Purchases Travel / Education 18,000 Printing Public Involvement Meeting Support Other	
Local / Fund Bal			233,603	\$ 233,603		
				-		
Total:	\$ -	\$ -	\$ 233,603	\$ 233,603		
					760	Total Cost: 233,603

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PROGRAM NO.	801	CLASSIFICATION:	System Maintenance
TITLE:	Staff Development		
TASK / PROJECT DESCRIPTION:	To provide staff with resources necessary to keep them informed of federal and state regulations, current transportation planning technologies, and best practices and activities nationally.		
PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:	The activities of this task are part of the overall continuous process to enhance technical and professional capacity. It is important that staff be informed and educated on new regulations and practices to develop and maintain a responsive transportation program.		
FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:	There are no federal or state requirements concerning provision of staff training; however, COMPASS provides staff with opportunities for training and education. Training examples include attending workshops and conferences sponsored by Federal Highway Administration, National Association of Regional Councils, American Planning Association, Western Planner, Association of Metropolitan Planning Organizations, the Transportation Research Board, etc., to keep staff well informed.		

FY2023 BENCHMARKS		MILESTONES / PRODUCTS	
Staff training and development			Ongoing

LEAD STAFF: Meg Larsen				Expense Summary		
END PRODUCT: Maintain staff knowledge of federal grant requirement needs and changes and build a strong team through national and local seminars, workshops, conferences, and educational classes.				Total Workdays: 143		
				Salary	\$	63,122
				Fringe		28,519
				Overhead		8,568
				Total Labor Cost: 100,209		
ESTIMATED DATE OF COMPLETION: September-2023				DIRECT EXPENDITURES:		
Funding Sources				Participating Agencies		
	Ada	Canyon	Special	Total		
CPG, K20040	\$ 7,339	\$ 2,579		\$ 9,918	Federal Highway Administration	
CPG, K22108	88,800	31,200		120,000	Federal Transit Administration	
STP-TMA, K20560						
Local / Fund Bal	7,615	2,676		10,291		
				-		
Total:	\$ 103,754	\$ 36,455	\$ -	\$ 140,209		
				Total Direct Cost: \$ 40,000		
				801	Total Cost: \$ 140,209	

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PROGRAM NO.	820			CLASSIFICATION:	System Maintenance
TITLE:	Committee Support				
TASK / PROJECT DESCRIPTION:	To provide support to the COMPASS Board and standing committees as defined by the COMPASS Bylaws and Joint Powers Agreement. As lead agency, COMPASS also provides support to the Interagency Consultation Committee.				
PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:	Provide coordination and communication among member agencies' staff and elected officials in transportation and land use planning, through meeting materials, agendas, and minutes, which are a historical record of events leading to the decision-making processes.				
FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:	The COMPASS Joint Powers Agreement, Section 4.1.6(K), states, Open Meeting Law: All meetings of the Board shall be governed under the provisions of the Open Meeting Law, Chapter 2, Title 74, Idaho Code, and any amendments and/or recodification thereof.				
FY2023 BENCHMARKS					
MILESTONES / PRODUCTS					
Provide meeting coordination, materials, and follow-up to the Board, standing committees and workgroups					Ongoing
LEAD STAFF: Meg Larsen					
END PRODUCT: Ongoing support of committees to promote involvement and communication.					Expense Summary
					Total Workdays: 258
					Salary \$ 108,043
					Fringe 48,816
					Overhead 14,665
					Total Labor Cost: 171,524
ESTIMATED DATE OF COMPLETION:				September-2023	
Funding Sources				Participating Agencies	
	Ada	Canyon	Special	Total	Member Agencies
CPG, K20040	\$ 740	\$ 260		\$ 1,000	
CPG, K22108	118,242	41,545		159,787	
STP-TMA, K20560					
Local / Fund Bal	9,425	3,312		12,737	
Total:	\$ 128,407	\$ 45,117		\$ 173,524	
					DIRECT EXPENDITURES:
					Professional Services \$ -
					Legal / Lobbying
					Equipment Purchases
					Travel / Education
					Printing
					Public Involvement
					Meeting Support 2,000
					Other
					Total Direct Cost: \$ 2,000
					820 Total Cost: 173,524

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PROGRAM NO.	836			CLASSIFICATION:	System Maintenance
TITLE:	Technical Support: Regional Travel Demand Model				
TASK / PROJECT DESCRIPTION:	Upkeep of the regional travel demand model is an ongoing task needed to maintain the model as a useful tool in planning activities. It also provides vital information for the required process of air quality conformity demonstration and all benefit-cost evaluations.				
PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:	The model outputs are used to test and plan transportation projects, support capital improvement plans and impact fee and/or proportionate share programs for member agencies, conduct air quality conformity of the Regional Transportation Improvement Program (TIP) and regional long-range transportation plan, provide area of influence model runs to inform the traffic impact study process, and respond to various special member requests.				
FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:	Federal Code 23 CFR § 450.324 -- Long-range transportation plans require valid forecasts of future demand for transportation services which are provided by a travel demand model. Outputs from the model are also necessary for transportation conformity determinations of the TIP and long-range plan and evaluating the impacts of alternative transportation investments. In updating the transportation plan, (e) "the MPO shall base the update on the latest available estimates and assumptions for population, land use, travel, employment, congestion, and economic activity" (f)"The metropolitan transportation plan shall, at a minimum, include (1) The current and projected transportation demand of persons and goods in the metropolitan planning area over the period of the transportation plan;..."				
FY2023 BENCHMARKS					
MILESTONES / PRODUCTS					
Key Elements					
Maintain and update traffic count database					Ongoing
Maintain the structure and integrity of the regional travel demand model for air quality conformity and use in the Transportation Economic Development Impact System (TREDIS)					Ongoing
Provide travel demand modeling assistance to support member agency needs and special projects					Ongoing
Maintain the input and output files for air quality conformity process and model (MOVES) and conduct conformity for regional TIP and/or long-range transportation plan					Apr - Jul
Provide project and program evaluations using TREDIS for grant applications and ITD's Safety and Capacity Program					Oct - Aug
Reconcile demographic data and integrate in the current and forecast years of the regional model					Oct - Dec
Develop and update parameters for calibration of the regional model using data from the 2021 Household Travel Survey					Oct - Sept
Support ACHD's Capital Improvement Plan update					Jan - Apr
Provide technical and modeling support as needed for regional long range transportation plan					Ongoing
Work with and use ITD's required protocols to update of the Federal Aid and possibly the Planning Functional Classification Systems after urbanized boundaries are released					Oct-Aug
Special Tasks and Model Improvements					
Provide technical analysis on member agency requests vetted through RTAC					Ongoing
Provide modeling and technical assistance to ITD's corridor and environmental studies					Ongoing
Provide technical analysis on unanticipated member agency requests					Ongoing
Maintain the data foundation system and continue to incorporate into other data sources					Ongoing
LEAD STAFF: Mary Ann Waldinger					
END PRODUCT: Reasonable and reliable regional travel demand model using the latest available information and forecasts for various types of projects, studies, and analyses.					
					Expense Summary
					Total Workdays: 302
					Salary \$ 159,142
					Fringe 71,903
					Overhead 21,601
					Total Labor Cost: 252,647
ESTIMATED DATE OF COMPLETION: September-2023					
Funding Sources				Participating Agencies	
	Ada	Canyon	Special	Total	
CPG, K20040	\$ 423	\$ 149		\$ 572	Highway Districts
CPG, K22108	183,520	64,480		248,000	Member Agencies
STP-TMA, K20560			20,000	20,000	Federal Highways Administration
				-	Idaho Transportation Department
				-	Valley Regional Transit
Local / Fund Bal	15,744	5,532		21,275	Department of Environmental Quality
				-	
Total:	\$ 199,687	\$ 70,161	\$ 20,000	\$ 289,847	
					Total Direct Cost: \$ 37,200
					836 Total Cost: \$ 289,847

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PROGRAM NO.	842			CLASSIFICATION:	System Maintenance	
TITLE:	Congestion Management Process					
TASK / PROJECT DESCRIPTION:	Maintain a functional congestion management process (CMP) for the Treasure Valley. Conduct data collection, update the congestion management process as needed, produce the Annual Congestion Management Report, maintain regional intelligent transportation system (ITS) architecture and inventory. Research, provide, and monitor transportation demand management (TDM) strategies. Work with member agencies to identify regional congestion issues, identify congestion management needs, and recommend congestion management strategies.					
PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:	The Congestion Management Process (CMP) is a systematic, cyclical, and regionally accepted approach for managing congestion that generates current information regarding regional congestion, outlines methods for identifying congestion management needs, identifies strategies to mitigate congestion, defines performance measures and targets related to congestion, and defines the path for implementing strategies through COMPASS' transportation improvement program (TIP) and regional long-range transportation plan.					
FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:	Federal Code 23 CFR § 450.322 -- A congestion management process is federally required for areas with populations exceeding 200,000, known as Transportation Management Areas. While only a portion of COMPASS' planning area is subject to this requirement (the Boise Urbanized Area), COMPASS' CMP covers its entire planning area. (a) "The transportation planning process in a TMA shall address congestion management through a process that provides for safe and effective integrated management and operation of the multimodal transportation system, based on a cooperatively developed and implemented metropolitan-wide strategy, of new and existing transportation facilities eligible for funding under title 23 U.S.C. and title 49 U.S.C. Chapter 53 through the use of travel demand reduction (including intercity bus operators, employer-based commuting programs such as a carpool program, vanpool program, transit benefit program, parking cash-out program, shuttle program, or telework program), job access projects, and operational management strategies..."					
FY2023 BENCHMARKS						
MILESTONES / PRODUCTS						
Congestion Management and Travel Time Data Complete the Congestion Management Annual Report using the National Performance Measure Research Data Set (NPMRDS) for 2022 Complete Tier 2 analysis for the 2022 Congestion Management Annual Report using INRIX travel time data Maintain the Congestion Management Process Technical Document Publish congestion management annual report to digital format (web map/story map) Work with Regional Operations Workgroup and other COMPASS workgroups to identify congestion issues, congestion management needs, and congestion management strategies						June-Sept June-Sept Ongoing June-Sept Ongoing
NPMRDS Travel Time Data and Process Develop process for evaluating effectiveness of congestion mitigation projects using the NPMRDS and INRIX travel time data sets						Ongoing
Transportation System Management and Ops (TSMO) and ITS Plan Update Maintain the regional ITS inventory and TSMO/ITS projects list Refine the integration of management and operation strategies and TSMO projects into the long range plan						Ongoing Ongoing
I-84 Corridor Operations Plan Complete I-84 Corridor Operations Plan HOV Analysis						Oct-Dec
LEAD STAFF: Hunter Mulhall				Expense Summary		
END PRODUCT: Maintenance of the congestion management process, congestion management annual report (congestion issues, needs, strategies), 2022 travel time data collection and analysis, Updated TSMO/ITS projects list and inventory, I-84 corridor operations plan including the managed-lane analysis.				Total Workdays: 147		
				Salary \$ 77,463 Fringe 34,999 Overhead 10,515 Total Labor Cost: 122,977		
ESTIMATED DATE OF COMPLETION: September-2023				DIRECT EXPENDITURES: Professional Services Legal / Lobbying Equipment Purchases Travel / Education Printing Public Involvement Meeting Support Other		
Funding Sources						
				Participating Agencies		
	Ada	Canyon	Special	Total	Highway Districts Member Agencies Federal Highways Administration	
CPG, K20040	\$ 2,183	\$ 767		\$ 2,950		
CPG, K22108	82,180	28,820		111,000		
STP-TMA, K20560				-		
				-		
Local / Fund Bal	6,680	2,347		9,027		
				-		
Total:	\$ 91,043	\$ 31,934	\$ -	\$ 122,977		
				842	Total Cost: \$ 122,977	

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PROGRAM NO.	860	CLASSIFICATION:	System Maintenance			
TITLE:	Geographical Information System Maintenance (GIS)					
TASK / PROJECT DESCRIPTION:	Planning activities depend on current and accurate geographic information. For data to be available in a quality suitable for planning, continual data acquisition is necessary. This involves partnering with other GIS stakeholders, data maintenance, editing, and creating new data from GPS and orthophotography.					
PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:	GIS data and technology are used for internal budget support. COMPASS also provides this geographic information to its members and the general public in the form of maps, data, and analysis. COMPASS works in conjunction with its member agencies via the Regional Geographic Advisory Workgroup (RGAWG) to create regional data that can be used for many purposes.					
FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW, REFERENCE TO STRATEGIC PLAN:	Federal Code 23 CFR § 450.324 (f)-- In updating the transportation plan, the MPO shall use the latest available estimates and assumptions for population, land use, travel, employment, congestion, and economic activity. "The metropolitan transportation plan shall, at a minimum, include (1) The projected transportation demand of persons and goods in the metropolitan planning area over the period of the transportation plan...."					
FY2023 BENCHMARKS						
MILESTONES / PRODUCTS						
Provide GIS Data Maintenance and Support for COMPASS Projects Data analysis, and maintenance for performance reporting and other planning needs Enterprise database maintenance Data integration GIS Technology Census BAS GIS Cooperation Continue participation in the Treasure Valley GIS User Group and Canyon Spatial Data Cooperative (SDC) meetings Regional Geographic Advisory Committee Host the Regional Geographic Advisory Workgroup to enable regional cooperation of GIS data Regional Data Center Expand and maintain authoritative regional GIS data Conduct data accuracy checks and metadata on regional data sets Transportation Improvement Program Provide ongoing support 2022 Orthophotography Project Finalize 2022 orthophotography acquisition Distribute final data products to participants 2023 Orthophotography Project Conduct 2023 orthophotography flight Conduct QC on preliminary data Continue to plan for future orthophotography acquisition and funding			Ongoing Quarterly/as needed Quarterly/as needed Ongoing Ongoing December March - October			
LEAD STAFF: Eric Adolfson END PRODUCT: 1) An expanded use of GIS technology and data for regional planning; and 2) Continued GIS coordination and development of the most accurate and up-to-date information possible.			Expense Summary Total Workdays: 392 Salary \$ 167,833 Fringe 75,830 Overhead 22,781 Total Labor Cost: 266,444			
ESTIMATED DATE OF COMPLETION: September-2023			DIRECT EXPENDITURES:			
Funding Sources		Participating Agencies				
	Ada	Canyon	Special	Total	All Member Agencies	Professional Services \$ 162,500
CPG, K20040	\$ 25,296	\$ 8,888		\$ 34,184		Legal / Lobbying
CPG, K22108	171,070	60,051		231,121		Equipment Purchases 43,300
STP-TMA, K20560			21,705	21,705		Travel / Education
				-		Printing
Local / Fund Bal	16,823	5,911	162,500	185,234		Public Involvement
				-		Meeting Support
				-		Other
				-		Carry-Forward
Total:	\$ 213,189	\$ 74,850	\$ 184,205	\$ 472,244		Total Direct Cost: \$ 205,800
					860	Total Cost: 472,244

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PROGRAM NO.	990			CLASSIFICATION:	Indirect / Overhead
TITLE:	Direct Operations & Maintenance				
TASK / PROJECT DESCRIPTION:	To provide local dollars for expenditures that do not qualify for reimbursement under the federal guidelines. Program dollars for professional services for COMPASS Board related events, meeting expenses, and equipment/software needs.				
PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:	Adequately cover expenses needed to support the Board, Executive Director, and agency outside of federally funded projects.				
FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:	There are no federal or state requirements concerning these provisions; however, the Finance Committee oversees and approves these accounts and expenditures.				
FY2023 BENCHMARKS					
				MILESTONES / PRODUCTS	
Provide local dollars for expenditures not federally funded.					Ongoing
LEAD STAFF: Meq Larsen					Expense Summary
END PRODUCT: Adequately cover the direct expenses needed to support the Board, Executive Director, equipment needs, and COMPASS operations.					Total Workdays: 0
					Salary \$ -
					Fringe -
					Overhead -
					Total Labor Cost: \$ -
ESTIMATED DATE OF COMPLETION: September-2023					DIRECT EXPENDITURES:
Funding Sources				Participating Agencies	
	Ada	Canyon	Special	Total	Member Agencies
CPG, K20040 CPG, K22108 STP-TMA, K20560	131,673	46,264		\$ 177,937	
Other			9,000	9,000	
Local / Fund Bal	10,430	3,665	136,980	151,075	
				-	
Total:	\$ 142,103	\$ 49,929	\$ 145,980	\$ 338,012	
					990
					Total Direct Cost: \$ 338,012
					Total Cost: \$ 338,012

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PROGRAM NO.	991	CLASSIFICATION:	Indirect / Overhead										
TITLE:	Support Services Labor												
TASK / PROJECT DESCRIPTION:	To provide labor to support the ongoing administrative functions of COMPASS. Areas include: personnel management, financial management, information technology management, procurement, contracting, and general administration. Work with independent auditor on annual audit.												
PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:	To maintain payroll, accounts payable/receivable, benefits, recruitment, building and vehicle maintenance, general ledger bank reconciliation, cash flow, annual audit, and development of the computer system.												
FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:	<p>The Office of Management and Budget (OMB) requires that a single audit be performed to ensure federal funds are being expended properly. The most recent OMB regulation issued for this purpose is Title 2 U.S. Code of Federal Regulations (CFR) Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance). It includes uniform cost principles and audit requirements for federal awards to nonfederal entities and administrative requirements for all federal grants and cooperative agreements.</p> <p>Memorandum of Understanding 04-01, Operation and Financing of the Metropolitan Planning Organization in the Boise and Nampa Urbanized Areas -- between COMPASS and the Idaho Transportation Department states and agrees to allow indirect costs as outlined in the agreement.</p>												
FY2023 BENCHMARKS													
MILESTONES / PRODUCTS													
<p>General Administration</p> <ul style="list-style-type: none"> Review standing agreements Conduct appropriate procurement processes and prepare contracts, as needed Update COMPASS operational policies as needed Monitor general workplace and personnel needs Provide administrative assistance for agency needs <p>Personnel Management</p> <ul style="list-style-type: none"> Prepare and complete recruitment processes Conduct employee annual evaluations Renew insurance policies Pursue FY2023 benefit options <p>Financial Management</p> <ul style="list-style-type: none"> Close FY2022 financial records and begin FY2023 Provide annual audit support and complete financial reports Complete COMPASS annual Audit Report Prepare and distribute year-end payroll reports Complete budget variance information and report to the Finance Committee quarterly Maintain inventory of furniture, equipment, hardware and software <p>Information Technology</p> <ul style="list-style-type: none"> 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 Migrate COMPASS website from Dreamweaver to a new platform 			<p>Aug</p> <p>As needed</p> <p>As needed</p> <p>Ongoing</p> <p>Ongoing</p> <p>As needed</p> <p>Oct-Nov</p> <p>Oct-Dec</p> <p>Jan</p> <p>Jan</p> <p>Quarterly</p> <p>Ongoing</p> <p>Ongoing</p> <p>Oct - Dec</p>										
LEAD STAFF: Meg Larsen		Expense Summary											
END PRODUCT: An agency where administrative support, personnel management, financial management, and general administrative needs are fully met and whose activities are effectively monitored and communicated to the Board.		<table border="1"> <tr> <td>Total Workdays:</td> <td>976</td> </tr> <tr> <td>Salary</td> <td>\$ -</td> </tr> <tr> <td>Fringe</td> <td>-</td> </tr> <tr> <td>Overhead</td> <td>-</td> </tr> <tr> <td>Total Labor Cost:</td> <td>\$ -</td> </tr> </table>		Total Workdays:	976	Salary	\$ -	Fringe	-	Overhead	-	Total Labor Cost:	\$ -
Total Workdays:	976												
Salary	\$ -												
Fringe	-												
Overhead	-												
Total Labor Cost:	\$ -												
ESTIMATED DATE OF COMPLETION: September-2023		DIRECT EXPENDITURES:											
Funding Sources		Participating Agencies											
	Ada	Canyon	Special										
			Total										
			\$ -										
			-										
			-										
			-										
Total:	\$ -	\$ -	\$ -										
			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 OF DIRECTORS ITEM V-B

Date: August 15, 2022

Topic: 2022 Coordinated Public Transit-Human Services Transportation Plan

Request/Recommendation:

COMPASS staff seeks COMPASS Board of Directors' adoption of the draft *2022 Coordinated Public Transit-Human Services Transportation Plan* ("Coordinated Plan"); provided for your review on the COMPASS website under "supplemental information" at www.compassidaho.org/documents/people/board/2022/DRAFT_CoordinatedPlan_August2022.pdf. The Regional Transportation Advisory Committee recommended adoption of the draft 2022 plan in its July 27, 2022, meeting.

Summary:

Federal law requires that all agencies receiving funds from the Federal Transit Administration's Section 5310 program - *Enhanced Mobility of Seniors and Individuals with Disabilities* (49 U.S.C. 5310) develop a Coordinated Plan. COMPASS, in coordination with Valley Regional Transit (VRT), is responsible for developing this plan. VRT's Regional Advisory Council (RAC), a standing committee of the VRT Board of Directors, is charged with oversight of updates to the plan. The current Coordinated Plan was adopted in 2014; the 2022 version is an update to that plan.

The plan is designed to understand unmet transportation needs of persons with disabilities, persons with low-incomes, and older adults (65 years old and older) to better coordinate public transportation services to meet their needs. In this update, the RAC recommended the inclusion of persons with limited English proficiency as well. To understand the needs of these underserved communities, COMPASS worked with RAC members and VRT staff to conduct a survey of transportation needs within underserved communities. Survey results, combined with an analysis of demographic changes over the last decade, show that underserved populations are growing and need improved public transportation services. Based on that information, the RAC identified seven "highest priority" needs and strategies to meet those needs in February 2022. VRT plans to implement the plan by using the highest priority needs and strategies to guide service improvements. COMPASS will report biennially to the RAC on progress made toward meeting the highest priority needs.

The draft plan was released for a 31-day public comment period from April 15 through May 15, 2022. The maps in the document were changed to full page to improve readability in response to one comment; staff does not recommend any other changes based on the comments received.

Implication (policy and/or financial):

A Coordinated Plan adopted by the COMPASS and Valley Regional Transit Boards of Directors is necessary for VRT to receive federal 5310 funds.

More Information:

- 1) Draft *2022 Coordinated Public Transit-Human Services Transportation Plan*: www.compassidaho.org/documents/people/board/2022/DRAFT_CoordinatedPlan_August2022.pdf
- 2) For more information contact Lila Klopfenstein, Assistant Planner, at lklopfenstein@compassidaho.org.

COMPASS BOARD OF DIRECTORS AGENDA ITEM V-C

DATE: August 15, 2022

Topic: FY2023 *Communities in Motion* (CIM) Implementation Grants and Project Development Program

Request/Recommendation:

COMPASS staff seeks COMPASS Board of Directors' approval of FY2023 CIM Implementation Grant and Project Development Program project priorities (attached), as recommended by the Regional Transportation Advisory Committee (RTAC) on July 27, 2022.

Background/Summary:

Between May 19 and June 2, 2022, RTAC members ranked six applications for CIM Implementation Grants and nine applications for the Project Development Program using a paired comparison process. The resulting rankings are provided in the attachment.

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.

In recent years, \$50,000 has been budgeted for this program annually. If \$50,000 is again budgeted for FY2023, the top two recommended projects would be fully 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 information to ensure readiness for funding applications.

In recent years, \$75,000 has been budgeted for this program annually. If \$75,000 is budgeted again for FY2023, the top three recommended projects would be fully funded.

In the meeting, COMPASS staff will review the recommended FY2023 projects, request Board approval of those projects for funding, and provide an update on FY2022 projects in both programs.

Implication (policy and/or financial):

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

More Information:

- 1) Attachment: FY2023 RTAC recommended project priorities for CIM Implementation Grants and the Project Development Program
- 2) For detailed information, contact Joey Schueler, Principal Planner, at 208-475-2232 or jschueler@compassidaho.org

Recommended FY2023 *Communities in Motion* Implementation Grants and Project Development Program Projects

Rank	Sponsor	Project
<i>Communities In Motion</i> Implementation Grants		
1	City of Wilder	Wilder Americans with Disabilities Act (ADA) Non-Compliant Crosswalks
2	City of Kuna	ADA Pathway – Nicholson Park
3	City of Wilder	2 nd Street East Sidewalk Installation
4	City of Kuna	Swan Falls Rectangular Rapid Flashing Beacon (RRFB) for Greenbelt Pedestrian Crossing
5	City of Wilder	Road Reconstruction following Irrigation Repairs
6	City of Boise	Capitol Boulevard Bike Counter with Digital Display
Project Development Program		
1	City of Star	Star Greenbelt Planning
2	City of Boise	Eagle Road Pathway Connection, Baldcypress to McMillan – Eastside
3	City of Nampa	Nampa’s Historic Downtown Master Plan
4	City of Boise	I-184 Liberty Street Bike/Pedestrian Bridge
5	City of Notus	Jasper Avenue Rebuild
6	City of Nampa	Garrity Boulevard Side Path Design
7	City of Star	State Highway 44 Sidewalks Feasibility Study
8	City of Star	Star Downtown Parking Study
9	City of Star	Park and Ride Feasibility Study

T:\FY22\600 Projects\685 Resource Development\F- WorkingGroupRTAC&Board\Board of Directors\Attachment - FY23 Recommendation to Board Local-Aid

COMPASS BOARD OF DIRECTORS AGENDA ITEM V-D

Date: August 15, 2022

Topic: FY2024-2030 COMPASS Application Guide

Request/Recommendation:

COMPASS staff seeks COMPASS Board of Director's approval of the FY2024-2030 COMPASS Funding Application Guide (linked below), as recommended by the Regional Transportation Advisory Committee (RTAC) on July 27, 2022.

Background/Summary:

Each year, in preparation for soliciting project funding applications, COMPASS staff revises the project application guide to address changes in the schedule and funding availability, incorporate modifications to the application process, and update other relevant information.

The draft FY2024-2030 application guide includes significant changes to the prioritization process for federal-aid projects. A scoring process is introduced to better evaluate project applications' anticipated regional impacts and contributions to the goals of *Communities in Motion*. The scoring criteria are derived from the *Communities in Motion 2050* goals and objectives, the Complete Network Policy, and other COMPASS planning products, and were developed in consultation with an RTAC subcommittee that included representatives from the City of Nampa, Ada County Highway District, the City of Boise, the City of Eagle, and Valley Regional Transit. The proposed scoring process is grounded in a performance-based planning approach, which is a high priority for federal programs.

The project application portal and project ranking process will function similar to previous years for member agencies. The same online application vendor will be retained. The application will be updated to streamline the application process while ensuring all required information is captured. The ranking worksheet will also function similar to past years, with slight modifications to accommodate the proposed scoring process.

Implication (policy and/or financial):

Approval of the FY2024-2030 COMPASS Funding Application Guide will allow COMPASS staff to assist member agency staff in applying for projects to further *Communities in Motion* goals.

More Information:

- 1) Draft FY2024-2030 COMPASS Funding Application Guide:
https://www.compassidaho.org/documents/people/board/2022/GuidebookCompiled_SupplementalInfo.pdf
- 2) For detailed information contact:
Toni Tisdale, Principal Planner, at 208/475-2238 or ttisdale@compassidaho.org or
Dane Hoskins, Assistant Planner, at 208/475-2240 or dhoskins@compassidaho.org

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BOARD OF DIRECTORS AGENDA ITEM V-E

Date: August 15, 2022

Topic: Regional Transportation Improvement Program Amendment Policy

Request/Recommendation:

COMPASS staff seeks COMPASS Board of Directors' approval of an update to Policy No. Board 2020-01, *COMPASS Regional Transportation Improvement Program (TIP) Amendments* (attached). The Regional Transportation Advisory Committee (RTAC) recommended approval on July 27, 2022.

Background/Summary:

Policies direct staff and RTAC on matters related to the management and operations of programs within the TIP. At the March 30, 2022, RTAC meeting, Idaho Transportation Department (ITD) staff requested that COMPASS staff review the TIP Amendment Policy and make recommendations to make the policy more flexible when updating costs based on economic conditions.

The current policy states that the COMPASS Board of Directors must approve any cost increase more than \$2 million or 30% of the total cost, whichever is less. However, with new funding opportunities, many projects are underway that are much larger and more expensive than the region has seen historically. With these large projects, a small increase in the percentage of a project's cost results in a large dollar amount, triggering the need for COMPASS Board action and delaying projects. This is exacerbated by the current significant inflation, which is causing large cost increases without any changes to the projects themselves. Staff recommends changes to the TIP Amendment Policy to address this issue and proposes other changes to simplify the overall amendment process.

Two versions of the policy are provided in the attachment – one version with changes tracked and one “clean” version of the revised document. A summary of the policy and recommended significant changes is below. Some minor changes are also included in the attached policy for correction or clarification that are not listed below. Number references below refer to numbers in the current policy.

- **Change Treatment of Non-Federal Regionally Significant Projects**

- In the past all regionally significant projects were treated the same regardless of funding source. It is recommended that regionally significant projects without federal funding be treated the same as federal-aid projects for amendments (add, remove, significant scope change), but changes to these types of projects be processed through a staff administrative modification with COMPASS Executive Director approval.
 - The exception would be if the COMPASS Executive Director feels that COMPASS Board of Directors' action is warranted.

- **Change Criteria**

- **Board action for increases - Number 7**
 - Would keep the same dollar/percentage thresholds for action on cost increases but alter the trigger requiring action by the COMPASS Board of Directors to include only those project increases due to minor changes to the scope of work;

other increases would be approved by the COMPASS Executive Director through a staff administrative modification. This would allow cost changes due to new engineer's estimates or inflationary corrections (e.g., no change to the project scope) to be approved by the COMPASS Executive Director no matter the dollar amount or percentage increase.

- **Increase in project phase - Number 9**
 - Would simplify the process to allow any cost increase, other than those requiring Board of Directors' approval (Number 7), to be approved by the COMPASS Executive Director.
- **Release of funds – Number 16**
 - Would simplify the process from requiring COMPASS Executive Director approval to release funds to allowing staff to release funds with no action. If the project is in a program administered by COMPASS, the released funds would be included in a balancing action to reprogram the funds to other projects. The requests will remain in a documentation file.
- **Remove Criteria:**
 - **Transfers between federal agencies - Number 6**
 - Remove; criterion not needed. Would allow for transferring funds between federal agencies to occur without Board of Directors' action. Currently, Board action is required if funds are transferred between the Federal Highway and Federal Transit Administrations. However, the *Communities in Motion 2050* funding policy supports using Federal Highway Administration funding for public transportation projects. Additional Board approval for transfers that follow the intent of this Board-approved policy seems overly burdensome.
 - **Conversion of local funds to federal-aid funds - Number 8**
 - Remove; criterion not needed. The intent of most projects including local funding is to convert the local funds to federal-aid funds, if possible, unless specified in the application that local funds will cover a particular part of the project. This type of conversion takes place during the balancing process and is covered under the Transportation Management Area Balancing Policy (No. Board 2021-01) approved by the COMPASS Board of Directors.
 - **Catch all – Number 17**
 - Remove; criterion not needed. Current policy states that any changes not specifically listed do not trigger an amendment. If not specifically listed, the minimum action to process a change will be a staff administrative modification, or the COMPASS Executive Director could choose to process any action at a higher level.

Implication (policy and/or financial):

The recommended policy updates will help ensure clarity and transparency in funding recommendations and decisions, as well as expedite processing cost changes. The updated policy will be implemented immediately upon approval.

More Information:

- 1) Attachment: Policy 2020-01, COMPASS Regional Transportation Improvement Program (TIP) Amendments, with recommended changes (two versions – with and without tracked changes)
- 2) For detailed information contact: Toni Tisdale, Principal Planner, at 208/475-2238 or ttisdale@compassidaho.org.

TT: T:\FY22\600 Projects\685 TIP\Policies\220815mmoBDTIPAmendPolicy.docx

POLICY STATEMENT

No. Board ~~2020-01~~2022-02

Adopted: ~~April 20, 2020~~

By: COMPASS Board of Directors

Last Revision: ~~February 25, 2019~~April 20, 2020

Policy Statement:

COMPASS Regional Transportation Improvement Program (TIP) Amendments

Background:

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

Process:

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

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

Other considerations:

- Included as information item in next COMPASS Board packet
- Emailed to [the](#) Regional Transportation Advisory Committee

For the purposes of TIP [amendments](#), [state or locally funded “regionally significant”¹ projects](#) are treated the same as federal-aid [projects](#). [Changes to projects with no federal funding are processed as staff administrative modifications and are approved by the COMPASS Executive Director unless the Executive Director determines a change warrants review and action by the COMPASS Board of Directors, based on the nature of the change.](#)

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

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

Previous Policy:

This policy replaces the TIP Amendment Policy approved by the COMPASS Board of Directors on [February 25, 2019](#) [April 20, 2020](#), policy number [Board 2019-022020-01](#).

Links to More Information:

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

- Link to Glossary of Terms: <http://www.compassidaho.org/comm/glossary.htm>
- Link to ITD’s STIP/TIP Amendment and Administrative Modification Process: <https://itd.idaho.gov/funding/> **Error! Hyperlink reference not valid.**
- Link to Interagency Consultation Committee webpage: <https://www.compassidaho.org/people/icc.htm>
- Link to Public Involvement webpage: <https://www.compassidaho.org/people/publicinvolvement.htm>
- Link to TIP policies and procedures: <http://www.compassidaho.org/prodserv/transimprovement.htm#TIPAmendPol>

¹ [Regionally Significant refers to capacity project on roadway classified as a principal arterial or higher.](#)

Process Matrix				
Type of Action	Amendment	Board Administrative Modification	Staff Administrative Modification	Other
Action Required	BOARD ACTION (Includes Public Involvement ²)	BOARD ACTION (No Public Involvement)	STAFF ACTION (No Board Action and No Public Involvement)	No Action Needed
Type of Funding	Federal, non-federal	Federal, non-federal, if warranted	Federal, non-federal	Federal, non-federal
1. Add new project	X	X		
2. Remove project	X			
3. Significant ³ change to project termini or scope	X			
4. Change that affects air quality conformity demonstration	X			
5. Advance or delay funds across fiscal years outside the first four years of the program		X		
6. Transfer funding from the Federal Highway Administration (FHWA) to the Federal Transit Administration (FTA) or vice versa		X		
7.6. Increase in project cost if associated with a change to the scope of the project. <i>Thresholds: -if project total increases >30% (minimum change > \$50,000 for local projects or \$500,000 for state projects) or \$2,000,000, whichever is less (minimum change > \$50,000 for local projects or \$500,000 for state projects) -</i>		X		
8. Conversion of funds from local to federal using limitations in #7		X		
9.7. Increase in project cost Increase in project phase cost (project phase refers to the development of a project (design, right-of-way, or construction), unless total project cost increase meets the limitations in #7 <u>if less than thresholds in #6 or if costs are not associated with a change in scope</u>			X	
10.8. Mirror existing TIP with a new TIP to align first quarter obligations, after COMPASS Board of Directors' approval of the new TIP			X	
11.9. Changes within a "Suite of Projects" that fit criteria within the overall corridor ⁴			X	
12.10. COMPASS changes through the End-of-Year program and redistribution funded by ITD, after COMPASS Board of Directors' approval of local priorities			X	

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

³ Definition of "significant"

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

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

Process Matrix				
Type of Action	Amendment	Board Administrative Modification	Staff Administrative Modification	Other
Action Required	BOARD ACTION (Includes Public Involvement ²)	BOARD ACTION (No Public Involvement)	STAFF ACTION (No Board Action and No Public Involvement)	No Action Needed
Type of Funding	Federal, non-federal	Federal, non-federal, if warranted	Federal, non-federal	Federal, non-federal
13-11. ITD changes through the End-of-Year program and redistribution ⁵			X	
14-12. Action for an emergency situation ⁶			X	
15-13. Changes needed during the construction phase of a project. If project <u>has a change in scope meets criteria in #7</u> , the request will be forwarded to <u>the COMPASS Board of Directors</u> for a review (three working days) prior to approval through a <u>Staff Administrative Modification</u> , if there are no concerns, with the intent to keep construction activities underway.			X	
16-14. Release of funds on any project <u>at the request of the sponsor (reprogram through the balancing process using criteria in #7)</u>			X	X
17. Any change not specifically listed above that does not trigger an amendment			X	
18-15. Spelling or grammatical corrections				X
19-16. Add detail or clarification to the description, if the scope of the project is not affected				X
20-17. Change match rate, if the total is not affected by the change (if <u>total cost changes</u> , follow <u>thresholds criteria above in #6</u>)				X
21-18. Change status of informational items (such as inflation, performance measure, funding allocation, or project type)				X
22-19. Clarify title of the project if scope is not affected				X
23-20. Move funds within a phase ⁷ of a project, with no change to phase total:				X

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

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

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

POLICY STATEMENT

No. Board 2022-02

Adopted:

By: COMPASS Board of Directors

Last Revision: April 20, 2020

Policy Statement:

COMPASS Regional Transportation Improvement Program (TIP) Amendments

Background:

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

Process:

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

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

Other considerations:

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

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

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

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

Previous Policy:

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

Links to More Information:

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

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

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

Process Matrix				
Type of Action	Amendment	Board Administrative Modification	Staff Administrative Modification	Other
Action Required	BOARD ACTION (Includes Public Involvement²)	BOARD ACTION (No Public Involvement)	STAFF ACTION (No Board Action and No Public Involvement)	No Action Needed
Type of Funding	Federal, non-federal	Federal, non-federal, if warranted	Federal, non-federal	Federal, non-federal
1. Add new project	X	X		
2. Remove project	X			
3. Significant ³ change to project termini or scope	X			
4. Change that affects air quality conformity demonstration	X			
5. Advance or delay funds across fiscal years outside the first four years of the program		X		
6. Increase in project cost if associated with a change to the scope of the project. <i>Thresholds: if project total increases >30% or \$2,000,000, whichever is less (minimum change > \$50,000 for local projects or \$500,000 for state projects)</i>		X		
7. Increase in project cost if less than thresholds in #6 or if costs are not associated with a change in scope			X	
8. Mirror existing TIP with a new TIP to align first quarter obligations, after COMPASS Board of Directors' approval of the new TIP			X	
9. Changes within a "Suite of Projects" that fit criteria within the overall corridor ⁴			X	
10. COMPASS changes through the End-of-Year program and redistribution funded by ITD, after COMPASS Board of Directors' approval of local priorities			X	
11. ITD changes through the End-of-Year program and redistribution ⁵			X	
12. Action for an emergency situation ⁶			X	

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

³ Definition of "significant"

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

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

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

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

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

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

COMPASS BOARD OF DIRECTORS AGENDA ITEM V-F August 15, 2022

Topic: Modification to the FY2022-2028 Regional Transportation Improvement Program (TIP)

Request/Recommendation:

COMPASS staff requests COMPASS Board of Directors' adoption of Resolution 22-2022 (attached), modifying the FY2022-2028 TIP to significantly increase the cost of one project, as requested by the Idaho Transportation Department (ITD). The Regional Transportation Advisory Committee recommended adoption of the resolution on July 27, 2022.

Background/Summary:

ITD requested to increase the cost of a US 20/26 project to cover the final engineer's estimate. The changes are described below.

- Key Number 20367 – US 20/26 (Chinden), Phyllis Canal Bridge to State Highway 16, Ada County
 - Increase of \$2,485,301 (19%)
 - Funds available from statewide balancing

Implication (policy and/or financial):

The modification to the TIP ensures that the document continues to meet federal fiscal constraint requirements and enables work to begin as soon as funds are available.

More Information:

- 1) Attachment – Resolution 22-2022
- 2) For detailed information contact: Toni Tisdale, Principal Planner at ttisdale@compassidaho.org

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RESOLUTION NO. 22-2022

FOR THE PURPOSE OF MODIFYING THE FY2022-2028 REGIONAL TRANSPORTATION IMPROVEMENT PROGRAM

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

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

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

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

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

WHEREAS, the Community Planning Association of Southwest Idaho developed this Board Administrative Modification to the FY2022-2028 Regional Transportation Improvement Program in compliance with all applicable state and federal regulations; and

WHEREAS, the attached table details the modification to the FY2022-2028 Regional Transportation Improvement Program.

NOW, THEREFORE, BE IT RESOLVED, that the Community Planning Association of Southwest Idaho’s Board of Directors approves the modification to the FY2022-2028 Regional Transportation Improvement Program.

ADOPTED this 15TH day of August 2022.

By: _____
Joe Stear, Chair
Community Planning Association
of Southwest Idaho Board of Directors

ATTEST:

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

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COMPASS Board Administrative Modification #8
FY2022-2028 Regional Transportation Improvement Program

Idaho Transportation Department, July 2022

Key No	Project	Scheduled Costs (including Match) (costs in \$1,000)							
		Cost year	PE	PC	RW	UT	CE	CN	SUM
20367	US 20/26 (Chinden), Phyllis Canal Bridge to SH-16, Ada County	2022	150	14	100				264
	Funding Source: TECM HB 132 & 312	2023	0 105		200 325		778 955	7800 9057	8778 10442
	Widen US 20/26 (Chinden Boulevard) from the Phyllis Canal Bridge (just west of Star Road) to State Highway 16 in Ada County. The project will add one additional lane in both directions and add bicycle and pedestrian facilities. (Federal = \$0)	2024							0
		2025							0
		2026							0
		PD							0
		SUM	150 255	14	300 425	0	778 955	7800 9057	9042 10706
<p>Change funding source from TECM to House Bill 132 and 312 to match ITD. Adjust funds to reflect bid. Funds from statewide balancing.</p> <p>Previous obligations: \$4,080,000* Original total: \$13,127,000* New total: \$15,612,301* Percent increase: 18.93%*</p>									
20367	US 20/26 (Chinden), Phyllis Canal Bridge to SH-16, Ada County	2022							0
	Funding Source: Local Participation	2023					0 821	0 821	
	Same as above. (Federal = \$0)	2024							0
		2025							0
		2026							0
		PD							0
		SUM	0	0	0	0	0	0 821	0 821
20367	US 20/26 (Chinden), Phyllis Canal Bridge to SH-16, Ada County	2022	5						5
	Funding Source: Private Developer	2023							0
	Same as above. (Federal = \$0)	2024							0
		2025							0
		2026							0
		PD							0
		SUM	5	0	0	0	0	0	5
No change to this funding source.									

*Includes costs in all funding sources.

- CE = Construction Engineering
- CN = Construction
- FY = Fiscal Year
- HB = House Bill
- ITD = Idaho Transportation Department
- PE = Preliminary Engineering
- PC = Preliminary Engineering Consultant
- RW = Right-of-Way
- SU = Small Urban (Nampa Urbanized Area)
- TECM = Transportation Expansion Congestion Mitigation
- US = United States (Highway)
- UT = Utilities

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COMPASS BOARD OF DIRECTORS AGENDA ITEM VI-A

Date: August 15, 2022

Topic: I-84 Corridor Operations Plan

Summary:

The I-84 Corridor Operations Plan was developed through a collaborative effort led by COMPASS and the Idaho Transportation Department to identify operational challenges and innovative transportation systems operations (TSMO) and intelligent transportation systems (ITS) solutions to improve safety, maximize reliability/capacity, and improve integrated operations along the interstate corridor in Ada and Canyon Counties. The TSMO and ITS strategies in this plan are relatively low-cost options for improving operations and safety on the corridor where additional capacity is not feasible and can extend or preserve the benefits of large high-cost capacity projects such as the widening projects currently taking place from Nampa to Caldwell on I-84.

Transportation, law enforcement, emergency response, and land use agencies spanning the corridor collaborated to identify the current operational challenges, goals, and objectives, and screen and prioritize TSMO and ITS strategies and tactics for implementation.

The final plan (available under "Supplemental Information" on the COMPASS Board webpage and linked below) identifies an operational vision for the corridor and TSMO/ITS tactics that best fit the goals and objectives of the plan, are supported by the project stakeholders, and are technical and fiscally feasible.

An addendum to the plan, to be completed by December 2022, will include a planning-level and benefit-cost analysis of adding high-occupancy vehicle (HOV) or managed lanes to I-84 and I-184 between the Cities of Caldwell and Boise. This analysis assumes additional through lane capacity and **NOT** a redesignation of existing lanes.

Hunter Mulhall will present a summary of the plan and outline next steps toward implementation and the HOV analysis.

More Information:

- 1) I-84 Corridor Operations Plan:
https://www.compassidaho.org/documents/people/board/2022/COMPASS_I-84_CorridorOperationsPlan_BoardSupplemental.pdf
- 2) For detailed information contact Hunter Mulhall at 208-475-2231 or hmulhall@compassidaho.org.

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JUNE 2022 - STAFF ACTIVITY REPORT

PROGRAM NO.	
601	<p>UNIFIED PLANNING WORK PROGRAM (UPWP) DEVELOPMENT AND FEDERAL ASSURANCES</p> <p style="text-align: right;">MEG LARSEN</p> <ul style="list-style-type: none"> • Prepared the draft FY2023 UPWP and Budget for presentation to the Finance Committee. The June 2022 Finance Committee meeting was canceled due to a lack of quorum. • Developed draft work group charters for FY2023. • Prepared Revision 4 of the FY2022 UPWP for presentation to the Finance Committee in June. The June 2022 Finance Committee meeting was canceled due to a lack of quorum. • Processed and tracked revenues and expenditures associated with Revision 3 of the FY2022 UPWP. • Tracked changes and announcements in the Federal Register and Daily Digest.
620	<p>DEMOGRAPHICS AND GROWTH MONITORING</p> <p style="text-align: right;">CARL MILLER</p> <ul style="list-style-type: none"> • Completed nine development checklists. • Continued developing a standard operating procedures document for the development review checklist. • Held Affordable Housing RTAC subcommittee meetings on June 1 and June 29. • Began development of an RFP for a Regional Affordable Housing Plan. • Provided an overview of the COMPASS demographics and forecasting for the Boise housing scenario planning on June 29, 2022.
653	<p>COMMUNICATION AND EDUCATION</p> <p style="text-align: right;">AMY LUFT</p> <ul style="list-style-type: none"> • Posted 25 Facebook posts, 25 Tweets, 25 Instagram posts, and 2 LinkedIn posts. • Hosted a booth at the Meridian Public Works Expo on June 8, 2022. • Tracked issues related to COMPASS and transportation in the news media; submitted one news release, responded to three requests for information, and participated in one interview. • Updated the current COMPASS website. • Wrote and distributed the monthly Keeping Up With COMPASS newsletter. • Sponsored airtime to run bicycle safety public service announcements on local television stations.

PROGRAM NO.	
661	<p data-bbox="310 163 716 195">LONG-RANGE PLANNING</p> <p data-bbox="1256 201 1511 233" style="text-align: right;">LIISA ITKONEN</p> <ul data-bbox="331 237 1511 869" style="list-style-type: none"> • Hosted an Affordable Housing Regional Transportation Advisory Committee (RTAC) subcommittee meeting on June 1 and June 29, 2022. • Attended a Public Transportation Advisory Council (PTAC) meeting on June 1, 2022. • Presented to the Valley Regional Transit’s Regional Advisory Council (RAC) and received their recommendation of the draft <i>Coordinated Public Transit-Human Services Transportation Plan</i> (Coordinated Plan) on June 21, 2022. • Installed two portable bicycle/pedestrian counters for the Ada County Highway District. • Uninstalled two portable bicycle/pedestrian counters for the City of Garden City. • Uninstalled two portable bicycle/pedestrian counters for the Ada County Highway District. • Hosted a webinar from the Association of Professional Bicyclists and Pedestrians (APBP) on June 15, 2022. • Continued to write technical documents and web content for <i>Communities in Motion 2050</i> (CIM 2050). • Continued developing the financial forecast for CIM 2050.
685	<p data-bbox="310 869 915 903">RESOURCE DEVELOPMENT/FUNDING</p> <p data-bbox="1273 909 1511 940" style="text-align: right;">TONI TISDALE</p> <ul data-bbox="331 945 1511 1967" style="list-style-type: none"> • Hosted a meeting with the scoring subcommittee of the Regional Transportation Advisory Committee (RTAC) regarding the new scoring method for COMPASS-managed programs on June 17, 2022. • Attended a City of Garden City Project Development Program final report meeting June 21, 2022. • Attended a meeting with the Idaho Transportation Department staff regarding funding policies on June 22, 2022. • Attended a City of Eagle Project Development Program Grade Separated Crossing Public Input Open House on June 22, 2022. • Attended a meeting with the Federal Highway Administration staff regarding funding requirements on June 24, 2022. • Sent a Funding News email with 20 funding opportunities on June 29, 2022. • Closed RTAC voting members Phase I paired comparison scoring sheets and completed preliminary scoring for Phase I awards. • Received and processed current year local project update reports, invoicing, and conducted follow up visits for on time current year completion. • Drafted updated Resource Development, Communities in Motion Implementation, and Project Development Program Procedures for next fiscal year. • Met with several member agency staff to review partnership and seek grant opportunity alignment. • Prepared and processed three board administrative modifications and two staff administrative modifications. • Prepared and finalized letters of support for the City of Melba’s Child Pedestrian Safety Grant. • Met with member agency staff regarding project-specific issues and programming updates, as requested. • Researched, and where applicable disseminated, information on federal, state, and local grants for member agency communication and support.

PROGRAM NO.	
	<ul style="list-style-type: none"> Continued to develop the draft FY2023-2029 Regional Transportation Improvement Program project list.
701	<p>GENERAL MEMBERSHIP SERVICES</p> <p style="text-align: right;">LIISA ITKONEN</p> <ul style="list-style-type: none"> Attended a City of Eagle comprehensive plan review committee meeting on June 13, 2022. Attended the City of Meridian Linder Road Overpass Task Force meeting on June 13, 2022. Attended the Valley Regional Transit public transportation providers meeting on June 17, 2022. Attended the City of Kuna Railroad Overpass Planning and Environmental Linkages (PEL) open house on June 22, 2022.
702	<p>AIR QUALITY OUTREACH</p> <p style="text-align: right;">AMY LUFT</p> <ul style="list-style-type: none"> Provided a status report to the Idaho Department of Environmental Quality and Air Quality Board. Continued the summer air quality outreach campaign, which will run through September 30, 2022.
703	<p>GENERAL PUBLIC SERVICES</p> <p style="text-align: right;">MARY ANN WALDINGER</p> <ul style="list-style-type: none"> Participated in an Urban Plan Workshop Youth Mayor's Council at the Idaho Association of Cities on June 22, 2022. Responded to questions from the public. Completed two special model runs for proposed developments – both located in Ada County, bringing the total for this fiscal year to 45. Responded to public requests for data and maps.
704	<p>AIR QUALITY OPERATIONS</p> <p style="text-align: right;">MEG LARSEN</p> <ul style="list-style-type: none"> Began developing FY2023 Budget for presentation to the Air Quality Board in July. Provided general support for emission testing notification, billing, and payment cycles.

PROGRAM NO.	
705	<p data-bbox="310 163 943 197">TRANSPORTATION LIAISON SERVICES</p> <p data-bbox="1308 201 1511 235" style="text-align: right;">MATT STOLL</p> <ul data-bbox="331 239 1511 905" style="list-style-type: none"> • Met with Federal Transit Administration and VRT staff to discuss next steps for high-capacity transit planning in the region on June 2, 2022. • Attended a City of Meridian Transportation Commission meeting on June 6, 2022. • Attended the Ada County Highway District’s (ACHD’s) Bicycle Advisory Committee meeting on June 6, 2022. • Attended (virtually) the Mayfield Springs public hearing on June 14, 2022. • Attended the Boise Chamber of Commerce Transportation Committee meeting on June 16, 2022. • Attended the Idaho Transportation Board policy subcommittee meeting and Listening Workshop on June 15, 2022. • Attended the Idaho Transportation Board meeting on June 16, 2022. • Attended the City of Nampa’s State Highway 16 Specific Area Plan Steering Committee meeting on June 16, 2022. • Hosted a Foundation for Ada and Canyon Trail Systems (FACTS) meeting on June 22, 2022. • Met with Emma Bowers (Ada County Highway District, social media manager) on June 24, 2022, to discuss how the agencies can coordinate and interact on social media platforms.
760	<p data-bbox="310 911 699 945">LEGISLATIVE SERVICES</p> <p data-bbox="1308 949 1511 982" style="text-align: right;">MATT STOLL</p> <ul data-bbox="331 987 1511 1331" style="list-style-type: none"> • Participated in relevant activities in support of Board legislative position statements. • Tracked and reported significant activity in federal and state transportation-related legislative issues. • Monitored proposed rulemaking to determine implications to COMPASS and its membership. • Continued reviewing <i>Infrastructure Investment and Jobs Act (IIJA)</i> and its impact upon COMPASS and its membership. • Attended National Association of Regional Councils 56th Annual Conference in Columbus, Ohio June 12 – 15, 2022.
761	<p data-bbox="310 1373 675 1407">GROWTH INCENTIVES</p> <p data-bbox="1308 1411 1511 1444" style="text-align: right;">MATT STOLL</p> <ul data-bbox="331 1449 873 1476" style="list-style-type: none"> • No significant activity this month.
801	<p data-bbox="310 1482 664 1516">STAFF DEVELOPMENT</p> <p data-bbox="1308 1520 1511 1554" style="text-align: right;">MEG LARSEN</p> <ul data-bbox="331 1558 1511 1898" style="list-style-type: none"> • Attended ITE Mountain District 2022 Annual Meeting in Garden City on June 8-10, 2022. • Attended a webinar titled “IIJA 101: Navigating the Infrastructure Law and Transportation Funding Opportunities,” hosted by Atlanta Regional Council on June 10, 2022. • Attended a webinar titled “Federal Funding Tools for TOD and Other Sustainable Infrastructure,” hosted by American Planning Association Ohio Chapter on June 10, 2022. • Attended all Safe Streets and Roads for All grant webinars in preparation for submission of an application and to ensure stakeholder investment.

PROGRAM NO.	
820	<p>COMMITTEE SUPPORT</p> <p style="text-align: right;">MEG LARSEN</p> <ul style="list-style-type: none"> • Provided staff support to the COMPASS Board of Directors and standing committees.
836	<p>REGIONAL TRAVEL DEMAND MODEL</p> <p style="text-align: right;">MARYANN WALDINGER</p> <ul style="list-style-type: none"> • Provided special model runs and other technical assistance to member agencies. • Developed person-trip generation tables and vehicle ownership rates to begin testing as part of model calibration. • Completed and received approval of the project list and regional emission assumptions transportation networks for the air quality conformity demonstration for Northern Ada County. • Completed the model networks based on the approved project list and ran all the necessary model sets for conformity and other planning purposes.
838	<p>TRAVEL DATA SURVEY</p> <p style="text-align: right;">MARY ANN WALDINGER</p> <ul style="list-style-type: none"> • No significant activity this month.
842	<p>CONGESTION MANAGEMENT PROCESS</p> <p style="text-align: right;">HUNTER MULHALL</p> <ul style="list-style-type: none"> • Completed I-84 Corridor Operations Plan (HOV analysis to follow) • Reviewed and evaluated how to use the 2021 travel data to help analyze the vehicle trips using I-84 to assist with the HOV analysis as part of the I-84 Corridor Operations Plan. • Continued to work on <i>2021 Congestion Management Annual Report</i>. • Met with agencies to update Transportation Systems Management and Operations project list and Intelligent Transportation Systems inventory.
860	<p>GEOGRAPHIC INFORMATION SYSTEM (GIS) MAINTENANCE</p> <p style="text-align: right;">ERIC ADOLFSON</p> <ul style="list-style-type: none"> • Updated the COMPASS member agency map. • Inspection and review of 2022 Orthophotography Pilot Tiles. • Provided data to VRT and other COMPASS member agencies. • Continued software and operating system update of Regional Data Center server architecture. • Continued work on the CIM Performance Measures for the PMR. • Created employment density map for VRT.
991	<p>SUPPORT SERVICES LABOR</p> <p style="text-align: right;">MEG LARSEN</p> <ul style="list-style-type: none"> • Provided general accounting, human resources, and administrative support to the agency. • Attended a Tools of the Trade national conference planning committee meeting on June 29, 2022. The conference will be held in Garden City in August 2022. COMPASS staff is on the planning committee. • Continued to coordinate with Valley Regional Transit, City of Boise, and COMPASS staff regarding two mobile tours for the Tools of the Trade conference. • Continued work to migrate the COMPASS website to a new platform. • On-boarded a new employee who began work on June 13, 2022.

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JULY 2022 - STAFF ACTIVITY REPORT

PROGRAM NO.	
601	<p data-bbox="297 205 1511 279">UNIFIED PLANNING WORK PROGRAM (UPWP) DEVELOPMENT AND FEDERAL ASSURANCES</p> <p data-bbox="1300 279 1511 310" style="text-align: right;">MEG LARSEN</p> <ul data-bbox="329 310 1511 594" style="list-style-type: none"> • Presented the draft FY2023 UPWP and Budget to the Finance Committee for recommendation to the COMPASS Board on July 14, 2022. • Presented draft work group charters for FY2023 to the Executive Committee for recommendation to the COMPASS Board on July 12, 2022. • Processed and tracked revenues and expenditures associated with Revision 4 of the FY2022 UPWP. • Tracked changes and announcements in the Federal Register and Daily Digest.
620	<p data-bbox="297 594 1511 632">DEMOGRAPHICS AND GROWTH MONITORING</p> <p data-bbox="1292 632 1511 663" style="text-align: right;">CARL MILLER</p> <ul data-bbox="329 663 1511 821" style="list-style-type: none"> • Completed 15 development checklists. • Began preparing housing data for the housing coordination plan.
653	<p data-bbox="297 821 1511 858">COMMUNICATION AND EDUCATION</p> <p data-bbox="1349 858 1511 890" style="text-align: right;">AMY LUFT</p> <ul data-bbox="329 890 1511 1316" style="list-style-type: none"> • Posted 15 Facebook posts, 15 Tweets, 15 Instagram posts, and 2 LinkedIn posts. • Established a social media presence on Nextdoor. • Tracked issues related to COMPASS and transportation in the news media; submitted one news release and responded to two requests for information. • Updated the current COMPASS website. • Wrote and distributed the monthly Keeping Up With COMPASS newsletter. • Sponsored airtime to run bicycle safety public service announcements on local television stations. • Prepared to open the Leadership in Motion award nomination period on August 1, 2022. • Hosted a Public Participation Workgroup meeting on July 15, 2022.

PROGRAM NO.	
661	<p data-bbox="310 163 716 195">LONG-RANGE PLANNING</p> <p data-bbox="1256 201 1511 233" style="text-align: right;">LIISA ITKONEN</p> <ul data-bbox="331 237 1507 905" style="list-style-type: none"> • Deployed the Data Bike on two segments for the City of Caldwell. • Deployed the Data Bike on one segment for the City of Nampa. • Deployed the Data Bike on one segment for the City of Meridian. • Hosted a webinar from the Association of Professional Bicyclists and Pedestrians (APBP) on July 20, 2022. • Hosted an Affordable Housing Regional Transportation Advisory Committee (RTAC) subcommittee meeting on July 27, 2022. • Continued to write technical documents and web content for <i>Communities in Motion 2050</i> (CIM 2050). • Presented the draft 2022 Coordinated Public Transit-Human Services Transportation plan to the Regional Advisory Committee on July 27, 2022. • Hosted the VRT/COMPASS Quarterly Meeting on July 18, 2022. • Hosted Active Transportation Workgroup Meeting (ATWG) on July 28, 2022. • Wrote award applications for the COMPASS Fiscal Impact Tool to submit to the Idaho Chapter of the American Planning Association and Idaho Smart Growth. • Began preparing for a September 16 – October 16, 2022, public comment period on the draft CIM 2050 plan. • Began drafting the 2021 Change in Motion Scorecard.
685	<p data-bbox="310 909 915 940">RESOURCE DEVELOPMENT/FUNDING</p> <p data-bbox="1273 947 1511 978" style="text-align: right;">TONI TISDALE</p> <ul data-bbox="331 982 1507 1967" style="list-style-type: none"> • Prepared for and hosted the Urban and Federal Transit Administration Balancing meetings on July 7, 2022. • Hosted a meeting with the scoring subcommittee of the Regional Transportation Advisory Committee (RTAC) regarding the new scoring method for COMPASS-managed programs on July 11, 2022. • Attended Golden Gate Avenue Sidewalk Project update meeting on July 12, 2022, with City of Wilder. • Received and processed current year local project update reports, invoicing, and conducted follow up visits for on time current year completion. • Prepared two board administrative modifications and one staff administrative modifications. • Continued to develop the draft FY2023-2029 Regional Transportation Improvement Program project list. • Developed FY2023 Infrastructure Investment and Jobs Act (IIJA) total funds available ranking sheet and priority grant summary workbook. • Prepared talking points for Safe Streets and Roads for All grant. • Attended ITD and City of Garden City meeting on July 19, 2022, to assess suitability for the Reconnecting Communities grant for Chinden Boulevard, Branstetter to Fairview. • Presented preliminary rankings at the July 27, 2022, RTAC meeting and established recommendations to the Board for FY2023 <i>Communities in Motion</i> Implementation Grants and Project Development Program. • Presented Safe Streets and Roads for All grant update and formally requested member agencies join as joint applicants and request for volunteers for scope of work subcommittee at the July 27, 2022, RTAC meeting. • Attended Complete Streets for Rural Areas training webinar on July 27, 2022.

PROGRAM NO.	
	<ul style="list-style-type: none"> • Developed and sent letters of request, executive summary, and sample letters of support, to member agencies for Safe Streets and Roads for All (SS4A) grant on July 28, 2022. • Presented to Active Transportation Working Group on July 28, 2022, regarding the resource development program. • Presented to Pathways and Bike Routes Committee in City of Caldwell on July 28, 2022, regarding the resource development program. • Hosted a quarterly update meeting with Ada County Highway District Commuteride, Idaho Transportation Department, and Valley Regional Transit on July 28, 2022. • Sent a Funding News email with 26 funding opportunities on July 29, 2022. • Completed the draft FY2024-2030 COMPASS Application Guide and application. • Completed updates to the Phase I and Phase II application and guide. • Developed key information table in consultation with Technical Team. • Developed first draft narrative for Safe Streets and Roads for All Safety Action Plan grant submission. • Began preparing for an August 15 – September 13 public comment period on the draft FY2023-2029 Regional Transportation Improvement Program.
701	<p>GENERAL MEMBERSHIP SERVICES</p> <p style="text-align: right;">LIISA ITKONEN</p> <ul style="list-style-type: none"> • Attended the City of Nampa State Highway 16 sub-area meeting on July 14, 2022. • Participated in a quarterly meeting with Valley Regional Transit staff on July 18, 2022. • Participated in an Ada County Highway District meeting for “rebranding” on July 25, 2022. • Attended ITD freight formula funding for 2022-2028 balancing meeting on July 27, 2022. • Participated in two meetings as part of the Federal Highway Administration’s review of contracting compliance for the Transportation Alternatives Program July 2022.
702	<p>AIR QUALITY OUTREACH</p> <p style="text-align: right;">AMY LUFT</p> <ul style="list-style-type: none"> • Met with Air Quality Board and Idaho Department of Environmental Quality staff to discuss the air quality outreach program for FY2023 on July 19, 2022. • Provided a status report to the Idaho Department of Environmental Quality and Air Quality Board. • Continued the summer air quality outreach campaign, which will run through September 30, 2022.
703	<p>GENERAL PUBLIC SERVICES</p> <p style="text-align: right;">MARY ANN WALDINGER</p> <ul style="list-style-type: none"> • Attended a meeting with Mr. Snowden regarding his concept for a bicycle bridge over Chinden Boulevard on July 8, 2022. • Participated in an introduction meeting with WSP, a consulting firm new to the Boise area, on July 28, 2022. • Responded to questions from the public. • Completed three special model runs for proposed developments – two located in Ada County and one located in Canyon County, bringing the total for this fiscal year to 48. • Responded to public requests for data and maps.

PROGRAM NO.	
704	<p>AIR QUALITY OPERATIONS</p> <p style="text-align: right;">MEG LARSEN</p> <ul style="list-style-type: none"> • Presented draft FY2023 Budget to Air Quality Board on July 18, 2022. • Provided general support for emission testing notification, billing, and payment cycles.
705	<p>TRANSPORTATION LIAISON SERVICES</p> <p style="text-align: right;">MATT STOLL</p> <ul style="list-style-type: none"> • Attended Idaho Department of Transportation NEVI public outreach meeting on July 6, 2022. • Attended Idaho Department of Transportation Freight Advisory Committee meeting on July 7, 2022. • Attended a City of Meridian Transportation Commission meeting on July 11, 2022. • Met with Avery Foerster (Ada County Highway District, Communication Department) on July 15, 2022, to discuss how the agencies can coordinate and interact on social media platforms. • Attended the Idaho Transportation Board meeting on July 21, 2022. • Participated in the Association of Canyon County Highway District’s quarterly meeting on July 21, 2022. •
760	<p>LEGISLATIVE SERVICES</p> <p style="text-align: right;">MATT STOLL</p> <ul style="list-style-type: none"> • Participated in relevant activities in support of Board legislative position statements. • Tracked and reported significant activity in federal and state transportation-related legislative issues. • Monitored proposed rulemaking to determine implications to COMPASS and its membership. • Continued reviewing <i>Infrastructure Investment and Jobs Act (IIJA)</i> and its impact upon COMPASS and its membership.
761	<p>GROWTH INCENTIVES</p> <p style="text-align: right;">MATT STOLL</p> <ul style="list-style-type: none"> • No significant activity this month.
801	<p>STAFF DEVELOPMENT</p> <p style="text-align: right;">MEG LARSEN</p> <ul style="list-style-type: none"> • Attended training webinar on the Reconnecting Communities grant program on July 14, 2022. • Attended a webinar titled, “Elevate Your Designs with Photoshop, Illustrator, and Adobe Substance 3D,” hosted by Adobe on July 21, 2022. • Attended a video review of the COMPASS 101 Training on July 26, 2022. • Attended webinar titled “Overview of Freight Analysis Framework 5 (FAF5) Base Year/Forecasted Data and Web-Based Data Tool Demonstration” hosted by FHWA on July 28, 2022. • Attended webinar titled “Fleet Insights: Learn How Dairy Producers Successfully Integrated EVs Into Daily Operation” hosted by Advanced Clean Tech News on July 28, 2022. • Attended virtual training, “Grant Writing from Start to Funded” in July. • Attended virtual training, “The Ultimate Excel Tutorial” in July.

PROGRAM NO.	
820	<p>COMMITTEE SUPPORT</p> <p style="text-align: right;">MEG LARSEN</p> <ul style="list-style-type: none"> • Provided staff support to the COMPASS Board of Directors and standing committees.
836	<p>REGIONAL TRAVEL DEMAND MODEL</p> <p style="text-align: right;">MARYANN WALDINGER</p> <ul style="list-style-type: none"> • Provided special model runs and other technical assistance to member agencies. • Developed and began testing person-trip generation tables and vehicle ownership rates as part of model calibration. • Completed the regional air quality conformity demonstration for Northern Ada County.
838	<p>TRAVEL DATA SURVEY</p> <p style="text-align: right;">MARY ANN WALDINGER</p> <ul style="list-style-type: none"> • No significant activity this month.
842	<p>CONGESTION MANAGEMENT PROCESS</p> <p style="text-align: right;">HUNTER MULHALL</p> <ul style="list-style-type: none"> • Presented the I-84 Corridor Operations Plan at the RTAC meeting on July 27, 2022. • Analyzed and summarized the auto occupancy from the 2021 travel data of vehicle trips using I-84, to assist with the HOV analysis as part of the I-84 Corridor Operations Plan. • Continued to work on <i>2021 Congestion Management Annual Report</i>.
860	<p>GEOGRAPHIC INFORMATION SYSTEM (GIS) MAINTENANCE</p> <p style="text-align: right;">ERIC ADOLFSON</p> <ul style="list-style-type: none"> • Provided data to COMPASS member agencies. • Continued software and operating system update of Regional Data Center server architecture. • Received delivery of preliminary imagery from the COMPASS 2022 Orthophotography Project. • Reviewed and finalized data for the CIM 2050 prioritized pathway network. • Completed the GIS section of the CIM 2022 performance measures and documented any changes in process for future reference. • Continued work on CIM 2050 map requests. • Updated the active transportation network to reflect all current bike/pedestrian plans. • Provided technical support for Safe Streets for All grant application.
991	<p>SUPPORT SERVICES LABOR</p> <p style="text-align: right;">MEG LARSEN</p> <ul style="list-style-type: none"> • Provided general accounting, human resources, and administrative support to the agency. • Continued to coordinate with Valley Regional Transit, City of Boise, and COMPASS staff regarding two mobile tours for the Tools of the Trade national planning conference to be held in Garden City in August. Arranged for Rebecca Hupp, Boise Airport Manager, to deliver a conference keynote address. • Continued work to migrate the COMPASS website to a new platform.

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COMPASS BOARD OF DIRECTORS AGENDA ITEM VII-B

Date: August 15, 2022

Topic: Status Report – June Air Quality Data

Background/Summary:

The information below provides an overview of Treasure Valley air quality conditions for June 2022 from the monitoring locations shown on the map on page 2. Air quality conditions are reported in the following categories:

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

June 2022 Air Quality Data:

In June 2022, the Idaho Department of Environmental Quality reported eight days in the “moderate” air quality category. The remaining 22 days were in the “healthy” category.

The pollutant that triggered the “moderate” condition is listed below; a description can be found on page 3.

Moderate:

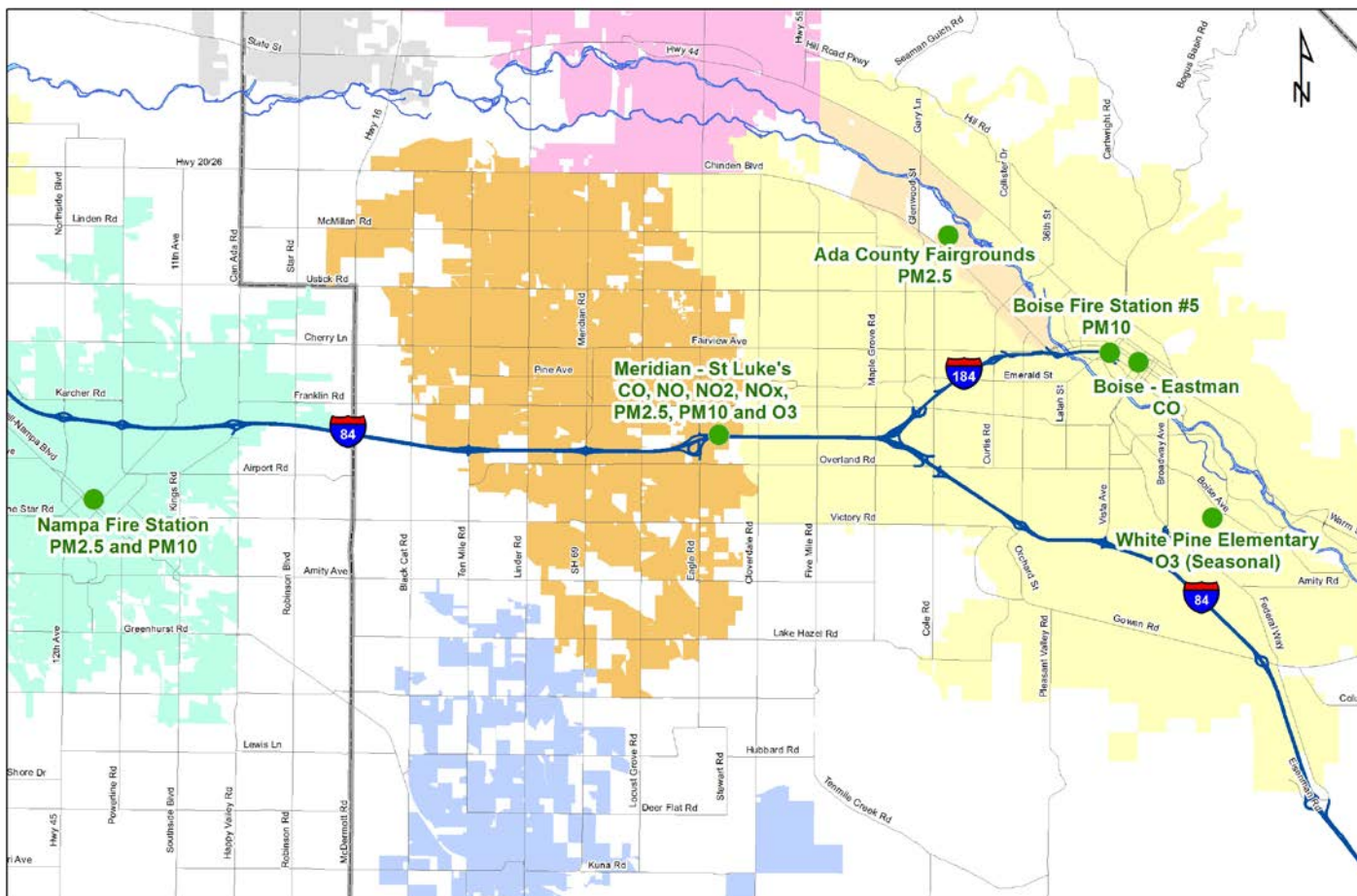
- Eight days were attributable to ozone (O₃) recorded in Ada County.

Yearly Summary

The table below summarizes the number of good, moderate, and unhealthy for sensitive groups to hazardous days recorded since January 1, 2012.

Year	Good	Moderate	Unhealthy for Sensitive Groups to Hazardous	Total
2012	283	72	11	366
2013	276	81	8	365
2014	287	75	3	365
2015	283	64	18	365
2016	236	120	10	366
2017	209	127	29	365
2018	260	97	8	365
2019	299	65	1	365
2020	248	97	21	366
2021	234	114	17	365
2022	135	46	0	181

Note: 2012, 2016, and 2020 were leap years, so include one additional day.



Air quality monitoring locations, Ada and Canyon Counties

Pollutant Descriptions

Carbon Monoxide (CO)

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

Oxides of nitrogen (NO_x)

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

Ozone (O₃)

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

PM_{2.5}

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

PM₁₀

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

More Information:

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

COMPASS BOARD OF DIRECTORS AGENDA ITEM VII-B

Date: August 15, 2022

Topic: Status Report – July Air Quality Data

Background/Summary:

The information below provides an overview of Treasure Valley air quality conditions for July 2022 from the monitoring locations shown on the map on page 2. Air quality conditions are reported in the following categories:

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

July 2022 Air Quality Data:

In July 2022, the Idaho Department of Environmental Quality reported one day in the “unhealthy for sensitive group category and 23 days in the “moderate” air quality category. The remaining 7 days were in the “healthy” category.

The pollutant that triggered the “moderate” condition is listed below; a description can be found on page 3.

Unhealthy for Sensitive Group:

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

Moderate:

- Twenty days were attributable to ozone (O₃) recorded in Ada County.
- One day was attributable to coarse particulate matter (PM₁₀) recorded in Ada County and PM_{2.5} recorded in both counties.
- One day was attributable PM₁₀ and O₃ recorded in Ada County.
- One day was attributable to PM_{2.5} recorded in Ada County.

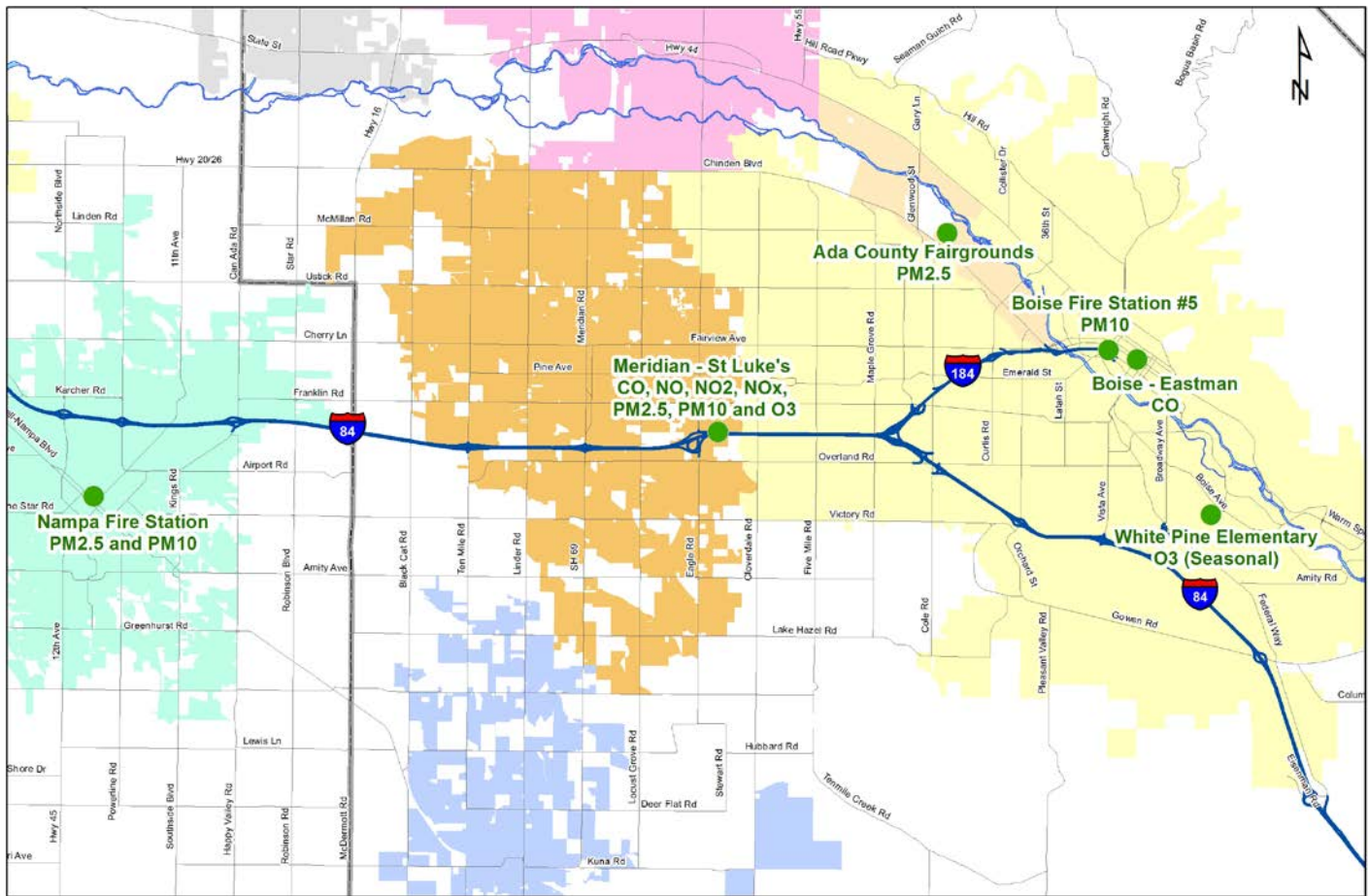
Yearly Summary

The table below summarizes the number of good, moderate, and unhealthy for sensitive groups to hazardous days recorded since January 1, 2012.

Year	Good	Moderate	Unhealthy for Sensitive Groups to Hazardous	Total
2012	283	72	11	366
2013	276	81	8	365
2014	287	75	3	365
2015	283	64	18	365
2016	236	120	10	366
2017	209	127	29	365
2018	260	97	8	365

Year	Good	Moderate	Unhealthy for Sensitive Groups to Hazardous	Total
2019	299	65	1	365
2020	248	97	21	366
2021	234	114	17	365
2022	142	69	1	212

Note: 2012, 2016, and 2020 were leap years, so include one additional day.



Air quality monitoring locations, Ada and Canyon Counties

Pollutant Descriptions

Carbon

Monoxide (CO)

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

Oxides of nitrogen (NO_x)

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

Ozone (O₃)

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

- PM_{2.5}** Fine particulate matter, particles smaller than 2.5 microns in diameter, which are more likely to lodge in human lungs than larger particles.
- PM₁₀** Course particulate matter, particles smaller than 10 microns in diameter, which are more likely to lodge in human lungs than larger particles.

More Information:

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

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REGIONAL TRANSPORTATION ADVISORY COMMITTEE

VII-C

Attendance List

Member Agency/Name	Jan '22	Feb '22	Mar '22	Apr '22	May '22	June '22*	July '22	Aug '22	Sept '22	Oct '22	Nov '22	Dec '22	TOTAL
<i>ACHD/ T. Ferch/R. Head/T. Laws</i>	1	1	3	3	2	2	3						15
<i>Ada County/ L.Letson/B.Moore/S.Yarrington</i>	1	2	3	2	2	3	2						15
<i>Boise State/ G. Finkelstein</i>	1	1	1	0	0	0	1						4
<i>Canyon County/ E. Allen/S.Fultz/D.Lister</i>	1	1	1	0	1	1	2						7
<i>Canyon Highway District #4/ L. Riccio</i>	1	1	1	0	1	1	1						6
<i>City of Boise/ K. Gallagher/D.Rader/J.Szelag</i>	1	2	2	2	0	1	1						9
<i>City of Caldwell/ A. Lively/R.MacDonald</i>	1	1	1	1	2	0	1						7
<i>City of Eagle/ N. Baird Spencer/B. Vaughan</i>	1	1	2	1	2	2	1						10
<i>City of Garden City/ H.Veal</i>	1	1	1	1	1	1	1						7
<i>City of Greenleaf/ L. Belt</i>	1	1	1	1	1	1	1						7
<i>City of Kuna/ Doug Hanson</i>	1	0	1	1	1	1	1						6
<i>City of Melba/ D. Romine</i>	1	1	1	1	1	1	1						7
<i>City of Meridian/ M.Carson/C. Hood/B. McClure</i>	1	3	3	3	3	1	3						17
<i>City of Middleton/ J. VanGilder</i>	1	0	0	1	0	0	0						2
<i>City of Nampa/ M. Steuer/C. Bowman/R. Ashby</i>	1	2	3	2	2	2	3						15
<i>City of Notus/ Vacant</i>	0	0	0	0	0	0	0						0
<i>City of Parma/ T.Wilson</i>	1	1	1	1	1	0	1						6
<i>City of Star/ S. Nickel</i>	1	0	1	1	1	0	0						4
<i>City of Wilder/ Vacant</i>	0	0	0	0	0	0	0						0
<i>Golden Gate Highway District. # 3/ B. Watkins</i>	1	0	0	0	0	0	0						1
<i>IDEQ/ M. Toole</i>	1	1	1	1	1	0	1						6
<i>ITD/ A.Bauges</i>	1	1	1	1	1	1	1						7
<i>Public Participation Committee/ L.Disney</i>	0	0	1	1	0	0	1						3
<i>Valley Regional Transit/ S. Hunt</i>	1	1	1	1	1	1	1						7
<i>Central District Health/ S. Kenney</i>	1	1	1	1	1	1	0						6
<i>Governor's Office/ Vacant</i>	0	0	0	0	0	0	0						0

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*Cancelled due to lack of quorum



Community Planning Association (COMPASS)
Administrative Modification #13 for FY2022-2028 Transportation Improvement Program (TIP)

VII.D

Key	Project	Sponsor	Scheduled Funding for Project Lifetime		**Percent Change	Program/ Funding Source	Funding Year	Revision	Brief Explanation
			*Current Total	*Revised Total					
CPA2	Planning, Metropolitan Planning Funds, COMPASS	COMPASS	\$7,682,000	\$7,682,000	0.00%	Metro Planning	2022	Increase PC by \$416,000.	Transfer FTA funds to the FHWA fund source to match how funds will be obligated. Projects tie to ITD key numbers 19144 and 20640.
						FTA 5303	2022	Decrease PC by \$416,000.	
13918	Pathway, Rail with Trail, Meridian	Meridian	\$724,000	\$724,000	0.00%	Local Participating	2022	Decrease RW by \$120,000.	ROW is no longer needed for the project. Move funds to design to start design again. Obligate using advance construction.
						AC (Local)	2022	Increase PE by \$1,000, PL by \$5,000, and PC by \$114,000.	
19465	Pavement Preservation and ADA, Phase 1, Boise Area – FY2022	ACHD	\$14,380,000	\$14,380,000	0.00%	Local Participating	2022	Decrease CN by \$1,809,000.	Adjust STBG-TMA funds to better reflect the obligation authority limitation (86.406%) and add funding source to obligate as advance construction.
						AC (Local)	2022	Increase CN by \$8,911,000.	
						AC (Local)	2023	Decrease CN by \$6,379,000.	
						STBG-TMA	2022	Decrease CN by \$723,000.	
22665	SH-55 (Eagle Road), I-84 to SH-44, Meridian to Eagle	ITD	\$22,650,000	\$22,650,000	0.00%	NHPP	2022	Increase CN by \$10,000,000.	Advance construction funds from FY2023 to FY2022.
						NHPP	2023	Decrease CN by \$10,000,000.	
22878	Homedale Road, Curve Improvements, Canyon Highway District	Canyon Highway District	\$999,000	\$1,150,000	15.12%	HSIP (Local)	2022	Increase PC by \$151,000.	Cover cost increase for design work.
23080	I-84, Franklin Interchange to Karcher Interchange, Widen Westbound, Nampa	ITD	\$69,809,536	\$70,288,919	0.69%	GARVEE	2022	Increase CE by \$100,000 and CN by \$479,383. Decrease CC by \$100,000.	Cover cost increase for construction work. The increase offsets previous advance construction obligation.
23081	I-84, Franklin Interchange to Karcher Interchange, Widen Eastbound, Nampa	ITD	\$46,511,000	\$47,827,313	2.83%	GARVEE	2022	Increase CN by \$1,316,313.	Cover cost increase for construction work. The increase offsets previous advance construction obligation.
23307	Pathway, Federal Way and Broadway Avenue Multi-Use Pathway, Boise	Boise	\$1,399,000	\$1,399,000	0.00%	TAP-TMA	2022	Decrease PC by \$112,000 and PL by \$36,000.	Adjust TAP-TMA funds to better reflect the obligation authority limitation (86.406%) and add funding source to obligate as advance construction.
						AC (Local)	2022	Increase PC by \$112,000 and PL by \$36,000.	

AC = Advance Construction
 ACHD = Ada County Highway District
 ADA = Americans with Disabilities Act
 CPA = Community Planning Association
 CC = Construction Engineering Consultant
 CE = Construction Engineering
 CN = Construction
 FTA = Federal Transit Administration

FY = Fiscal Year.
 GARVEE = Grant Anticipation Revenue Vehicle
 HSIP = Highway Safety Improvement Program
 I = Interstate
 ITD = Idaho Transportation Department
 KN = Key Number
 LHTAC = Local Highway Technical Assistance Council
 NHPP = National Highway Performance Program

PC = Preliminary Construction
 PE = Preliminary Engineering (ITD)
 PL = Preliminary Engineering (LHTAC)
 RW = Right-of-Way
 SH = State Highway
 STBG = Surface Transportation Block Grant
 TAP = Transportation Alternatives Program
 TIP = Transportation Improvement Program

TMA = Transportation Management Area

Staff Recommendation:

Toni G Tisdale, Principal Planner
 COMPASS

Approval:

Matthew J. Stoll, Executive Director
 COMPASS

Date:

6/23/2022

Key	Project	Sponsor	Scheduled Funding for Project Lifetime		**Percent Change	Program/ Funding Source	Funding Year	Revision	Brief Explanation
			*Current Total	*Revised Total					
13476	SH-44 (State Street) and SH-55 (Eagle Road) Intersection Improvements, Eagle	ITD	\$9,709,000	\$9,359,000	-3.60%	Capacity	2023	Decrease CN by \$350,000.	To match ITD's estimates.
13494	Old Highway 30, Plymouth Street Bridge, Caldwell	Canyon Highway District	\$11,894,000	\$12,124,000	1.93%	STBG-U	2022	Increase PL by \$100,000.	To cover additional LHTAC oversight for work on environment report per Urban Balancing on 7/7/2022 and to match costs shown in OTIS
						Local Bridge	2023	Increase CC by \$863,000 and CN by \$113,000. Decrease CE by \$846,000.	
18701	Capital Maintenance, Phase 1, Boise Area - FY2021	ACHD	\$5,243,087	\$5,243,087	0.00%	STBG-TMA	2022	Decrease PE by \$2,157, PC by \$568 and CC by \$10,000. Increase CE by \$12,725.	To cover ITD materials testing requested by ACHD. Move funds within project.
18781	Transit - Rolling Stock, Infrastructure, and Technology, Nampa Area, VRT	VRT	\$2,184,000	\$2,801,000	28.25%	FTA 5307 SU	2022	Increase CN by \$617,000.	To obligate the FY2017 5307 SU funds from the Idaho Falls Urbanized Area.
18914	Transit - Preventive Maintenance and Demand Response, Nampa Area, VRT	VRT	\$2,587,000	\$2,736,000	5.76%	FTA 5307 SU	2022	Increase CN by \$149,000.	To obligate the FY2017 5307 SU funds from the Idaho Falls Urbanized Area.
19464a	Transit - Acquisition of Service, Nampa Area, VRT	Valley Regional Transit	\$2,311,000	\$2,617,089	13.24%	FTA 5310 SU (formula)	2022	Increase CN by \$306,089.	To match ITD's Program of Projects regarding timing and amounts of funding.
19465	Pavement Preservation and ADA, Phase 1, Boise Area - FY2022	ACHD	\$14,380,000	\$14,487,556	0.75%	Local Non-Participating	2022	Increase CC by \$107,556.	Adjust phasing based on final engineer's estimate and to cover an overage for construction costs, per the state/local agreement.
19993	Roadway and ADA Improvements, Part 2, Boise Area - FY2023	ACHD	\$2,339,000	\$2,114,000	-9.62%	STBG-TMA	2022	Decrease CE by \$95,000, CC by \$50,000 and CN by \$80,000.	To better match final engineer's estimate and prepare for bid.
20129	Capital Maintenance, Phase 2, Boise Area - FY2021	ACHD	\$3,754,000	\$3,753,864	0.00%	STBG-TMA	2022	Decrease PE by \$7,727, PC by \$6,907, and CC by \$15,136. Increase CE by \$29,634.	Move funds within project to cover materials testing by ITD, as requested by ACHD and make a correction to funding phase. No change to total.
						Local	2022	Decrease CN by \$8,000. Increase CE by \$8,000.	
20227	US 20/26 (Chinden), Phyllis Canal Bridge, Rehabilitation, near Meridian	ITD	\$6,003,000	\$5,062,116	-15.67%	Bridge	2022	Decrease PE by \$70,000 and PC by \$155,000.	To more closely match agreements and expenditures.
						Bridge	2023	Increase CE by \$84,880 and CC by \$171,000. Decrease CN by \$971,764.	
20405	I-84, Bridge Repairs, District 3 - FY2022	ITD	\$2,440,000	\$4,003,559	64.08%	STBG-State	2022	Increase CN by \$1,426,354, CE by \$135,700 and PE by \$1,505.	Increase to cover a high bid, using TIP Amendment Policy criteria #15, allowing Board review and Executive Director approval.
20594	US 20/26 (Chinden), Linder Road to Locust Grove, Meridian and Eagle	ACHD	\$3,957,832	\$5,095,909	28.76%	Safety (HB 132 & 312)	2022	Increase RW by \$200,000 and LP by \$800,000.	To cover expenses for condemnation of parcels not eligible for payment by the developer and additional ITD oversight funding. Funds from Statewide balancing.
						Private	2022	Increase PE by \$30,000.	
						Safety (HB 132 & 312)	2023	Increase LP by \$108,077.	
22438	Cherry Lane, 11th Avenue North to Idaho Center Boulevard, Nampa	City of Nampa	\$1,343,000	\$1,735,000	29.19%	STBG-U	2022	Increase PC by \$362,000 and PL by \$30,000.	To cover contract negotiations. Per Urban Balancing on 7/7/22.

ACHD = Ada County Highway District
ADA = Americans with Disabilities Act
CC = Construction Engineering Consultant
CE = Construction Engineering
CN = Construction

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

NEPA = National Environmental Policy Act
PC = Preliminary Construction
PE = Preliminary Engineering
PL = Preliminary Engineering LHTAC
R = Rural

STBG-U = Surface Transportation Block Grant-Urban
TAP = Transportation Alternatives Program
TECM = Transportation Expansion and Congestion Mitigation
TIP = Transportation Improvement Program
TMA = Transportation Management Area

Staff Recommendation:



Sherone Sader, Data Specialist
COMPASS

Approval:



Matthew J. Stoll, Executive Director
COMPASS

Date:

