



# Working together to plan for the future

**COMPASS EXECUTIVE COMMITTEE MEETING  
JANUARY 11, 2022 1:30 P.M.  
COMPASS – 2<sup>ND</sup> FLOOR LARGE CONFERENCE ROOM  
700 NE 2<sup>ND</sup> STREET  
MERIDIAN, IDAHO**

**ZOOM CONFERENCE CALL**

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

**Committee members can participate in the meeting in-person or via Zoom conference call.** The 2<sup>nd</sup> Floor Large Conference room is open for in-person attendance, but has limited capacity. In-person attendees must maintain physical distance and should wear a mask at all times in the COMPASS building, if not fully vaccinated.

Please specify whether you plan to attend in-person or virtually when RSVPing to Hailey Townsend at [htownsend@compassidaho.org](mailto:htownsend@compassidaho.org) or 208-475-2232.

Written comments may be submitted by email to [info@compassidaho.org](mailto:info@compassidaho.org). Comments can also be left by voicemail. Please call 208-475-2232 to record comments. Commenters must provide their name for the record. Comments identified by name that are received by 10:00 am on January 11, 2022 will be provided to the Committee members and read into the record during the meeting.

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

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

**II. OPEN DISCUSSION/ANNOUNCEMENTS**

**III. CONSENT AGENDA**

Page 3      **\*A. Approve November 9, 2021, Executive Committee Meeting Minutes**

**IV. ACTION ITEMS**

Page 8      **\*A. Establish February 28, 2022, COMPASS Board Meeting Agenda**

*COMPASS staff proposed agenda items for the COMPASS Board meeting scheduled February 28, 2022, are attached.*

Page 17      **\*B. Adopt Resolution 08-2022 to Approve Revision 2 of the FY2022 Unified Planning Work Program and Budget (UPWP)**

*Matt Stoll will request Executive Committee adoption of Resolution 08-2022, adopting Revision 2 of the FY2022 UPWP.*

**C. Consider Moving COMPASS Board Meeting Scheduled on June 20, 2022 to June 27, 2022**

*COMPASS staff recommends moving the scheduled June Board meeting one week due to observed public holiday for Juneteenth falling on Monday, June 20, 2022.*

**V. INFORMATION/DISCUSSION ITEMS**

**A. Status Report – 2022 Idaho Legislative Session**

*Ken Burgess will provide a status report on the 2022 Idaho legislative session.*

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

**VI. OTHER**

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

**\*Enclosures      Agenda is subject to change.**

*Those needing assistance with COMPASS events or materials, or needing materials in alternate formats, please call 475-2229 with 48 hours advance notice.*

*Si necesita asistencia con una junta de COMPASS, o necesita un documento en otro formato, por favor llame al 475-2229 con 48 horas de anticipación.* \\cpa-file01\Shared\FY22\900 Operations\Exec\2022 Packets\01-2022\agenda 01112022.docx

**EXECUTIVE COMMITTEE MEETING  
NOVEMBER 9, 2021  
COMPASS 1<sup>ST</sup> FLOOR BOARD ROOM  
700 NE 2<sup>ND</sup> STREET  
MERIDIAN, ID 83642**

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

**ATTENDEES:** Rod Beck, Commissioner, Ada County, via telephone  
Jennifer Salmonsens for Trevor Chadwick, Mayor, City of Star, via telephone  
Elaine Clegg, Councilmember, **Immediate Past Chair**, City of Boise, via telephone  
Jay Gibbons, Commissioner, Canyon Highway District #4, via telephone  
Debbie Kling, Mayor, **Vice Chair**, City of Nampa, via telephone  
Garret Nancolas, Mayor, **Chair**, City of Caldwell, via telephone  
Mary May, Commissioner, **Secretary-Treasurer**, Ada County Highway District, in person  
Bill Vaughan for Jason Pierce, Mayor, City of Eagle, via telephone  
Steve Rule, Mayor, City of Middleton, via telephone  
Caleb Hood for Robert Simison, Mayor, City of Meridian, via telephone  
Keri Smith, Commissioner, Canyon County, via telephone  
Joe Stear, Mayor, **Chair Elect**, City of Kuna, via telephone

**MEMBERS ABSENT:**

**OTHERS PRESENT:** Ken Burgess, Veritas Advisors, via telephone  
Destinie Hart, Community Planning Association, via telephone  
Meg Larsen, Community Planning Association, via telephone  
Amy Luft, Community Planning Association, via telephone  
Matt Stoll, Executive Director, Community Planning Association, in person  
Hailey Townsend, Community Planning Association, in person

**CALL TO ORDER:**

Chair Elect Joe Stear called the meeting to order at 1:31 p.m.

**OPEN DISCUSSION/ANNOUNCEMENTS**

None.

## **CONSENT AGENDA**

### **A. Approve October 12, 2021, Executive Committee Meeting Minutes**

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

## **ACTION ITEMS**

### **A. Establish December 20, 2021, COMPASS Board Annual Meeting**

Matt Stoll reviewed the proposed agenda items and location for the annual meeting of the COMPASS Board scheduled for December 20, 2021.

After discussion, **Elaine Clegg moved and Mary May seconded to hold the annual meeting for 2021 at COMPASS, with virtual options for all members. Motion passed unanimously.**

**Garret Nancolas moved and Debbie Kling seconded approval of items 1-18 for the COMPASS Board of Directors annual meeting. Matt Stoll has the latitude to amend the agenda as necessary. Motion passed unanimously.**

### **B. Recommend COMPASS Board Officer Slate for Annual Meeting**

Matt Stoll reviewed the nomination received for the position of Secretary-Treasurer and the recommended 2022 COMPASS Board officers slate for approval at the December 20, 2021, COMPASS Board annual meeting:

Joe Stear, Chair; Debbie Kling, Chair Elect; Mary May, Vice Chair; Jay Gibbons, Secretary/Treasurer; and Elaine Clegg, Immediate Past Chair.

After discussion, **Keri Smith moved and Mary May seconded to recommend the 2022 COMPASS Board officer slate as presented for COMPASS Board approval. Motion passed unanimously.**

### **C. Recommend 2022 Federal Transportation Policy Positions for COMPASS Board Approval**

Ken Burgess presented proposed 2022 federal transportation policy positions for COMPASS Board approval.

#### **COMPASS encourages long-term reauthorization of the FAST Act.**

The Fixing America's Surface Transportation (FAST) Act expires September 30, 2021. Consistent, predictable federal investment through a new long-term surface transportation reauthorization would allow local governments to address much-needed infrastructure improvements.

**Provide more direct funding to local governments and increase local decision-making authority:** COMPASS encourages more direct allocation and flexibility to regions, MPOs, cities, and counties with transportation infrastructure responsibilities. The FAST Act made some progress in this regard, while placing greater responsibility on those entities to develop and meet system performance goals.

**Streamline the federal permitting process (One Federal Decision):** COMPASS supports streamlining of the federal transportation project delivery process to facilitate timely construction of federally funded projects and reduce project delay and expense.

**Increase federal funding for public transportation:** Public transportation providers in both urban and rural areas of Idaho operate on very limited funding. Congress should provide more robust growth in federal public transportation programs to help these systems meet the needs of their communities.

**Maintain federal support for non-motorized transportation options:** Encouragement to participate in, and incentives to provide safe bicycle and pedestrian mobility options should remain a priority for Congress.

**Maintain and increase set-aside for off-system bridges:** Nearly eighty percent of the nation's bridges are the responsibility of local entities (not on the federal-aid highway system). This funding is crucial for local entities to safely operate and maintain these bridge structures.

**Maintain fiscal constraint requirement on long-range plans:** COMPASS opposes eliminating the fiscal constraint requirements for long-range transportation plans. Long range transportation plans are required to be limited to projects that can be completed with the level of funding reasonably expected to be available. This is a responsible approach to transportation planning and mitigates unreasonable expectations that projects could be completed when necessary funding is unavailable.

## **FEDERAL TRANSPORTATION FUNDING – HIGHWAY TRUST FUND**

**Congress must solve the perennial Highway Trust Fund funding problem in a permanent, meaningful way, eliminating the need for short-term infusions of general fund dollars.**

- **Support federal fuel excise tax increase:** The federal fuel tax has not been increased since 1993 (28 years), and remains the most readily available user-pay solution to stabilizing the Highway Trust Fund.
- **Index federal fuel tax to rate of inflation:** Indexing the motor fuels tax to rate of inflation will mitigate many of the political barriers to funding the Highway Trust Fund into the future.
- **Add additional Road User Charge concepts:** Improvements in fuel efficiency and development of alternative fuel vehicles have a negative effect on the Highway Trust Fund. Additional user fee concepts such as mileage-based user fees are necessary to capture evolving trends and changes in relation to transportation infrastructure funding.

## **RAIL PROVISIONS**

**Inter-City Passenger Rail Service:** COMPASS encourages Congress to provide the necessary tools and funding to study the feasibility to resuming AMTRAK's "Pioneer Route" passenger rail service to the Treasure Valley. The Pioneer Route provided service from Seattle to Denver, through Portland, Boise, and Salt Lake City for twenty years until it was discontinued in 1997. Given the recent economic and population growth of the areas of the Northwest, it is reasonable to study the feasibility of resuming the Pioneer Line passenger rail service.

**Rail Corridor Use:** COMPASS urges Congress and the Federal Railroad Administration to ensure expectations set in the Rail Passenger Service Act of 1970 for reasonable cooperation between intercity passenger rail providers and railroad companies is upheld. Agreements for local use of rail owned by rail companies should not be subjected to unreasonable compensation

requests and unjustifiable delay. The FRA should utilize their authority to achieve the intent of law.

After discussion, **Debbie Kling moved and Elaine Clegg seconded to recommend the 2022 federal transportation policy positions for the COMPASS Board of Directors' approval at the December 20, 2021, meeting. Motion passed unanimously.**

#### **D. Recommend 2022 State Legislative Policy Positions for COMPASS Board Approval**

Ken Burgess presented 2022 Idaho legislative session position statements for COMPASS Board approval.

**Transportation Revenue: COMPASS supports increasing state and local transportation revenue.** Idaho's current transportation funding level remains inadequate to address the state's needs. State and local transportation entities still face critical funding shortfalls for maintenance and expansion projects.

- **Increase state motor fuels excise tax:** The state fuel excise tax is currently the most effective "user fee" to secure additional funding for state and local transportation needs. COMPASS supports increasing the state fuel excise tax to meet the infrastructure needs of Idahoans.
- **Index state fuels excise tax to rate of inflation:** Indexing the fuels excise tax to rate of inflation would help keep pace with increasing costs of construction over time. It would also help eliminate the perceived political risk of active rate changes required by the legislature.
- **Alternative user-charge concepts:** New automotive technologies and increased fuel efficiency necessitate expanding transportation user fee concepts. A mileage-based user fee should be considered to ensure all users of the system pay a share of those costs.
- **Support Local Option Sales Tax Authority:** Local Option Sales Tax Authority could provide local units of government a tool to request supplemental infrastructure revenue for specific projects as approved by voters.
- **Support dedicated funding source for public transportation:** Idaho is one of few states that does not provide a dedicated funding source for public transportation needs. As the population of the state and region continues to grow and diversify, both urban and rural public transportation entities struggle to meet the mobility needs of their communities.
- **Support dedicated funding for safe, community-oriented bicycle and pedestrian options:** Safe community and neighborhood-oriented bicycle and pedestrian options should be a priority for the state.

**State Transportation Policy:** COMPASS supports the following changes to Idaho statutes to further improve the ability of state and local transportation entities to meet the transportation needs of the state and region.

- **Property taxes:** COMPASS supports removing the property tax cap which limits local taxing districts ability to deliver needed infrastructure to growing local units of government. Recent action by the legislature to arbitrarily cap taxing district budgets, and limit adjustments for new growth has had a negative effect on the ability to meet infrastructure needs associated with new growth.

- **HOV lanes:** Support statutory authority to implement High Occupancy Vehicle (HOV) Lanes. Current statutory language restricts locations in which HOV lanes may be utilized.
- **Interstate Rail Commission participation:** Support statutory or Executive Branch action for Idaho to form, and/or participate in, an Interstate Rail Commission. An interstate rail commission will provide a venue to study the feasibility and assist in the implementation of returning robust inter-city passenger rail services to the western United States.
- **Impact fee flexibility:** COMPASS supports statutory changes to allow for more flexible uses of development impact fees within the jurisdiction's rights-of-way. Current development impact fees law limits allowable use of such fees to roadway infrastructure uses, to the exclusion of alternative transportation capital improvements such as sidewalks, bicycle lanes, or bus/transit improvements.

After discussion, **Debbie Kling moved and Elaine Clegg seconded to recommend the proposed 2022 Idaho legislative session position statements for COMPASS Board approval as presented. Motion passed unanimously.**

**E. Approve COMPASS Board Member Travel**

Matt Stoll presented a travel request for Mary May to attend the National Association of Regional Councils' National Conference of Regions, February 6-10, 2022, in Washington D.C.

After discussion, Keri Smith moved and Elaine Clegg seconded to approve the travel request for Mary May to attend the National Association of Regional Councils' conference, February 6-10, 2022, in Washington D.C. Motion passed unanimously.

**ADJOURNMENT**

**Chair Elect Joe Stear adjourned the meeting at 2:25 p.m.**

**Approved this 11th day of January 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 WORKSHEET FOR COMPASS BOARD AGENDA**

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

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



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7.	Receive Administrative Modifications to the Regional Transportation Improvement Program	Yes	Toni Tisdale will provide memorandums of approval for Administrative Modifications.	Ex. Dir. Report	N/A	N/A	As Appropriate	N/A	685
8.	Approve List of Records for Destruction	No	Meg Larsen will seek COMPASS Board of Directors' approval of the list of records to destroy per the guidance in the Records Retention Policy.	Consent Agenda	N/A	N/A	As Appropriate	N/A	991
9.	Status Report - State & Federal Legislative Issues	Yes	Ken Burgess will provide an update on the latest legislative developments at the state and federal levels.	Information	15	Ken Burgess	As Appropriate	N/A	760

## CURRENT AGENDA ITEMS

10.	Approve Revised Employment Policies and Procedures	No	Meg Larsen will seek COMPASS Board of Directors' approval of revisions to the COMPASS Employment Policies and Procedures.	Consent Agenda		Meg Larsen	Feb	N/A	991
11.	Confirm Finance Committee Membership	Yes	Confirm 2022 Finance Committee membership.	Consent Agenda		Matt Stoll	Feb	N/A	
12.	Ratify Resolution approving Revision 2 of the FY2022 UPWP	Yes	Ratify Executive Committee action to approve Revision 2 of the FY2022 Unified Planning Work Program and Budget.	Consent Agenda		Meg Larsen	Feb	N/A	601

<i>Item</i>	<i>Title/Description</i>	<i>Mandatory</i>	<i>Additional Information</i>	<i>Agenda Type<sup>1</sup></i>	<i>Time</i>	<i>Presenter</i>	<i>Proposed Agenda</i>	<i>RTAC Agenda</i>	<i>Program No.</i>
13.	Status Report - Air Quality	No	David Luft will provide an update on air quality issues in the Treasure Valley.	Special Item	20	David Luft (DEQ)	Feb	N/A	
14.	Approve <i>Communities in Motion 2050</i> (CIM 2050) Project Scoring Process	Yes	Toni Tisdale will seek COMPASS Board of Directors' approval of the CIM 2050 project scoring process.	Action	15	Toni Tisdale	Feb	Jan	661 685
15.	Adopt Resolutions Amending <i>Communities in Motion 2040 2.0</i> (CIM 2040 2.0) and the FY2022-2028 Regional Transportation Improvement Program	Yes	Toni Tisdale will seek COMPASS Board of Director's adoption of resolutions to amend CIM 2040 2.0 and the FY2022-2028 TIP to add a project for the City of Kuna.	Action	10	Toni Tisdale	Feb	Jan	661 685
16.	Review Development of <i>Communities in Motion 2050</i> (CIM 2050)	No	Carl Miller will review progress on developing CIM 2050.	Information /Discussion	15	Carl Miller	Feb	N/A	661
17.	Review CIM 2050 funded projects and unfunded needs	No	Mary Ann Waldinger will review CIM 2050 funded projects and unfunded needs.	Information /Discussion	15	Mary Ann Waldinger	Feb	Jan	661
18.	Review Updated 2021 Information in <i>Communities in Motion 2040 2.0</i> (CIM 2040 2.0)	Yes	Liisa Itkonen will review updated 2021 information in CIM 2040 2.0.	Information /Discussion	5	Liisa Itkonen	Feb	Jan	661

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19.	Review 2020 Census Results	No	Carl Miller will review the data from the 2020 Census.	Information /Discussion	15	Carl Miller	Feb	N/A	661
<b>UPCOMING AGENDA ITEMS</b>									
20.	Status Report - Travel Survey Data Collection Project	No	Mary Ann Waldinger will provide an update on the Travel Survey Data Collection project	Information /Discussion	10	Mary Ann Waldinger	April	N/A	838
21.	Water Capacity Issues in the Treasure Valley	No	Neeley Miller (or TBD) from the Idaho Department of Water Resources will discuss current and future water capacity issues and implications for local jurisdictions	Special Item	20	Neeley Miller (or TBD), Idaho Department of Water Resources	April	NA	NA
22.	Accept 2022 Population Estimates	Yes	Carl Miller will seek COMPASS Board of Directors' acceptance of the 2022 Population Estimates.	Action	15	Carl Miller	April	Demographic Advisory Workgroup March	620
23.	Approve FY2023 Membership Dues	Yes	Meg Larsen will seek COMPASS Board of Directors' approval of the proposed membership dues for FY2023.	Action	10	Meg Larsen	April	N/A	601
24.	Approve <i>Communities in Motion 2050</i> (CIM 2050) Funded Projects	No	Liisa Itkonen will seek COMPASS Board of Directors' approval of CIM 2050 funded projects.	Action	10	Liisa Itkonen	April	March	661

<i>Item</i>	<i>Title/Description</i>	<i>Mandatory</i>	<i>Additional Information</i>	<i>Agenda Type<sup>1</sup></i>	<i>Time</i>	<i>Presenter</i>	<i>Proposed Agenda</i>	<i>RTAC Agenda</i>	<i>Program No.</i>
25.	Approve Rail Planning Task for Inclusion in Draft FY2023 UPWP	No	Lila Klopfenstein will seek the COMPASS Board of Directors' approval of a rail planning task for FY2023 UPWP.	Action	10	Lila Klopfenstein	April	March	661
26.	Review <i>Communities in Motion 2050</i> (CIM 2050) Unfunded Priorities	No	Liisa Itkonen will review CIM 2050 unfunded priorities.	Information /Discussion	20	Liisa Itkonen	April	March	661
27.	Executive Session – Personnel Matter, Idaho Code [74-206 (b)]	Yes	The Board of Directors will go into executive session to receive the Executive Committee's performance evaluation and recommendation regarding the Executive Director. No action will be taken in the session.	Action	15	N/A	June	N/A	
28.	Consider Executive Committee's Recommendation Regarding Executive Director	Yes	The Board will consider the Executive Committee's recommendation resulting from the Executive Director's performance review.	Action	5	N/A	June	N/A	
29.	Approve <i>Communities in Motion 2050</i> (CIM 2050) Unfunded Priorities	No	Liisa Itkonen will seek COMPASS Board of Directors' approval of CIM 2050 unfunded priorities.	Action	20	Liisa Itkonen	June	May	661
30.	Approve <i>Communities in Motion 2050</i> (CIM 2050) Implementation Policies	No	Liisa Itkonen will seek COMPASS Board of Directors' approval of CIM 2050 implementation policies.	Action	20	Liisa Itkonen	June	May	661

<i>Item</i>	<i>Title/Description</i>	<i>Mandatory</i>	<i>Additional Information</i>	<i>Agenda Type<sup>1</sup></i>	<i>Time</i>	<i>Presenter</i>	<i>Proposed Agenda</i>	<i>RTAC Agenda</i>	<i>Program No.</i>
31.	Approve Priorities for the End-of-Year and Redistribution Program	Yes	Toni Tisdale will seek COMPASS Board of Directors' approval of the End-of Year and Redistribution Program.	Action	10	Toni Tisdale	June	May	685
32.	Review Draft FY2023-2029 Regional Transportation Improvement Program	Yes	Toni Tisdale will seek COMPASS Board of Directors' review of the Draft FY2023-2029 TIP, prior to the public comment period.	Information / Discussion	15	Toni Tisdale	June	May	685
33.	Approve COMPASS Workgroup Charters	No	Meg Larsen will seek COMPASS Board of Directors' approval of the COMPASS Workgroup Charters for FY2023.	Consent	N/A	Meg Larsen	August	N/A	601
34.	Adopt Resolution XX-2022 Approving the FY2023 Unified Planning Work Program and Budget (UPWP)	Yes	Meg Larsen will seek COMPASS Board of Directors' approval of the FY2023 UPWP.	Action	15	Meg Larsen	August	N/A	601
35.	Approve Coordinated Public Transit-Human Services Transportation Plan	Yes	Lila Klopfenstein will seek COMPASS Board of Directors' approval of Coordinated Public Transit-Human Services Transportation Plan.	Action	15	Lila Klopfenstein	August	July	661
36.	Approve FY2023 CIMI and PDP Projects	Yes	Destinie Hart seeks COMPASS Board approval of FY2023 CIMI and PDP projects as recommended by RTAC.	Action	10	Destinie Hart	August	July	685

<i>Item</i>	<i>Title/Description</i>	<i>Mandatory</i>	<i>Additional Information</i>	<i>Agenda Type<sup>1</sup></i>	<i>Time</i>	<i>Presenter</i>	<i>Proposed Agenda</i>	<i>RTAC Agenda</i>	<i>Program No.</i>
37.	Approve Updates to FY2023 COMPASS Application Guide	Yes	Toni Tisdale and Destinie Hart seek RTAC recommendation for COMPASS Board of Directors' approval of FY2023 COMPASS Application Guide.	Action	15	Toni Tisdale or Destinie Hart	August	July	685
38.	Adopt Resolution Supporting Priorities for Rural Projects	Yes	Toni Tisdale will seek COMPASS Board of Directors' adoption of a resolution supporting priorities for applications in rural areas.	Consent	N/A	Toni Tisdale	Oct	Sept	685
39.	Adopt Resolution Approving the Draft FY2023-2029 Regional Transportation Improvement Program and Associated Air Quality Conformity Demonstration	Yes	Toni Tisdale will seek RTAC recommendation for COMPASS Board of Directors' approval of the FY2023-2029 TIP and associated air quality conformity demonstration.	Action	15	Toni Tisdale	Oct	Sept	685
40.	Review FY2022 CIMI and PDP Projects	No	Destinie Hart will seek COMPASS Board review of FY2022 CIMI and PDP Project outcomes.	Information	10	Destinie Hart	Oct	N/A	685
41.	Approve the FY2023 Resource Development Plan	Yes	Destinie Hart will seek COMPASS Board approval of the FY2023 Resource Development Plan	Action	10	Destinie Hart	Oct	Sept	685

<i>Item</i>	<i>Title/Description</i>	<i>Mandatory</i>	<i>Additional Information</i>	<i>Agenda Type<sup>1</sup></i>	<i>Time</i>	<i>Presenter</i>	<i>Proposed Agenda</i>	<i>RTAC Agenda</i>	<i>Program No.</i>
42.	Leadership in Motion Awards Presentation	No	Board Chair and Executive Director will present the 2022 COMPASS Leadership in Motion awards.	Pre-meeting		Chair	Dec	N/A	653
43.	Confirm Regional Transportation Advisory Committee (RTAC) Membership	Yes	COMPASS Bylaws require the COMPASS Board of Directors' confirmation of RTAC membership.	Consent Agenda	N/A	N/A	Dec	N/A	N/A
44.	Adopt Resolution XX-2023 Approving Revision 1 of the FY2023 Unified Planning Work Program and Budget (UPWP)	Yes	Meg Larsen will seek COMPASS Board of Directors' approval of Revision 1 of the FY2023 UPWP.	Action	10	Meg Larsen	Dec	N/A	601
45.	Confirm 2023 Board Officer Slate	Yes	COMPASS Bylaws require the Board of Directors confirm ascension of new Board officers and election of new Secretary-Treasurer.	Action	10	Matt Stoll	Dec	N/A	N/A
46.	Approve 2023 Federal Transportation Position Statements	Yes	Ken Burgess will seek COMPASS Board of Directors' approval of 2023 federal transportation position statements.	Action	15	Ken Burgess	Dec	N/A	N/A
47.	Approve 2023 Idaho Legislative Session Positions Statements	Yes	Ken Burgess will seek COMPASS Board of Directors' approval of 2023 Idaho legislative position statements.	Action	15	Ken Burgess	Dec	N/A	N/A
48.	Adopt <i>Communities in Motion 2050</i> (CIM 2050)	Yes	Liisa Itkonen will seek adoption of CIM 2050.	Action	15	Liisa Itkonen	Dec	Nov	661

<i>Item</i>	<i>Title/Description</i>	<i>Mandatory</i>	<i>Additional Information</i>	<i>Agenda Type<sup>1</sup></i>	<i>Time</i>	<i>Presenter</i>	<i>Proposed Agenda</i>	<i>RTAC Agenda</i>	<i>Program No.</i>
49.	Approval of <i>Communities in Motion 2050</i> (CIM 2050) Update Policy.	Yes	Liisa Itkonen will seek COMPASS Board of Directors' approval of CIM 2050 update policy.	Action	10	Liisa Itkonen	Dec	Nov	661





## EXECUTIVE COMMITTEE AGENDA ITEM IV-B

Date: January 11, 2022

**Topic: Revision 2 of the FY2022 Unified Planning Work Program and Budget**

**Request/Recommendation:**

COMPASS staff seeks COMPASS Executive Committee adoption of Resolution 08-2022 approving Revision 2 of the FY2022 Unified Planning Work Program and Budget (UPWP).

**Background/Summary:**

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

At the August 16, 2021, meeting, the COMPASS Board of Directors approved the Project Development project with the City of Eagle to produce a pre-concept report for the proposed grade separated pedestrian crossing of State Highway 44 (SH-44), to include two bridge crossing alternatives and two tunnel alternatives. The approved amount was \$25,000.

At that same meeting, the COMPASS Board of Directors also approved the Project Development project with the City of Star to produce a pre-concept report for the Safe Routes to School pathway on Floating Feather Road to Star Middle School. The approved amount was \$25,000.

In developing the scope of work with the selected consultant and the City of Eagle, it was determined that the total cost for the desired pre-concept report is \$50,000. The City of Eagle has agreed to contribute the additional \$25,000 needed for the project.

In developing the scope of work with the selected consultant and the City of Star, it was determined that the total cost for the desired pre-concept report is \$35,000. The City of Star has agreed to contribute the additional \$10,000 needed for the project.

The proposed adjustments for Revision 2 of the FY2022 UPWP are to accommodate this change in project cost:

- Add \$35,000 of revenue for the reimbursements from the cities of Eagle and Star.
- Add \$35,000 to 685002, Project Development, to cover the increased project cost of the two pre-concept reports.

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

Without the COMPASS Executive Committee's adoption of Revision 2 of the FY2022 UPWP, the Project Development project cannot proceed.

**More Information:**

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

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**RESOLUTION NO. 08-2022**

**FOR THE PURPOSE OF APPROVING REVISION 2 OF THE  
FY2022 UNIFIED PLANNING WORK PROGRAM AND BUDGET**

**WHEREAS**, Revision 1 of the FY2022 Unified Planning Work Program and Budget was adopted by the Community Planning Association of Southwest Idaho Board of Directors under Resolution 05-2022, dated December 20, 2021;

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

**WHEREAS**, the Community Planning Association of Southwest Idaho desires to incorporate funding and program revisions in the Unified Planning Work Program and Budget to recognize pass-through agreements with other agencies and increased project costs; and

**WHEREAS**, the attached memorandum and supporting documentation summarizes the adjustments included in Revision 2 of the FY2022 Unified Planning Work Program and Budget and is made a part hereof.

**NOW, THEREFORE, BE IT RESOLVED**, that the Community Planning Association of Southwest Idaho’s Executive Committee approves by resolution Revision 2 of the FY2022 Unified Planning Work Program and Budget; and

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

**DATED** this 11<sup>th</sup> day of January 2022.

**APPROVED:**

**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**

**Recommended Changes to FY2022 - Revision 2**

**Summary**

<b>FY2022 Revision 1 UPWP Revenues</b>		<b>4,162,465</b>	<b>FY2022 Revision 1 UPWP Expenses</b>	<b>4,162,465</b>
1	Add reimbursement from the cities of Eagle and Star for costs of Project Development in excess of \$25,000 for each project	35,000	Increase Project Development amount for projects with the cities of Eagle and Star	35,000
<b>Recommended Adjustments to Revenues</b>		<b>35,000</b>	<b>Recommended Adjustments to Expenses</b>	<b>35,000</b>
<b>Adjusted Revenues - Revision 2</b>		<b>4,197,465</b>	<b>Adjusted Expenses - Revision 2</b>	<b>4,197,465</b>

**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO  
FY2022 UNIFIED PLANNING WORK PROGRAM AND BUDGET - REVISION 2  
REVENUE AND EXPENSE SUMMARY (TOTAL)**

REVENUE	FY2022 Revision 1	FY2022 Revision 2
<b>GENERAL MEMBERSHIP</b>		
Ada County	241,931	241,931
Ada County Highway District	241,931	241,931
Canyon County	118,802	118,802
Canyon Highway District No. 4	44,458	44,458
Golden Gate Highway District No.3	5,906	5,906
City of Boise	106,519	106,519
City of Caldwell	28,112	28,112
City of Eagle	15,198	15,198
City of Garden City	5,542	5,542
City of Greenleaf	397	397
City of Kuna	12,156	12,156
City of Meridian	56,388	56,388
City of Melba	260	260
City of Middleton	4,594	4,594
City of Nampa	48,932	48,932
City of Notus	251	251
City of Parma	974	974
City of Star	5,904	5,904
City of Wilder	807	807
Subtotal	939,062	939,062
<b>SPECIAL MEMBERSHIP</b>		
Boise State University	9,400	9,400
Capital City Development Corporation	9,400	9,400
Idaho Department of Environmental Quality	9,400	9,400
Idaho Transportation Department	9,400	9,400
Valley Regional Transit	9,400	9,400
Subtotal	47,000	47,000
<b>GRANTS AND SPECIAL PROJECTS</b>		
<b>FHWA/FTA - Consolidated Planning Grants</b>		
CPG - FY2021 K# 20050 Ada County (carryover)	168,747	168,747
CPG - FY2021 K# 20050 Canyon County (carryover)	59,290	59,290
CPG - FY2022 K# 20640 Ada County	1,048,580	1,048,580
CPG - FY2022 K# 20640 Canyon County	368,420	368,420
Sub Total CPG Grants	1,645,037	1,645,037
STP-TMA & STBG-U - K# 19920, FY2022 off-the-top funds for Planning	306,705	306,705
STP TMA - K# 19571, <i>Communities in Motion 2050</i> & carryover	170,316	170,316
STP TMA - K# 19303, Travel Survey Data Collection (carryover)	448,002	448,002
Subtotal	925,022	925,022
<b>OTHER REVENUE SOURCES</b>		
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	66,475
Idaho Transportation Department (Metroquest Survey Software)	55,000	55,000
Project Development reimbursement from the cities of Eagle and Star		35,000
Orthophotography - Participant Contributions	124,140	124,140
Interest Income	5,031	5,031
Subtotal	360,646	385,646
<b>TOTAL REVENUE; Dues, Federal Funds, and Other miscellaneous</b>	<b>3,916,767</b>	<b>3,941,767</b>
Draw From Fund Balance (CIM Implementation Grants)	100,000	100,000
Draw From Fund Balance (Matching funds for CIM carryover)	13,492	13,492
Draw From Fund Balance (Funds set aside for orthophotography flight)	125,860	125,860
Draw From Fund Balance (To fund revenue shortfall)	6,346	6,346
Subtotal	245,698	245,698
<b>TOTAL REVENUE, ALL RESOURCES</b>	<b>4,162,465</b>	<b>4,197,465</b>

EXPENSE	FY2022 Revision 1	FY2022 Revision 2
<b>SALARY, FRINGE &amp; CONTINGENCY</b>		
Salary	1,533,900	1,533,900
Fringe	726,300	726,300
Contingency (Overtime, Bonus, and Sick Time Trade)	19,000	19,000
Subtotal	2,279,200	2,279,200
<b>INDIRECT OPERATIONS &amp; MAINTENANCE</b>		
Indirect Costs	205,599	205,599
Subtotal	205,599	205,599
<b>DIRECT OPERATIONS &amp; MAINTENANCE</b>		
620001, Demographics and Growth Monitoring	2,500	2,500
653001, Communication and Education	40,800	40,800
661001, Long-Range Planning	238,807	238,807
661008, Bike Counter Management	19,800	19,800
685001, Transportation Improvement Program	5,800	5,800
685002, Project Development Program	75,000	110,000
685004, CIM Implementation Grants	100,000	100,000
702001, Air Quality Outreach	100,000	100,000
760001, Legislative Services	115,050	115,050
801001, Staff Development	40,000	40,000
820001, Committee Support	2,000	2,000
836001, Regional Travel Demand Model	17,200	17,200
838001, Travel Survey Data Collection	483,490	483,490
860001, Geographic Information System Maintenance	313,169	313,169
990001, Direct Operations and Maintenance	124,050	124,050
Subtotal	1,677,666	1,712,666
<b>TOTAL EXPENSE</b>	<b>4,162,465</b>	<b>4,197,465</b>

REVENUE AND EXPENSE SUMMARY		
TOTAL REVENUE	4,162,465	4,197,465
LESS: TOTAL EXPENSES	4,162,465	4,197,465
REVENUE EXCESS/(DEFICIT)	0	0

**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO  
FY2022 UNIFIED PLANNING WORK PROGRAM AND BUDGET - REVISION 2  
EXPENSES BY WORK PROGRAM NUMBER AND FUNDING SOURCE**

WORK PROGRAM NUMBER	Work Days	EXPENSES			EXPENSES								MATCH, LOCAL & OTHER FUNDING				TOTAL FUNDING SOURCES
		Labor & Indirect Cost	Direct Cost	Total Cost	FY21 CPG Ada County K# 20050 (74%)	FY21 CPG Canyon County K# 20050 (26%)	FY22 CPG Ada County K# 20640 (74%)	FY22 CPG Canyon County K# 20640 (26%)	STP-TMA Off The Top K# 19920	STP-TMA CIM 2050 K# 19751	STP-TMA Travel Survey K# 19303	Total Federal Funds	Required Match	Local Funds/FB	Other Revenue	Total Local & Other	
601001 UPWP/Budget Development and Federal Assu	91	70,708	-	70,708	466	164	25,818	9,071	30,000			65,518	5,190			5,190	70,708
601002 UPWP/Certification Review	36	29,123	-	29,123			19,969	7,016			26,986	2,138			2,138	29,123	
620001 Demographics and Growth Monitoring	101	73,602	2,500	76,102	2,562	900	27,420	9,634	30,000		70,516	5,586			5,586	76,102	
620002 Development Monitoring	72	56,069	-	56,069			31,045	10,908	10,000		51,953	4,115			4,115	56,069	
620003 Census 2020	23	16,431	-	16,431	137	48	11,130	3,910			15,225	1,206			1,206	16,431	
653001 Communication and Education Long-Range Planning	179	114,277	40,800	155,077							-		155,077		155,077	155,077	
661001 General Project Management	848	557,032	238,807	795,839	79,211	27,831	302,737	106,367		170,316	686,461	54,377		55,000	109,377	795,839	
661008 Bike Counter Management Resource Development/Funding	94	44,610	19,800	64,410	793	278	29,796	10,469			41,336	3,274	19,800		23,074	64,410	
685001 Transportation Improvement Program	403	257,345	5,800	263,145	10,823	3,803	80,812	28,393	120,000		243,830	19,315			19,315	263,145	
685002 Project Development Program	35	26,691	110,000	126,691	51,596	18,128	18,132	6,371			94,227	7,464		35,000	32,464	126,691	
685003 Grant Research and Development	177	124,412	-	124,412							-		124,412		124,412	124,412	
685004 CIM Implementation Grants	15	11,910	100,000	111,910	62	22	8,104	2,848			11,036	874	100,000		100,874	111,910	
<b>TOTAL PROJECTS</b>	<b>2,074</b>	<b>1,382,210</b>	<b>507,707</b>	<b>1,889,917</b>	<b>145,649</b>	<b>51,174</b>	<b>554,963</b>	<b>194,987</b>	<b>190,000</b>	<b>170,316</b>	<b>1,307,088</b>	<b>103,540</b>	<b>399,289</b>	<b>80,000</b>	<b>582,828</b>	<b>1,889,917</b>	
701001 Membership Services	157	112,573	-	112,573	362	127	76,827	26,993			104,310	8,262.87			8,263	112,573	
702001 Air Quality Outreach	14	10,000	100,000	110,000							-			110,000	110,000	110,000	
703001 Public Services	60	46,541	-	46,541							-		46,541		46,541	46,541	
704001 Air Quality Operations	126	104,873	-	104,873							-		38,398	66,475	104,873	104,873	
705001 Transportation Liaison Services	41	32,168	-	32,168	841	295	21,216	7,454			29,807	2,361			2,361	32,168	
760001 Legislative Services	53	56,550	115,050	171,600							-		171,600		171,600	171,600	
<b>TOTAL SERVICES</b>	<b>451</b>	<b>362,705</b>	<b>215,050</b>	<b>577,755</b>	<b>1,203</b>	<b>423</b>	<b>98,044</b>	<b>34,448</b>	<b>-</b>	<b>-</b>	<b>134,117</b>	<b>10,624</b>	<b>256,539</b>	<b>176,475</b>	<b>443,638</b>	<b>577,755</b>	
801001 Staff Development	106	69,632	40,000	109,632			47,745	16,775			64,521	5,111	40,000		45,111	109,632	
820001 Committee Support	210	133,218	2,000	135,218			91,345	32,094			123,440	9,778	2,000		11,778	135,218	
836001 Regional Travel Demand Model	178	141,330	17,200	158,530	13,615	4,784	81,373	28,591	20,000		148,362	10,168			10,168	158,530	
838001 Travel Survey Data Collection	47	37,318	483,490	520,808	194	68	25,394	8,922		448,002	482,580	38,227			38,227	520,808	
842001 Congestion Management Process	96	75,491	-	75,491	413	145	51,350	18,042			69,950	5,541			5,541	75,491	
842002 I-84 Corridor Operations Plan	35	27,790	-	27,790	144	51	18,910	6,644			25,750	2,040			2,040	27,790	
860001 Geographic Information System Maintenance	402	255,106	313,169	568,275	7,529	2,645	79,456	27,917	96,705		214,251	23,361	80,662	250,000	354,024	568,275	
<b>TOTAL SYSTEM MAINTENANCE</b>	<b>1,074</b>	<b>739,884</b>	<b>855,859</b>	<b>1,595,743</b>	<b>21,895</b>	<b>7,693</b>	<b>395,574</b>	<b>138,985</b>	<b>116,705</b>	<b>-</b>	<b>1,128,854</b>	<b>94,227</b>	<b>122,662</b>	<b>250,000</b>	<b>466,889</b>	<b>1,595,743</b>	
990001 Direct Operations / Maintenance	-	-	124,050	124,050							-		119,019	5,031	124,050	124,050	
991001 Support Services Labor	876	-	-	-							-				-	-	
999001 Indirect Operations/Maintenance	-	-	-	-							-				-	-	
<b>TOTAL INDIRECT/OVERHEAD</b>	<b>876</b>	<b>-</b>	<b>124,050</b>	<b>124,050</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>119,019</b>	<b>5,031</b>	<b>124,050</b>	<b>124,050</b>	
<b>GRAND TOTAL</b>	<b>4,475</b>	<b>2,484,799</b>	<b>1,712,666</b>	<b>4,187,465</b>	<b>168,747</b>	<b>59,290</b>	<b>1,048,580</b>	<b>368,420</b>	<b>306,705</b>	<b>170,316</b>	<b>2,570,059</b>	<b>208,390</b>	<b>897,509</b>	<b>521,506</b>	<b>1,617,406</b>	<b>4,197,465</b>	

**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO  
FY2022 UNIFIED PLANNING WORK PROGRAM AND BUDGET - REVISION 2  
DIRECT EXPENSE SUMMARY**

DESCRIPTION		TOTAL DIRECT	PROFESSIONAL SERVICES (830)	EQUIPMENT / SOFTWARE (834)	TRAVEL / EVENTS / EDUCATION (840)	PRINTING (860)	OTHER (863)	PUBLIC INVOLVEMENT (864)	MEETING SUPPORT (865)	LEGAL / LOBBYING (872)	CARRY- FORWARD
620001	Demographics and Growth Monitoring	2,500					2,500				
653001	Communication and Education	40,800	19,900			600		20,300			
661001	Long-Range Planning	238,807	202,307			1,500		35,000			
661008	Bike Counter Management	19,800	-	19,800							
685001	Transportation Improvement Program	5,800						5,800			
685002	Project Development Program	110,000	110,000								
685004	CIM Implementation Grants	100,000	100,000								
702001	Air Quality Outreach	100,000	100,000								
760001	Legislative Services	115,050			18,000		11,100			85,950	
801001	Staff Development	40,000			40,000						
820001	Committee Support	2,000						2,000			
836001	Regional Travel Demand Model	17,200	17,200								
838001	Travel Survey Data Collection	483,490	483,490								
860001	Geographic Information System Maintenance	313,169	250,000	63,169							
990001	Direct Operations / Maintenance										
	Phone System (CISCO is at end of life)	20,000		20,000							
	Workspace buildout	18,000		18,000							
	New/replacement hardware and software	10,000		10,000							
	Transit network planning software	19,250		19,250							
	Cube renewal; Cube Land	15,000		15,000							
	Migrate website from Dreamweaver	10,200	10,200								
	AICP and APBP Webinar series	1,600			1,600						
	Tools of the Trade sponsorship	6,000			6,000						
	Membership dues for COMPASS	17,000								17,000	
	Other: board lunch, staff gifts, meeting refreshments, misc.	7,000							7,000		
<b>GRAND TOTAL</b>		<b>1,712,666</b>	<b>1,293,097</b>	<b>165,219</b>	<b>65,600</b>	<b>2,100</b>	<b>13,600</b>	<b>61,100</b>	<b>9,000</b>	<b>102,950</b>	<b>-</b>

**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO  
 FY2022 UNIFIED PLANNING WORK PROGRAM AND BUDGET - REVISION 2  
 INDIRECT OPERATIONS AND MAINTENANCE EXPENSE SUMMARY**

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



**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO  
FY2022 UNIFIED PLANNING WORK PROGRAM AND BUDGET - REVISION 2  
WORKDAY ALLOCATION SUMMARY**

WORK PROGRAM DESCRIPTION		LEAD STAFF	DIRECTORS	PLANNING	COMMUNICATIONS	OPERATIONS	TOTAL
601001	UPWP/Budget Development and Federal Assurances	ML	29	5	2	55	91
601002	UPWP/Certification Review	AL	6	22	8	-	36
620001	Demographics and Growth Monitoring	CM	-	95	6	-	101
620002	Development Monitoring	CM	-	71	1	-	72
620003	Census 2020	CM	-	23	-	-	23
653001	Communication and Education	AL	12	17	150	-	179
	Long-Range Planning	LI					
661001	General Project Management	LI	10	749	89	-	848
661008	Bike Counter Management	BC	-	94	-	-	94
	Resource Development/Funding	TT					
685001	Transportation Improvement Program	TT	12	346	45	-	403
685002	Project Development Program	DH	-	35	-	-	35
685003	Grant Research and Development	DH	8	164	5	-	177
685004	CIM Implementation Grants	DH	-	15	-	-	15
<b>TOTAL PROJECTS</b>			<b>77</b>	<b>1,636</b>	<b>306</b>	<b>55</b>	<b>2,074</b>
701001	Membership Services	LI	-	152	5	-	157
702001	Air Quality Outreach	AL	-	-	14	-	14
703001	Public Services	MW	-	58	2	-	60
704001	Air Quality Operations	ML	65	-	13	48	126
705001	Transportation Liaison Services	MS	12	22	7	-	41
760001	Legislative Services	MS	53	-	-	-	53
<b>TOTAL SERVICES</b>			<b>130</b>	<b>232</b>	<b>41</b>	<b>48</b>	<b>451</b>
801001	Staff Development	ML	6	77	17	6	106
820001	Committee Support	ML	10	100	100	-	210
836001	Regional Travel Demand Model	MW	-	178	-	-	178
838001	Travel Survey Data Collection	MW	-	47	-	-	47
842001	Congestion Management Process	MW	-	94	2	-	96
842002	I-84 Corridor Operations Plan	MW	-	35	-	-	35
860001	Geographic Information System Maintenance	EA	-	402	-	-	402
<b>TOTAL SYSTEM MAINTENANCE</b>			<b>16</b>	<b>933</b>	<b>119</b>	<b>6</b>	<b>1,074</b>
<b>TOTAL DIRECT</b>			<b>223</b>	<b>2,801</b>	<b>466</b>	<b>109</b>	<b>3,599</b>
991001	Support Services Labor	ML	237	189	99	351	876
<b>TOTAL INDIRECT/OVERHEAD</b>			<b>237</b>	<b>189</b>	<b>99</b>	<b>351</b>	<b>876</b>
<b>TOTAL LABOR</b>			<b>460</b>	<b>2,990</b>	<b>565</b>	<b>460</b>	<b>4,475</b>

<b>PROGRAM NO.</b>	601				<b>CLASSIFICATION:</b>	Project	
<b>TITLE:</b>	UPWP Budget Development and Monitoring						
<b>TASK / PROJECT DESCRIPTION:</b>	Monitor and amend, as necessary, the FY2022 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 FY2023 UPWP. Attain compliance on all federal requirements of transportation planning implemented under applicable federal transportation bills.						
<b>PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:</b>	The UPWP is a comprehensive work plan that coordinates federally funded transportation planning and transportation related planning activities in the region and identifies the related planning budget.						
<b>FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW</b>	Federal Code 23 CFR § 450.308 (b) An MPO shall document metropolitan transportation planning activities performed with funds provided under title 23 U.S.C. and title 49 U.S.C. Chapter 53 in a unified planning work program (UPWP) or simplified statement of work in accordance with the provisions of this section and 23 CFR part 420.						
<b>FY2022 BENCHMARKS</b>							
<b>MILESTONES / PRODUCTS</b>							
<b>FY2022 UPWP</b>							
Process and track revenues and expenditures for the FY2022 UPWP and related transportation grants Process required state and local agreements and other required paperwork for transportation grants							Ongoing As Needed
<b>Process and obtain Board approval of FY2022 UPWP revisions</b>							
Distribute revisions of the FY2022 UPWP to the Idaho Transportation Department for tracking purposes Distribute revisions of the FY2022 UPWP to the Federal Highway Administration and the Federal Transit Administration for approval							As Needed
<b>FY2023 UPWP Development</b>							
Develop process and schedule for the FY2023 UPWP Solicit membership input on possible transportation planning projects and associated needs for FY2023 Submit initial revenue assessment for FY2023 to the Finance Committee for input Obtain Board approval on FY2023 General and Special membership dues							Nov Jan-Feb Mar Apr
<b>Present FY2023 UPWP</b>							
Present draft FY2023 UPWP to Finance Committee for input and feedback Present draft FY2023 UPWP to Finance Committee for recommendation Submit FY2023 UPWP to Board for adoption Submit and obtain approval from Federal Highway Administration of FY2023 UPWP Distribute FY2023 UPWP to the Idaho Transportation Department and Federal Transit Administration							Jun Jul Aug Aug Aug
<b>Track Federal requirements as related to Self-Certification</b>							
Compliance with federal requirements							Ongoing
<b>Track federal requirements as related to Regional Transportation Improvement Program and the Long-Range Transportation Plan</b>							
Document and prepare for Federal Certification Review Monitor federal changes through the Federal Register							Ongoing
<b>Certification Review</b>							
Work with federal agencies to set up review Respond to questions and prepare materials for submission prior to in-person review Host the certification review team for the certification review Receive final report and prepare necessary responses Inform the COMPASS Board of Directors of the certification review Develop corrective action plan as necessary							Mar Mar Apr Jul Aug Aug Aug
<b>LEAD STAFF:</b>	Meg Larsen				<b>Expense Summary</b>		
<b>END PRODUCTS:</b> FY2022 UPWP revisions; FY2023 UPWP; 2022 certification review, and maximize funding opportunities.					Total Workdays: 127		
					Salary \$ 62,884		
					Fringe 28,412		
					Overhead 8,536		
					Total Labor Cost: 99,831		
<b>ESTIMATED DATE OF COMPLETION:</b>					September-2022		
<b>Funding Sources</b>					<b>Participating Agencies</b>		
	Ada	Canyon	Special	Total	Member Agencies		
CPG, K20050	\$ 466	\$ 164		\$ 630	Federal Highway Administration		
CPG, K20640	\$ 45,787	\$ 16,087		61,874	Federal Transit Administration		
STP-TMA, K19920			30,000	30,000			
Local / Fund Bal	5,422	1,905		7,328			
<b>Total:</b>	<b>\$ 51,675</b>	<b>\$ 18,156</b>	<b>\$ 30,000</b>	<b>\$ 99,831</b>			
					<b>DIRECT EXPENDITURES:</b>		
					Professional Services \$ -		
					Legal / Lobbying		
					Equipment Purchases		
					Travel / Education		
					Printing		
					Public Involvement		
					Meeting Support		
					Other		
					Total Direct Cost: \$ -		
					601 Total Cost: \$ 99,831		

<b>PROGRAM NO.</b>	620			<b>CLASSIFICATION:</b>	Project	
<b>TITLE:</b>	<b>Demographics and Growth Monitoring</b>					
<b>TASK / PROJECT DESCRIPTION:</b>	To collect, analyze, and report on growth and transportation patterns related to goals in the regional long-range transportation plan. This includes providing demographic data, such as population and employment estimates, Census 2020 data review, providing relevant information for local decision-making, and updating demographic forecasts based on new entitlements and policies.					
<b>PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:</b>	Tracking and monitoring growth and system demands are critical to several planning efforts: 1) <i>Communities in Motion</i> as well as other corridor, subarea, and alternative analyses depend on accurate data and assumptions about current and future transportation, housing, and infrastructure demands; 2) The travel demand model also requires current and accurate housing and employment data; 3) Accessing, mapping, and disseminating census data and training enables member agencies to have data for studies, grants, land use allocation demonstration modeling, and other analyses, and is an often requested member service; 4) Development review, 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) Census data review enables COMPASS data to reflect the results of the 2020 Census.					
<b>FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:</b>	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...."					
<b>FY2022 BENCHMARKS</b>						
<b>MILESTONES / PRODUCTS</b>						
<b>Population and Employment Estimates</b>						
Data collection and geocoding of building permits					Ongoing	
Compare and align population estimates with 2020 census counts					Oct	
Complete 2021 employment data					Mar	
Complete 2021 Development Monitoring Report					Mar	
Complete 2022 population estimates and receive Board acceptance					Apr	
<b>Development Forecasting, Tracking, and Reconciliation</b>						
Update preliminary plat files and other entitled development					Ongoing	
Reconcile CIM 2050 preferred growth scenario with entitlements					Apr	
Evaluate land use models and scenario planning tools for next long-range plan						
<b>Housing Analysis</b>						
Develop housing and demographic profile					Mar	
Establish steering committee for housing evaluation					June	
Issue Request For Proposals, and select consultant					Sept	
<b>Demographics Support</b>						
Respond to member requests for census data					Ongoing	
Provide development and policy reviews and checklists					Ongoing	
Provide fiscal impact analysis per policy					Ongoing	
Development checklist report					Mar	
LEAD STAFF: Carl Miller					<b>Expense Summary</b>	
END PRODUCT: Demographic products: 1) 2022 population estimates; 2) 2021 employment estimates; 3) Census 2020 data review; 4) 2021 Development Monitoring Report updated; 5) annual demographic reconciliation; 5) housing analysis RFP; and 6) development checklist report.						
Total Workdays: 196						
Salary \$ 92,030						
Fringe 41,581						
Overhead 12,492						
Total Labor Cost: 146,102						
ESTIMATED DATE OF COMPLETION: September-2022					<b>DIRECT EXPENDITURES:</b>	
<b>Funding Sources</b>				<b>Participating Agencies</b>		
	Ada	Canyon	Special	Total		Member Agencies
CPG, K20050	\$ 2,699	\$ 948		\$ 3,648		Housing authorities and other housing stakeholders
CPG, K20640	69,595	24,452		94,047		
STP-TMA, K19920			40,000	40,000		
Local / Fund Bal	8,071	2,836		10,907		
<b>Total:</b>	<b>\$ 80,365</b>	<b>\$ 28,236</b>	<b>\$ 40,000</b>	<b>148,602</b>		
						Professional Services
						Legal / Lobbying
					Equipment Purchases	
					Travel / Education	
					Printing	
					Public Involvement	
					Meeting Support	
					Other 2,500	
					<b>Total Direct Cost: \$ 2,500</b>	
					<b>620 Total Cost: \$ 148,602</b>	

<b>PROGRAM NO.</b>	653				<b>CLASSIFICATION:</b>	Project
<b>TITLE:</b>	Communication and Education					
<b>TASK / PROJECT DESCRIPTION:</b>	The Communication and Education task broadly includes external communications, public relations, public involvement, public education, and ongoing COMPASS Board education. Specific elements of the task include, but are not limited to, managing the ongoing COMPASS education series, the annual COMPASS 101 workshop, periodic Board workshops, and the Leadership in Motion awards program; writing the annual report, <i>Keeping Up With COMPASS</i> newsletter, brochures, web content, news releases, and other documents; managing COMPASS' social media channels; supporting the Public Participation Workgroup; and representing COMPASS at open houses and other events.					
<b>PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:</b>	The Communication and Education program helps COMPASS facilitate public involvement in, and understanding of, transportation and related planning efforts by planning and implementing an integrated communications/education and public involvement strategy.					
<b>FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:</b>	Federal Code 23 CFR § 450.316 requires public input and involvement in metropolitan planning organization planning activities. Public involvement for specific programs (e.g., regional transportation improvement program, regional long-range transportation plan [ <i>Communities in Motion</i> ]) is planned 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.					
<b>FY2022 BENCHMARKS</b>						
<b>MILESTONES / PRODUCTS</b>						
<b>General</b> Continue work with media -- set up interviews, develop story ideas, respond to inquiries, write/distribute news releases Support work of Public Participation Workgroup Implement the COMPASS participation plan; work toward goals established in the plan Provide outreach/public speaking support and training to staff						Ongoing Ongoing Ongoing
<b>Develop tools, such as electronic and print materials, designed for most effective means of communication</b> Maintain and enhance COMPASS social media channels Continually update the COMPASS website to improve usability and keep content up to date Develop the FY2021 annual report, annual budget summary, and annual communication summary Write and distribute monthly update handout Write and distribute monthly Keeping Up With COMPASS newsletter Update/develop other print materials as appropriate						Ongoing Ongoing Oct - Dec Ongoing Ongoing Ongoing
<b>Education and community outreach</b> Develop and implement FY2022 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
<b>LEAD STAFF:</b> Amy Luft					<b>Expense Summary</b>	
<b>END PRODUCT:</b> Public involvement in, and understanding of, transportation planning and related issues.						
					Total Workdays: 179	
					Salary	\$ 71,983
					Fringe	32,523
					Overhead	9,771
					Total Labor Cost: 114,277	
<b>ESTIMATED DATE OF COMPLETION:</b> September-2022					<b>DIRECT EXPENDITURES:</b>	
<b>Funding Sources</b>				<b>Participating Agencies</b>		
CPG, K20640 STP-TMA, K19920	Ada	Canyon	Special	Total	Member Agencies	
				\$ -		
Local / Fund Bal			155,077	155,077	Professional Services	\$ 19,900
				-	Legal / Lobbying	
					Equipment Purchases	
					Travel / Education	
					Printing	600
					Public Involvement	20,300
					Meeting Support	
					Other	
					Total Direct Cost: \$ 40,800	
					653	Total Cost: \$ 155,077

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<b>PROGRAM NO.</b>		661		<b>CLASSIFICATION:</b>		Project	
<b>TITLE:</b>		Long Range Planning					
<b>TASK / PROJECT DESCRIPTION:</b>		This project encompasses the activities to identify regional transportation needs and solutions, and prepare a regional long-range transportation plan, <i>Communities in Motion</i> (CIM), for Ada and Canyon Counties. This task also incorporates implementation support for the adopted long-range transportation plan and ongoing long-range planning activities.					
<b>PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:</b>		<i>Communities in Motion</i> (CIM) is developed in cooperation with member agencies, local governments and the Idaho Transportation Department by a continuing, cooperative, and comprehensive planning process. This performance and outcome-based planning will help guide resources to infrastructure and service projects that collectively help achieve the regional (CIM) goals.					
<b>FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:</b>		Federal Code 23 CFR § 450 "Fixing America's Surface Transportation Act" (FAST Act) requires that the regional long-range transportation plan be updated every four years in areas with more than 200,000 people or with air quality issues. Since the area meets the test on both criteria, a new plan has to be adopted by 2019. 23 USC 150-- establishes national goals and a performance program, in consultation with stakeholders, including metropolitan planning organizations. The purpose is to provide a means to the most efficient investment of federal transportation funds.					
<b>FY2022 BENCHMARKS</b>							
<b>MILESTONES / PRODUCTS</b>							
<b>661001 General Project Management</b>							
Work with the Regional Transportation Advisory Committee, workgroups and the COMPASS Board to develop CIM 2050							Oct-Dec
Monitor legislative, funding, etc. changes							Ongoing
Compile 2021 updates to CIM 2040 2.0							Jan
Update financial forecast							Apr
Describe needed transportation investments							May
Identify likely environmental concerns and mitigation strategies							May
Draft technical documents							May
Prepare draft plan for public comment							Aug
<b>Roadways</b>							
Integrate results of congestion management process							Feb
Integrate complete network policy to transportation improvements							Mar
Develop transportation demand management (TDM) strategies							Mar
Identify needed roadway improvements							Apr
<b>Freight</b>							
Work with Freight Advisory Workgroup to identify freight related needs for CIM 2050							Mar
Help member agencies identify freight projects and develop funding applications							Ongoing
<b>Active Transportation (bicycle and pedestrian)</b>							
Develop estimate of pathway maintenance needs							Jan
Develop regional pathway implementation plan/strategy (including rails with trails)							Jan
Identify needed active transportation improvements							Apr
<b>Public Transportation</b>							
Update High Capacity Transit Study for 2020/2050 data							Dec
Develop list of public transportation investments and a phasing plan							Apr
Develop park and ride implementation plan							May
<b>Performance Management</b>							
Update asset management information							Jan
Update federally required performance targets as needed							May
Complete TIP Achievement reporting process							Aug
Assess impacts of growth and transportation scenario and needed transportation investments							June
Share performance information with stakeholders and decision-makers							Sep
<b>Public Involvement</b>							
Conduct public involvement according to the work plan							Oct-Sep
<b>Coordinated Public Transit-Human Services Transportation Plan Update</b>							
Work with stakeholders to identify transportation service needs and strategies							Oct
Conduct public involvement period and outreach activities for draft plan							Jan
Finalize plan incorporating public and stakeholder input							Mar
Adopt plan through committee and Board review processes at COMPASS and VRT							Apr
<b>661008 Bike Counter Management</b>							
Manage portable counter requests							Ongoing
Manage permanent counter program and COMPASS Data Bike							Ongoing
Manage and report data							Ongoing
<b>LEAD STAFF:</b>						<b>Expense Summary</b>	
Liisa Itkonen							
<b>END PRODUCT:</b> Implementation of <i>Communities in Motion 2050</i> work plan, including financial forecast, lists of needed transportation improvements, and draft plan documents; summary of project updates in CIM 2040 2.0; bicycle and pedestrian data; Coordinated Public Transit-Human Services Transportation Plan.							
						Total Workdays: 942	
						Salary \$ 378,974	
						Fringe 171,227	
						Overhead 51,440	
						Total Labor Cost: 601,641	
<b>ESTIMATED DATE OF COMPLETION:</b>						September-2022	
<b>Funding Sources</b>				<b>Participating Agencies</b>			
	Ada	Canyon	Special	Total	Member Agencies	Professional Services \$ 202,307	
CPG, K20050	\$ 80,003	\$ 28,109		\$ 108,112	ITD	Legal / Lobbying	
CPG, K20640	332,533	116,836		449,369	FHWA	Equipment Purchases 19,800	
STP-TMA, K19920			170,316	170,316	FTA	Travel / Education	
STP-TMA, K19571			55,000	55,000		Printing 1,500	
ITD, survey software			19,800	77,451		Public Involvement 35,000	
Local / Fund Bal	42,662.10	14,989.38		-		Meeting Support	
						Carry-Forward	
						Total Direct Cost: \$ 258,607	
<b>Total:</b>	<b>\$ 455,198</b>	<b>\$ 159,934</b>	<b>\$ 245,116</b>	<b>\$ 860,248</b>	661	<b>Total Cost: \$ 860,248</b>	

<b>PROGRAM NO.</b>	685			<b>CLASSIFICATION:</b>	Project
<b>TITLE:</b>	Resource Development/Funding				
<b>TASK / PROJECT DESCRIPTION:</b>	Develop a FY2023-2029 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 FY2022-2028 TIP. COMPASS staff, with consultant assistance, will assist member agencies in taking project ideas and transforming them into well-defined projects with cost estimates, purpose and need statements, environmental scans, and public information plans. Grant research, development and grant administration is expected to secure additional funding into the region. COMPASS will award <i>Communities in Motion</i> (CIM) Implementation Grants to member agencies after appropriate outreach, prioritization, and contract due diligence.				
<b>PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:</b>	Implement requested projects by member agencies, and leverage local dollars. Well defined and scoped projects with accurate project costs and schedules allow strong grant applications, linked closely with CIM 2040 goals and performance measures, increase the delivery of funded projects on time and on budget. These efforts provide the necessary federal documentation for member agencies to obtain federal funding for transportation projects. Staff provides assistance to member agencies to ensure projects meet deadlines and do not lose federal funding through project monitoring and committee participation.				
<b>FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:</b>	The task is designed to help identify additional revenue sources for member agencies to assist in funding improvements and on-going maintenance of the transportation system; also assists member agencies in implementing the regional long-range transportation plan, <i>Communities in Motion 2040 2.0</i> , and the annual TIP. Under 12 CFR § 450.306 and 23 CFR § 450.324, COMPASS is required to develop a TIP in cooperation with ITD and public transportation operators. Certain additional requirements are required in the Boise Urbanized Area because it is considered a Transportation Management Area (TMA). The TIP is required to be updated every four years; however, COMPASS follows the update cycle of ITD's Idaho Transportation Investment Program (ITIP), which is updated annually. All projects receiving federal funding or considered regionally significant must be consistent with the regional long-range transportation plan. The TIP is tied to the Air Quality Conformity Demonstration to ensure funded projects do not violate budgets set in the State Implementation Plan (SIP) (air quality budgets for the State of Idaho). The TIP is also scrutinized in the federal Certification Review.				
<b>FY2022 BENCHMARKS</b>					
<b>MILESTONES / PRODUCTS</b>					
<b>685001 Transportation Improvement Program</b> Update funding application process Conduct member outreach Solicit project applications Assist members with developing complete applications Facilitate ranking of project applications Assign projects to funding programs Develop the final FY2023-2029 Regional Transportation Improvement Program Incorporate reporting methods for federal performance targets, prior to deadlines Monitor and track FY2022-2028 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 assistance to Valley Regional Transit (VRT) Update the Resource Development Plan					Oct-Sept
<b>685002 Project Development Program</b> Select, contract with, and manage consultants Manage project development teams Review/revise, approve, and disseminate reports					Oct-Sept
<b>685003 Grant Research and Development</b> Seek funding for project needs listed in the Resource Development Plan Monitor grant sources; share grant information Match grant sources with unfunded members needs Write/assist member agencies with grant applications - INFRA, RAISE, CDBG, etc.					Oct-Sept
<b>685004 CIM Implementation Grants</b> Administer contracting/reporting/billing processes Manage projects to ensure completion on time and on budget					Oct-Sept
<b>LEAD STAFF:</b> Toni Tisdale				<b>Expense Summary</b>	
<b>END PRODUCTS:</b> Current-year TIP amendments and TIP update. Annual Resource Development Plan. Project Development Program pre-concept reports. Application assistance. CIM Implementation Grants.					
<b>ESTIMATED DATE OF COMPLETION:</b> September-2022				Total Workdays: 630	
				Salary \$ 264,784	
				Fringe 119,634	
				Overhead 35,941	
				Total Labor Cost: 420,358	
<b>Funding Sources</b>				<b>Participating Agencies</b>	
	Ada	Canyon	Special	Total	Member Agencies
CPG, K20050	\$ 62,480	\$ 21,953		\$ 84,433	
CPG, K20640	107,048	37,612		144,660	
STP-TMA, K19920			120,000	120,000	
Cities of Eagle and Star			35,000	35,000	
Local / Fund Bal	20,463	7,190	224,412	252,065	
<b>Total:</b>	<b>\$ 189,992</b>	<b>\$ 66,754</b>	<b>\$ 379,412</b>	<b>\$ 636,158</b>	
				DIRECT EXPENDITURES:	
				Professional Services \$ 210,000	
				Legal / Lobbying	
				Equipment Purchases	
				Travel / Education	
				Printing	
				Public Involvement 5,800	
				Meeting Support	
				Other	
				Total Direct Cost: \$ 215,800	
				685 Total Cost: \$ 636,158	



<b>PROGRAM NO.</b>	702			<b>CLASSIFICATION:</b>	Service
<b>TITLE:</b>	Air Quality Outreach				
<b>TASK / PROJECT DESCRIPTION:</b>	The Air Quality Outreach program supports the Idaho Department of Environmental Quality (DEQ) and the Air Quality Board in their outreach efforts regarding air quality in the Treasure Valley through coordinating an multi-agency outreach and education program.				
<b>PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:</b>	Air quality has been an ongoing issue in the Treasure Valley for over 30 years. While many steps have been taken to limit the release of air quality pollutants, individual behaviors must also change to achieve an improvement, or even a lack of degradation, in air quality. Outreach and education on air quality issues and steps individuals can take to curb individual air quality emissions are necessary to bring about this change.				
<b>FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:</b>	COMPASS will assist DEQ and the Air Quality Board in fulfilling requirements for outreach and education as outlined in Title 39, Section 116B of Idaho code, which states, (1) The board shall...provide for the implementation of a motor vehicle inspection and maintenance program...[and]...provide for: ...(g) A fee, bond or insurance which is necessary to carry out the provisions of this section and <u>to fund an air quality public awareness and outreach program.</u> ( <a href="http://www.legislature.idaho.gov/ldstat/Title39/T39CH1SECT39-116B.htm">http://www.legislature.idaho.gov/ldstat/Title39/T39CH1SECT39-116B.htm</a> ).				
<b>FY2022 BENCHMARKS</b>					
<b>MILESTONES / PRODUCTS</b>					
<b>Outreach</b> Coordinate a multi-agency air quality outreach and education program, focusing on how individuals can help curb air pollution.					Ongoing
<b>LEAD STAFF:</b> Amy Luft					<b>Expense Summary</b>
<b>END PRODUCT:</b> Increased public understanding of air quality issues and an individual's role in curbing air pollution through assisting DEQ and the Air Quality Board in outreach and communication efforts.					<b>Total Workdays:</b> 14 Salary \$ 6,299 Fringe 2,846 Overhead 855 <b>Total Labor Cost:</b> \$ 10,000
<b>ESTIMATED DATE OF COMPLETION:</b> September-2022					<b>DIRECT EXPENDITURES:</b>
<b>Funding Sources</b>				<b>Participating Agencies</b>	
	Ada	Canyon	Special	Total	Department of Environmental Quality Ada County Air Quality Board  Professional Services \$ 100,000 Legal / Lobbying Equipment Purchases Travel / Education Printing Public Involvement Meeting Support Other
DEQ/AQB			110,000	110,000	
				-	
<b>Total:</b>	\$ -	\$ -	\$ 110,000	\$ 110,000	<b>Total Direct Cost:</b> \$ 100,000 <b>702 Total Cost:</b> \$ 110,000



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

<b>FY2022 BENCHMARKS</b>	<b>MILESTONES / PRODUCTS</b>
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<b>Provide assistance to public and non-member entities, as requested, in the areas of:</b> Geographic Information Systems (GIS) (maps, data, and analyses) Data and travel demand modeling 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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<b>LEAD STAFF:</b>	Mary Ann Waldinger				<b>Expense Summary</b>	
<b>END PRODUCT:</b>	Information assistance to the general public.				<b>Total Workdays:</b>	60
					Salary	\$ 29,316
					Fringe	13,246
					Overhead	3,979
					<b>Total Labor Cost:</b>	46,541
<b>ESTIMATED DATE OF COMPLETION:</b>	September-2022				<b>DIRECT EXPENDITURES:</b>	\$ -
<b>Funding Sources</b>				<b>Participating Agencies</b>		
	Ada	Canyon	Special	Total	Member Agencies	
				\$ -		
Local / Fund Bal			46,541	\$ 46,541		
				-		
<b>Total:</b>	\$ -	\$ -	\$ 46,541	\$ 46,541	<b>Total Direct Cost:</b>	\$ -
					<b>703</b>	<b>Total Cost:</b> \$ 46,541

<b>PROGRAM NO.</b>	704			<b>CLASSIFICATION:</b>	Service	
<b>TITLE:</b>	Air Quality Operations					
<b>TASK / PROJECT DESCRIPTION:</b>	To provide COMPASS labor supporting the ongoing administrative functions related to the operations of Air Quality Board. Areas include: personnel management, financial management, information technology management, procurement, contracting, and general administration. Work with independent auditor on annual audit.					
<b>PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:</b>	Assisting COMPASS'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.					
<b>FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW</b>	There is no federal requirement for this service.					
<b>FY2022 BENCHMARKS</b>						
<b>MILESTONES / PRODUCTS</b>						
<b>General Administration</b>						
Provide meeting coordination, materials, and follow-up to the Board					Ongoing	
Conduct appropriate procurement processes and prepare contracts, as needed					As needed	
Facilitate updates to Air Quality Rules and Regulations, as needed					As needed	
Monitor general workplace and personnel needs					Ongoing	
Provide administrative assistance for agency needs					Ongoing	
<b>Personnel Management</b>						
Prepare and complete recruitment processes					As needed	
Conduct employee annual evaluations						
<b>Financial Management</b>						
Close FY2021 financial records and begin FY2022					Oct-Nov	
Provide annual audit support and complete financial reports					Oct-Dec	
Complete AQB annual Audit Report					Jan	
Prepare and distribute year-end payroll reports					Jan	
Prepare financial reports for review by the Air Quality Board					Quarterly	
Maintain inventory of furniture, equipment, hardware and software					Ongoing	
<b>Information Technology</b>						
Work with software provider to meet program needs and implement improvements and updates					Ongoing	
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						
<b>LEAD STAFF:</b>	Meg Larsen				<b>Expense Summary</b>	
End Product: Using the skills of COMPASS staff, provide for the administrative functions of the Air Quality Board.					Total Workdays: 126	
					Salary \$ 66,059	
					Fringe 29,847	
					Overhead 8,967	
					Total Labor Cost: 104,873	
<b>ESTIMATED DATE OF COMPLETION:</b>					<b>DIRECT EXPENDITURES:</b>	
September-2022					Professional Services \$ -	
Funding Sources					Legal / Lobbying	
Participating Agencies					Equipment Purchases	
Air Quality Board	Ada	Canyon	Special	Total	Travel / Education	
			\$ 104,873	\$ 104,873	Printing	
					Public Involvement	
					Meeting Support	
					Other	
					Total Direct Cost: \$ -	
<b>Total:</b>	\$ -	\$ -	\$ 104,873	104,873	704	Total Cost: \$ 104,873

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

<b>FY2022 BENCHMARKS</b>	<b>MILESTONES / PRODUCTS</b>
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Attend member agency meetings and coordinate transportation-related planning activities with member agencies.	Ongoing
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<b>LEAD STAFF:</b> Matt Stoll	<b>Expense Summary</b>
<b>END PRODUCT:</b> Ongoing staff liaison role to member agencies.	
<b>ESTIMATED DATE OF COMPLETION:</b> September-2022	<b>Total Workdays:</b> 41
	Salary \$ 20,263
	Fringe 9,155
	Overhead 2,750
	<b>Total Labor Cost:</b> 32,168
<b>Funding Sources</b>	<b>DIRECT EXPENDITURES:</b>
	Professional Services \$ -
	Legal / Lobbying
	Equipment Purchases
	Travel / Education
	Printing
	Public Involvement
	Meeting Support
	Other
	<b>Total Direct Cost:</b> \$ -
<b>Total:</b>	<b>705 Total Cost:</b> \$ 32,168

<b>PROGRAM NO.</b>	760			<b>CLASSIFICATION:</b>	Service	
<b>TITLE:</b>	Legislative Services					
<b>TASK / PROJECT DESCRIPTION:</b>	Work with and manage the contract for legislative services. Identify, review, monitor, advocate and report to the COMPASS Board on pending state and federal legislation that directly or indirectly relates to COMPASS priorities and activities.					
<b>PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:</b>	To secure funding and influence policies on relevant transportation-related legislation at the federal and state levels.					
<b>FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:</b>	There is no federal requirement for this process. The Board works together to identify and prioritize needs and projects.					
<b>FY2022 BENCHMARKS</b>						
<b>MILESTONES / PRODUCTS</b>						
<b>Federal Legislative Priorities</b> Work with COMPASS Executive Committee to identify priorities and position statements for federal legislation Obtain COMPASS Board approval of federal legislative priorities Educate and advocate on federal legislative priorities Evaluate possible legislative priorities for next federal legislative session					Oct-Nov Nov-Dec Dec-Sep May-Sep	
<b>State Legislative Priorities</b> Work with Executive Committee to identify possible priorities and position statements for FY2022 legislative session Obtain Board endorsement of FY2022 legislative priorities Educate and advocate on FY2022 legislative priorities Evaluate possible legislative priorities for FY2022 legislative session					Oct-Nov Nov-Dec Dec-Apr May-Sep	
<b>LEAD STAFF:</b>	Matt Stoll				<b>Expense Summary</b>	
<b>END PRODUCT:</b>	An effective advocacy program for legislative issues and positions that have been approved by the Board.				Total Workdays: 53	
					Salary \$ 35,621	
					Fringe 16,094	
					Overhead 4,835	
					Total Labor Cost: 56,550	
<b>ESTIMATED DATE OF COMPLETION:</b>				September-2022		
<b>Funding Sources</b>				<b>Participating Agencies</b>		
	Ada	Canyon	Special	Total	DIRECT EXPENDITURES: Professional Services Legal / Lobbying \$ 85,950 Equipment Purchases Travel / Education 18,000 Printing Public Involvement Meeting Support Other 11,100  Total Direct Cost: \$ 115,050 Total Cost: 171,600	
			171,600	\$ 171,600		
Local / Fund Bal				-		
<b>Total:</b>	\$ -	\$ -	\$ 171,600	\$ 171,600		
				760		

<b>PROGRAM NO.</b>	801			<b>CLASSIFICATION:</b>	System Maintenance
<b>TITLE:</b>	Staff Development				
<b>TASK / PROJECT DESCRIPTION:</b>	To provide staff with resources necessary to keep them informed of federal and state regulations, current transportation planning technologies, and best practices and activities nationally.				
<b>PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:</b>	The activities of this task are part of the overall continuous process to enhance technical and professional capacity. It is important that staff be informed and educated on new regulations and practices to develop and maintain a responsive transportation program.				
<b>FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:</b>	There are no federal or state requirements concerning provision of staff training; however, COMPASS provides staff with opportunities for training and education. Training examples include attending workshops and conferences sponsored by Federal Highway Administration, National Association of Regional Councils, American Planning Association, Western Planners, Association of Metropolitan Planning Organizations, and the Transportation Research Board, etc., to keep staff well informed.				
<b>FY2022 BENCHMARKS</b>					
				<b>MILESTONES / PRODUCTS</b>	
Staff training and development				Ongoing	
<b>LEAD STAFF:</b> Meg Larsen				<b>Expense Summary</b>	
<b>END PRODUCT:</b> Maintain staff knowledge of federal grant requirement needs and changes and build a strong team through national and local seminars, workshops, conferences, and educational classes.				Total Workdays: 106	
				Salary \$ 43,861	
				Fringe 19,817	
				Overhead 5,954	
				Total Labor Cost: 69,632	
<b>ESTIMATED DATE OF COMPLETION:</b> September-2022				<b>DIRECT EXPENDITURES:</b>	
<b>Funding Sources</b>				<b>Participating Agencies</b>	
	Ada	Canyon	Special	Total	Professional Services \$ -
CPG, K20640 STP-TMA, K19920	\$ 47,745	\$ 16,775		\$ 64,521	Legal / Lobbying
				-	Equipment Purchases
Local / Fund Bal	3,782	1,329	40,000	45,111	Travel / Education 40,000
				-	Printing
				-	Public Involvement
				-	Meeting Support
				-	Other
<b>Total:</b>	<b>\$ 51,527</b>	<b>\$ 18,104</b>	<b>\$ 40,000</b>	<b>\$ 109,632</b>	Total Direct Cost: \$ 40,000
					801 Total Cost: \$ 109,632

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<b>PROGRAM NO.</b>	<b>820</b>	<b>CLASSIFICATION:</b>	<b>System Maintenance</b>
<b>TITLE:</b>	<b>Committee Support</b>		
<b>TASK / PROJECT DESCRIPTION:</b>	To provide support to the COMPASS Board and standing committees as defined by the COMPASS Bylaws and Joint Powers Agreement. As lead agency, COMPASS also provides support to the Interagency Consultation Committee.		
<b>PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:</b>	Provide coordination and communication among member agencies' staff and elected officials in transportation and land use planning, through meeting materials, agendas, and minutes, which are a historical record of events leading to the decision-making processes.		
<b>FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:</b>	The COMPASS Joint Powers Agreement, Section 4.1.6(K), states, Open Meeting Law: All meetings of the Board shall be governed under the provisions of the Open Meeting Law, Chapter 2, Title 74, Idaho Code, and any amendments and/or recodification thereof.		

<b>FY2022 BENCHMARKS</b>	<b>MILESTONES / PRODUCTS</b>
Provide meeting coordination, materials, and follow-up to the Board, standing committees and workgroups.	Ongoing

<b>LEAD STAFF:</b>	Meg Larsen	<b>Expense Summary</b>
<b>END PRODUCT:</b>	Ongoing support of committees to promote involvement and communication.	
		Total Workdays: 210
		Salary \$ 83,914
		Fringe 37,914
		Overhead 11,390
		<b>Total Labor Cost: 133,218</b>
<b>ESTIMATED DATE OF COMPLETION:</b>	September-2022	<b>DIRECT EXPENDITURES:</b>
		Professional Services \$ -
		Legal / Lobbying
		Equipment Purchases
		Travel / Education
		Printing
		Public Involvement
		Meeting Support 2,000
		Other
		<b>Total Direct Cost: \$ 2,000</b>
		<b>820 Total Cost: 135,218</b>

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<b>PROGRAM NO.</b>	836			<b>CLASSIFICATION:</b>	System Maintenance				
<b>TITLE:</b>	Technical Support: Regional Travel Demand Model								
<b>TASK / PROJECT DESCRIPTION:</b>	Upkeep of the regional travel demand model is an ongoing task needed to maintain the model as a useful tool in planning activities. It also provides vital information for the required process of air quality conformity demonstration and all benefit-cost evaluations.								
<b>PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:</b>	The model outputs are used to test and plan transportation projects, support Ada County Highway District's impact fee program, conduct air quality conformity of the Regional Transportation Improvement Program (TIP) and regional long-range transportation plan, review proposed developments and traffic impact studies, provide area of influence, and respond to various special member requests.								
<b>FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:</b>	Federal Code 23 CFR § 450.322 -- Long-range transportation plans require valid forecasts of future demand for transportation services which are provided by a travel demand model. Outputs from the model are also necessary for transportation conformity determinations of the TIP and long-range plan and evaluating the impacts of alternative transportation investments. In updating the transportation plan, the MPO shall use the latest available estimates and assumptions for population, land use, travel, employment, congestion, and economic activity. "The metropolitan transportation plan shall, at a minimum, include (1) The projected transportation demand of persons and goods in the metropolitan planning area over the period of the transportation plan...."								
<b>FY2022 BENCHMARKS</b>									
<b>MILESTONES / PRODUCTS</b>									
<b>Key Elements</b>									
Maintain and update traffic count database					Ongoing				
Maintain the structure and integrity of the regional travel demand model for air quality conformity and use in the Transportation Economic Development Impact System (TREDIS)					Ongoing				
Provide travel demand modeling assistance to support member agency needs and special projects					Ongoing				
Maintain the input and output files for air quality conformity process and model (MOVES) and conduct conformity for regional TIP and/or long-range transportation plan					Apr - Jul				
Provide project and program evaluations using TREDIS for grant applications and ITD's Safety and Capacity Program					Oct - Aug				
Reconcile demographic data and integrate in the current and forecast years of the regional model					Mar - May				
<b>2050 Plan Technical Support</b>									
Provide technical and modeling support as needed for 2050 Plan.					Ongoing				
Provide annual review of the National Highway System, Federal Aid and Planning Functional Classification Systems (Task 661 Roadways)					Jan-Apr				
<b>Special Tasks and Model Improvements</b>									
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				
<b>LEAD STAFF:</b> 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.					<b>Expense Summary</b>				
					Total Workdays:				178
					Salary				\$ 89,024
					Fringe				40,223
					Overhead				12,084
Total Labor Cost:				141,330					
<b>ESTIMATED DATE OF COMPLETION:</b> September-2022									
<b>Funding Sources</b>					<b>Participating Agencies</b>				
	Ada	Canyon	Special	Total	Highway Districts				
CPG, K20050	\$ 13,615	\$ 4,784		\$ 18,398	Member Agencies				
CPG, K20640	81,373	28,591		109,964	Federal Highways Administration				
STP-TMA, K19920			20,000	20,000	Idaho Transportation Department				
				-	Valley Regional Transit				
Local / Fund Bal	7,524	2,644		10,168	Department of Environmental Quality				
				-					
<b>Total:</b>	<b>\$ 102,512</b>	<b>\$ 36,018</b>	<b>\$ 20,000</b>	<b>\$ 158,530</b>					
					836				
					<b>Total Cost: \$ 158,530</b>				

<b>PROGRAM NO.</b>	<b>838</b>	<b>CLASSIFICATION:</b>	<b>System Maintenance</b>
<b>TITLE:</b>	<b>Technical Support: 2020/21 Travel Data Survey (key no. 19303)</b>		
<b>TASK / PROJECT DESCRIPTION:</b>	Upkeep of the regional travel demand model is an ongoing task needed to maintain the model as a useful tool in planning activities. Travel survey data are used to update various inputs and parameters necessary to facilitate the calibration and validation of the regional travel demand model. The data are also used to support other planning activities that benefit from high quality local data not available from any other source.		
<b>PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:</b>	The model outputs are used to test and plan transportation projects, support Ada County Highway District's impact fee program, conduct air quality conformity of the Regional Transportation Improvement Program (TIP) and regional long-range transportation plan, review proposed developments and traffic impact studies, provide area of influence, and respond to various special member requests.		
<b>FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:</b>	Federal Code 23 CFR § 450.322 -- Long-range transportation plans require valid forecasts of future demand for transportation services which are provided by a travel demand model. Outputs from the model are also necessary for transportation conformity determinations of the TIP and long-range plan and evaluating the impacts of alternative transportation investments. In updating the transportation plan, the MPO shall use the latest available estimates and assumptions for population, land use, travel, employment, congestion, and economic activity. "The metropolitan transportation plan shall, at a minimum, include (1) The projected transportation demand of persons and goods in the metropolitan planning area over the period of the transportation plan...."		

<b>FY2022 BENCHMARKS</b>	<b>MILESTONES / PRODUCTS</b>
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<b>Key Elements</b> Project management of the Travel Survey Data Collection project key elements: Administration of the Household Travel Survey (HTS) main survey Review HTS data - QA/QC and expansion Review HTS documentation and analysis Administration of the On-Board survey Review On-Board data - QA/QC and expansion Review On-Board documentation and analysis Review and analyze external trip data	Oct - May Oct - Nov Dec - May May - Jun Oct Nov-Dec Jan Jan-Apr
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<b>LEAD STAFF:</b> Mary Ann Waldinger					<b>Expense Summary</b>	
<b>END PRODUCT:</b> Reasonable and reliable regional travel demand model using the latest available information and forecasts for various types of projects, studies, and analyses.					Total Workdays: 47 Salary \$ 23,506 Fringe 10,621 Overhead 3,191 Total Labor Cost: 37,318	
<b>ESTIMATED DATE OF COMPLETION:</b> September-2022					<b>DIRECT EXPENDITURES:</b>	
<b>Funding Sources</b>				<b>Participating Agencies</b>		
	Ada	Canyon	Special	Total	Highway Districts	Professional Services \$ 483,490
CPG, K20050	\$ 194	\$ 68		\$ 262	Member Agencies	Legal / Lobbying
CPG, K20640	25,394	8,922		34,316	Federal Highways Administration	Equipment Purchases
STP-TMA, k19303			448,002	448,002	Idaho Transportation Department	Travel / Education
				-	Valley Regional Transit	Printing
				-	Department of Environmental Quality	Public Involvement
Local / Fund Bal	28,288	9,939		38,227		Meeting Support
				-		Other
<b>Total:</b>	<b>\$ 53,876</b>	<b>\$ 18,929</b>	<b>\$ 448,002</b>	<b>\$ 520,808</b>		<b>Total Direct Cost: \$ 483,490</b>
					<b>838</b>	<b>Total Cost: \$ 520,808</b>



<b>PROGRAM NO.</b>	842			<b>CLASSIFICATION:</b>	System Maintenance	
<b>TITLE:</b>	Congestion Management Process					
<b>TASK / PROJECT DESCRIPTION:</b>	Maintain a functional congestion management system (CMS) for the Treasure Valley. Conduct data collection, update the congestion management process as needed, produce an annual Transportation System Monitoring Report, maintain regional intelligent transportation system (ITS) architecture. Research, provide, and monitor transportation demand management (TDM) strategies. Develop strategy for congestion management data collection.					
<b>PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:</b>	Provides annual CMS report of the congestion levels on major corridors that compares previous year results, and explains the reason for the change. Typically, reason for change is improvements needed such as signal timing and ITS. Periodic needs are: baseline data collection of vehicle occupancy rates, additional research and evaluation of possible transportation demand management strategies.					
<b>FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:</b>	Federal Code 23 CFR § 450.322 -- Congestion Management Process is one of the Planning Factors and is required in Transportation Management Areas (TMA). COMPASS has been collecting travel time data since 2003, which provides a summary of how the major roads are functioning during the am and pm peak hours. This process and its results have been integrated into the transportation improvement program prioritization process. Travel time data collection and a data management plan are also required for MPOs in federal legislation. Furthermore, FHWA Final Rule and FTA Policy on ITS requires that all ITS projects funded by highway trust fund or Mass Transit Account conform to the National ITS Architecture.					
<b>FY2022 BENCHMARKS</b>						
<b>MILESTONES / PRODUCTS</b>						
<b>Congestion Management and Travel Time Data</b>						
Complete the Congestion Management Annual (CMA) report using the National Performance Measure Research Data Set (NPMRDS) for 2021						Jan-Mar
Complete Tier 2 analysis for the 2021 Congestion Management Annual (CMA) report using INRIX travel time data						Jan-Mar
Complete the Congestion Management Process Document						Oct-Dec
Convert congestion management annual report to digital format (webmap/storymap)						Mar-Apr
<b>NPMRDS Travel Time Data and Process</b>						
Develop process for evaluating effectiveness of congestion mitigation projects using the NPMRDS and INRIX travel time data sets						Ongoing
<b>Transportation System Management and Ops (TSMO) and ITS Plan Update</b>						
Update the regional ITS inventory and TSMO/ITS projects list						Feb-Mar
Refine the integration of management and operation strategies and TSMO projects into the long range plan (2050 plan)						Ongoing
<b>I-84 Corridor Operations Plan</b>						
Complete I-84 Corridor Operations Plan						Jan-Feb
<b>LEAD STAFF:</b> Mary Ann Waldinger					<b>Expense Summary</b>	
END PRODUCT: Update of the congestion management process, annual congestion management report, 2021 travel time data collection and analysis, Updated TSMO/ITS projects list and inventory, I-84 corridor operations plan.					Total Workdays: 131	
					Salary \$ 65,056	
					Fringe 29,394	
					Overhead 8,830	
					Total Labor Cost: 103,280	
<b>ESTIMATED DATE OF COMPLETION:</b>				September-2022		
<b>Funding Sources</b>				<b>Participating Agencies</b>		
	Ada	Canyon	Special	Total	Highway Districts	
CPG, K20050	\$ 557	\$ 196		\$ 753	Member Agencies	
CPG, K20640	70,260	24,686		94,946	Federal Highways Administration	
				-		
				-		
Local / Fund Bal	5,610	1,971		7,581		
				-		
<b>Total:</b>	<b>\$ 76,427</b>	<b>\$ 26,853</b>	<b>\$ -</b>	<b>\$ 103,280</b>		
					Total Direct Cost: \$ -	
					842	Total Cost: \$ 103,280

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<b>PROGRAM NO.</b>		<b>860</b>		<b>CLASSIFICATION:</b>		<b>System Maintenance</b>	
<b>TITLE:</b>		<b>Geographical Information System Maintenance (GIS)</b>					
<b>TASK / PROJECT DESCRIPTION:</b>		Planning activities depend on current and accurate geographic information. For data to be available in a quality suitable for planning, continual data acquisition is necessary. This involves partnering with other GIS stakeholders, data maintenance, editing, and creating new data from GPS and orthophotography.					
<b>PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:</b>		GIS data and technology are used for internal budget support. COMPASS also provides this geographic information to its members and the general public in the form of maps, data, and analysis. COMPASS works in conjunction with its member agencies via the Regional Geographic Advisory Workgroup (RGAWG) to create regional data that can be used for many purposes.					
<b>FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW, REFERENCE TO STRATEGIC PLAN:</b>		Federal Code 23 CFR § 450.324 (f)-- In updating the transportation plan, the MPO shall use the latest available estimates and assumptions for population, land use, travel, employment, congestion, and economic activity. "The metropolitan transportation plan shall, at a minimum, include (1) The projected transportation demand of persons and goods in the metropolitan planning area over the period of the transportation plan...."					
<b>FY2022 BENCHMARKS</b>							
<b>MILESTONES / PRODUCTS</b>							
<b>Provide GIS Data Maintenance and Support for COMPASS Projects.</b> Data analysis, and maintenance for performance reporting and other planning needs Enterprise database maintenance Data integration GIS Technology Census BAS  <b>GIS Cooperation</b> Continue participation in the Treasure Valley GIS User Group and Canyon Spatial Data Cooperative (SDC) meetings  <b>Regional Geographic Advisory Committee</b> Host the Regional Geographic Advisory Workgroup to enable regional cooperation of GIS data  <b>Regional Data Center</b> Expand and maintain authoritative regional GIS data COMPASS staff will conduct data accuracy checks and metadata on regional data sets  <b>Transportation Improvement Program</b> Provide ongoing support  <b>2022 Orthophotography Project</b> Conduct 2022 orthophotography flight Issue Request for Proposals Continue to plan for future orthophotography acquisition and funding							Ongoing   Quarterly/as needed  Quarterly/as needed  Ongoing  Ongoing  Ongoing
<b>LEAD STAFF:</b>						<b>Expense Summary</b>	
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.						Total Workdays: 402 Salary \$ 160,691 Fringe 72,603 Overhead 21,812 Total Labor Cost: 255,106	
<b>ESTIMATED DATE OF COMPLETION:</b>						September-2022	
<b>Funding Sources</b>				<b>Participating Agencies</b>			
	Ada	Canyon	Special	Total	All Member Agencies  <b>DIRECT EXPENDITURES:</b> Professional Services \$ 250,000 Legal / Lobbying Equipment Purchases 63,169 Travel / Education Printing Public Involvement Meeting Support Other Carry-Forward Total Direct Cost: \$ 313,169		
CPG, K20050	\$ 7,529	\$ 2,645		\$ 10,174			
CPG, K20640	79,456	27,917		107,372			
STP-TMA, K19920			96,705	96,705			
Ortho Participants			124,140	124,140			
Local / Fund Bal	17,287	6,074	206,522	229,884			
<b>Total:</b>	<b>\$ 104,272</b>	<b>\$ 36,636</b>	<b>\$ 427,367</b>	<b>\$ 568,275</b>	860 Total Cost: 568,275		

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<b>PROGRAM NO.</b>	990			<b>CLASSIFICATION:</b>	Indirect / Overhead	
<b>TITLE:</b>	Direct Operations & Maintenance					
<b>TASK / PROJECT DESCRIPTION:</b>	To provide local dollars for expenditures that do not qualify for reimbursement under the federal guidelines. Program dollars for professional services for COMPASS Board related events, meeting expenses, and equipment/software needs.					
<b>PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:</b>	Adequately cover expenses needed to support the Board, Executive Director, and agency outside of federally funded projects.					
<b>FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:</b>	There are no federal or state requirements concerning these provisions; however, the Finance Committee oversees and approves these accounts and expenditures.					
<b>FY2022 BENCHMARKS</b>						
				<b>MILESTONES / PRODUCTS</b>		
Provide local dollars for expenditures not federally funded.						Ongoing
<b>LEAD STAFF:</b> Meq Larsen				<b>Expense Summary</b>		
<b>END PRODUCT:</b> Adequately cover the direct expenses needed to support the Board, Executive Director, equipment needs, and COMPASS operations.				Total Workdays: 0		
				Salary \$ -		
				Fringe -		
				Overhead -		
<b>ESTIMATED DATE OF COMPLETION:</b> September-2022				Total Labor Cost: \$ -		
<b>Funding Sources</b>				<b>Participating Agencies</b>		
	Ada	Canyon	Special	Total	Member Agencies	
			5,031	5,031		
Other			119,019	119,019		
Local / Fund Bal				-		
<b>Total:</b>	\$ -	\$ -	\$ 124,050	\$ 124,050		
				990		Total Direct Cost: \$ 124,050
						Total Cost: \$ 124,050

<b>PROGRAM NO.</b>	991			<b>CLASSIFICATION:</b>	Indirect / Overhead	
<b>TITLE:</b>	Support Services Labor					
<b>TASK / PROJECT DESCRIPTION:</b>	To provide labor to support the ongoing administrative functions related to the operations of COMPASS. Areas include: personnel management, financial management, information technology management, procurement, contracting, and general administration. Work with independent auditor on annual audit.					
<b>PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:</b>	To maintain payroll, accounts payable/receivable, benefits, recruitment, building and vehicle maintenance, general ledger bank reconciliation, cash flow, annual audit, and development of the computer system.					
<b>FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:</b>	<p>The Office of Management and Budget (OMB) requires that a single audit be performed to ensure federal funds are being expended properly. The most recent OMB regulation issued for this purpose is Title 2 U.S. Code of Federal Regulations (CFR) Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance). It includes uniform cost principles and audit requirements for federal awards to nonfederal entities and administrative requirements for all federal grants and cooperative agreements.</p> <p>Memorandum of Understanding 04-01, Operation and Financing of the Metropolitan Planning Organization in the Boise and Nampa Urbanized Areas -- between COMPASS and the Idaho Transportation Department states and agrees to allow indirect costs as outlined in the agreement.</p>					
<b>FY2022 BENCHMARKS</b>						
<b>MILESTONES / PRODUCTS</b>						
<p><b>General Administration</b></p> <ul style="list-style-type: none"> <li>Review standing agreements</li> <li>Conduct appropriate procurement processes and prepare contracts, as needed</li> <li>Update COMPASS operational policies as needed</li> <li>Monitor general workplace and personnel needs</li> <li>Provide administrative assistance for agency needs</li> </ul> <p><b>Personnel Management</b></p> <ul style="list-style-type: none"> <li>Prepare and complete recruitment processes</li> <li>Conduct employee annual evaluations</li> <li>Renew insurance policies</li> <li>Pursue FY2022 benefit options</li> </ul> <p><b>Financial Management</b></p> <ul style="list-style-type: none"> <li>Close FY2021 financial records and begin FY2022</li> <li>Provide annual audit support and complete financial reports</li> <li>Complete COMPASS annual Audit Report</li> <li>Prepare and distribute year-end payroll reports</li> <li>Complete budget variance information and report to the Finance Committee quarterly.</li> <li>Maintain inventory of furniture, equipment, hardware and software</li> </ul> <p><b>Information Technology</b></p> <ul style="list-style-type: none"> <li>Manage Information Technology consultant and coordinate work efforts</li> <li>Prioritize needs, analyze costs, make recommendations and implement system improvements</li> <li>Coordinate with staff to configure equipment and software to meet the needs of each position</li> <li>Maintain security and integrity of IT systems, and perform appropriate back ups</li> <li>Coordinate systems with member agencies</li> <li>Migrate COMPASS website from Dreamweaver to a new platform</li> </ul>					<p>Aug As needed As needed Ongoing Ongoing</p> <p>As needed</p> <p>Oct-Nov Oct-Dec Jan Jan Quarterly Ongoing</p> <p>Ongoing</p> <p>Oct - Dec</p>	
<b>LEAD STAFF:</b> Meg Larsen					<b>Expense Summary</b>	
<b>END PRODUCT:</b> An agency where administrative support, personnel management, financial management, and general administrative needs are fully met and whose activities are effectively monitored and communicated to the Board.					<b>Total Workdays:</b> 876 Salary \$ - Fringe - Overhead - <b>Total Labor Cost:</b> \$ -	
<b>ESTIMATED DATE OF COMPLETION:</b> September-2022					<b>DIRECT EXPENDITURES:</b>	
<b>Funding Sources</b>				<b>Participating Agencies</b>		
	Ada	Canyon	Special	Total	Professional Services \$ - Legal / Lobbying Equipment Purchases Travel / Education Printing Public Involvement Meeting Support Other	
				\$ -		
				-		
				-		
<b>Total:</b>	\$ -	\$ -		\$ -	<b>Total Direct Cost:</b> \$ - <b>Total Cost:</b> \$ -	

## EXECUTIVE COMMITTEE AGENDA ITEM V-B

Date: January 11, 2022

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

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

Information only.

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

RTAC Bylaws state that the RTAC Chair will submit a monthly status report on RTAC activities to the COMPASS Executive Committee. Below is an outline of agenda items and actions from the December 15, 2021, meeting.

#### **ACTION ITEMS**

##### ***Communities in Motion 2050 (CIM 2050) "Foundation"***

RTAC approved the CIM 2050 "foundation" for the technical analyses to be used to help identify future transportation needs.

##### **TMA Balancing**

RTAC approved actions to balance the Surface Transportation Block Grant program in the Transportation Management Area (TMA).

#### **INFORMATION/DISCUSSION ITEM**

##### **Congestion Management Process**

COMPASS staff provided an update of the congestion management process.

##### **CIM 2050 Project Scoring Process**

COMPASS staff reviewed the CIM 2050 project scoring process developed with the RTAC subcommittee. RTAC will be asked to recommend Board of Directors' approval of the process in its January meeting.

##### **I-84 Corridor Operations Plan**

COMPASS staff provided an update on the I-84 corridor operations plan currently underway.

#### **More Information:**

- 1) Contact Liisa Itkonen, COMPASS Principal Planner, at [litkonen@compassidaho.org](mailto:litkonen@compassidaho.org), Lenny Riccio, E.I.T., Assistant District Engineer, Canyon Highway District No. 4, at [LRiccio@canyonhd4.org](mailto:LRiccio@canyonhd4.org) or (208) 454-8135.