



**COMPASS**  
COMMUNITY PLANNING ASSOCIATION  
of Southwest Idaho

# BOARD PACKET

## February 24, 2014

700 N. East 2nd Street, Suite 200

Meridian, ID 83642

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[www.compassidaho.org](http://www.compassidaho.org)

**COMMUNITY PLANNING ASSOCIATION  
BOARD MEETING CALENDAR  
MARCH 2014 – AUGUST 2014**

<b>COMPASS BOARD MEETING DATE/TIME</b>	<b>LOCATION</b>	<b>KEY ITEMS</b>
<b>Monday, March 17, 2014</b>	<b>COMPASS 1<sup>st</sup> Floor Board Room 700 NE 2<sup>nd</sup> Street Meridian, Idaho</b>	Approve Development Tracking Process  Adopt Resolution Amending the FY2014-2018 Regional Transportation Improvement Program  Accept 2014 Population Estimates
<b>Monday, April 21, 2014</b>	<b>COMPASS 1<sup>st</sup> Floor Board Room 700 NE 2<sup>nd</sup> Street Meridian, Idaho</b>	Approve FY2015 General and Special Membership Dues  Approve FY2014 Implementation Grant Recipients  Approve Changes to Regional Transportation Improvement Program (TIP) Amendment Policy  Approve Changes to TMA Guidebook  Adopt Resolution Amending the FY2014-2018 Regional Transportation Improvement Program
<b>Monday, May 19, 2014</b>	<b>COMPASS 1<sup>st</sup> Floor Board Room 700 NE 2<sup>nd</sup> Street Meridian, Idaho</b>	TBD
<b>Monday, June 16, 2014</b>	<b>COMPASS 1<sup>st</sup> Floor Board Room 700 NE 2<sup>nd</sup> Street Meridian, Idaho</b>	Approve Priorities for End-of-Year Program  Approve TIP Application Process and Guide
<b>Monday, July 21, 2014</b>	<b>COMPASS 1<sup>st</sup> Floor Board Room 700 NE 2<sup>nd</sup> Street Meridian, Idaho</b>	Adopt Resolution Approving <i>Communities in Motion 2040</i> (CIM 2040)  Accept <i>Communities in Motion 2040</i> Performance Monitoring Report  Approve Revised Development Review Protocol
<b>Monday, August 18, 2014</b>	<b>COMPASS 1<sup>st</sup> Floor Board Room 700 NE 2<sup>nd</sup> Street Meridian, Idaho</b>	Accept <i>Communities in Motion 2040</i> Housing Forecast  Adopt Resolution Approving the FY2015-2019 Regional Transportation Improvement Program and Air Quality Conformity Demonstration  Adopt Resolution Approving the FY2015 Unified Planning Work Program (UPWP)

**MAKING A MOTION:**

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

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

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

**TABLE OF RULES RELATING TO MOTIONS:**

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



**BOARD OF DIRECTORS' MEETING  
 FEBRUARY 24, 2014 – 1:30 PM  
 COMPASS, 1<sup>ST</sup> FLOOR BOARD ROOM  
 700 NE 2ND STREET, MERIDIAN IDAHO**

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

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

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

**II. PLEDGE OF ALLEGIANCE**

**III. AGENDA ADDITIONS/CHANGES**

**IV. OPEN DISCUSSION/ANNOUNCEMENTS**

**V. CONSENT AGENDA**

- Page 2 \* A. Approve January 27, 2014, Board Meeting Minutes
- Page 7 \* B. Receive Approved December 17, 2013, Executive Committee Meeting Minutes
- Page 10 \* C. Approve COMPASS Records Retention Policy
- D. Approve Justin Lucas and Bruce Chatterton as City of Meridian Non-Elected COMPASS Board Alternates

**VI. SPECIAL ITEM**

- 1:35 A. Status Report – 2014 Idaho Legislative Session  
*Ken Burgess will provide a status report on the 2014 Idaho legislative session.*

**VII. ACTION ITEMS**

- 2:05 Page 39 \* A. Approve List of New Project Priorities for the FY2015-2019 Regional Transportation Improvement Program Toni Tisdale  
*Toni Tisdale will seek approval of the list of new projects for the FY2015-2019 Regional Transportation Improvement Program.*
- 2:15 Page 45 \* B. Authorize Release of Draft *Communities in Motion* 2040 Plan Document for Public Comment Liisa Itkonen  
*Liisa Itkonen will seek authorization to release the draft Communities in Motion 2040 plan document for public comment.*

**VIII. EXECUTIVE DIRECTOR'S REPORT (INFORMATION ONLY) (2:55)**

- Page 47 \* A. Staff Activity Report
- Page 52 \* B. Status Report – Current Air Quality Efforts
- Page 53 \* C. Status Report – Current Transportation Project Information
- Page 63 \* D. Status Report – Standing Committees' Attendance

**IX. ADJOURNMENT (3:00)**

\*Enclosures. Times are approximate. Agenda is subject to change.



**BOARD OF DIRECTORS' MEETING  
JANUARY 27, 2014  
COMPASS, 1<sup>ST</sup> FLOOR BOARD ROOM  
700 NE 2<sup>ND</sup> STREET  
MERIDIAN, IDAHO**

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

**ATTENDEES:** Kathy Alder, Commissioner, Canyon County  
Rebecca Arnold, Commissioner, Ada County Highway District  
Nichoel Baird Spencer for Jim Reynolds, Mayor, City of Eagle  
Sara Baker, Commissioner, Ada County Highway District, **Vice Chair**  
Aaron Bauges, Idaho Transportation Department  
John Brunelle, Capitol City Development Corporation  
Elaine Clegg, Councilwoman, City of Boise  
John Evans, Mayor, Garden City  
Kelli Fairless, Valley Regional Transit  
Craig Hanson, Commissioner, Canyon County  
Bob Henry, Mayor, City of Nampa, **Vice Chair**  
Caleb Hood for Tammy de Weerd, Mayor, City of Meridian  
Maryanne Jordan, Councilwoman, City of Boise  
Bruce Krosch, Southwest District Health, Ex officio  
Megan Leatherman for Dave Case, Commissioner, Ada County  
Larry Maneely for Rick Yzaguirre, Commissioner, Ada County  
John McEvoy, Commissioner, Canyon Highway District #4  
Bryce Millar, Commissioner, Nampa Highway District #1, **Immediate Past Chair**  
Garret Nancolas, Mayor, City of Caldwell, **Chair Elect**  
Greg Nelson, Mayor, City of Kuna  
Nicole Nimmons for David Smith, Boise State University  
Brent Orton, City of Caldwell  
Paul Raymond, Councilman, City of Nampa  
Matt Stoll, Executive Director, Community Planning Association, Ex officio  
Darin Taylor, Mayor, City of Middleton  
Dave Wallace for Jim Hansen, Commissioner, Ada County Highway District

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**MEMBERS ABSENT:** Dave Bieter, Mayor, City of Boise, **Immediate Past Chair**  
Bob Flowers, Mayor, City of Parma  
David Hensley, Governor's Office, Ex officio  
Nathan Mitchell, Mayor, City of Star  
Patrick Rice, Greater Boise Auditorium District, Ex officio  
Charlie Rountree, Councilman, City of Meridian, **Chair**  
Steven Rule, Commissioner, Canyon County  
Jim Tibbs, Commissioner, Ada County  
Pete Wagner, Department of Environmental Quality

**OTHERS:** Nancy Brecks, Community Planning Association  
Bill Gigray, III, F.A.C.T.S.  
Keith Holmes, Community Planning Association  
Sharon Hubler, F.A.C.T.S.  
Liisa Itkonen, Community Planning Association  
Kathleen Lacey, City of Boise  
Megan Larsen, Community Planning Association  
Amy Luft, Community Planning Association  
Don Matson, Community Planning Association  
Patricia Nilsson, Ada County Development Services  
Judy Peavey-Derr, F.A.C.T.S.  
Toni Tisdale, Community Planning Association  
Charles Trainor, Community Planning Association  
John Van Dyke, Community Planning Association

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

Chair Millar called the meeting to order at 1:30 pm.

#### **AGENDA ADDITIONS/CHANGES**

No additions or changes were requested.

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

Matt Stoll recognized and welcomed new COMPASS Board members: Nampa Mayor Bob Henry, Nampa City Councilman Paul Raymond, and Boise City Councilperson Maryanne Jordan. Also Ada County Highway District Commissioner Jim Hansen and Parma Mayor Bob Flowers, who were not in attendance.

Matt announced that Dave Jones has been appointed as the Idaho Transportation Chief Engineer, which leaves the Idaho Transportation Department District 3 seat on the Board vacant.

#### **CONSENT AGENDA**

- A. Approve December 16, 2013, Board Meeting Minutes**
- B. Receive Approved November 19, 2013, Executive Committee Meeting Minutes**
- C. Receive Approved August 8, 2013, Finance Committee Meeting Minutes**
- D. Confirm COMPASS Non-Elected Board Members and Alternate Members**
- E. Confirm Standing Committee Memberships**

**Kathy Alder moved and Sara Baker seconded approval of the Consent Agenda as presented. Motion passed unanimously.**

## **ACTION ITEMS**

### **A. Confirm CY2014 Board Officers: Chair, Chair Elect, Vice Chair, and Immediate Past Chair. Elect Secretary-Treasurer**

Matt Stoll stated the Executive Committee recommended approval of the following slate of Board Officers:

Charlie Rountree, Chair  
Garret Nancolas, Chair Elect  
Sara Baker, Vice Chair  
Steve Rule, Secretary-Treasurer  
Bryce Millar, Immediate Past Chair

After discussion, **Darin Taylor moved and John McEvoy seconded approval of CY2014 Board officers as recommended by the Executive Committee: Charlie Rountree, Chair; Garret Nancolas, Chair Elect; Sara Baker, Vice Chair; Steve Rule, Secretary-Treasurer; and Bryce Millar, Immediate Past Chair. Motion passed unanimously.**

Matt Stoll presented outgoing Chair Bryce Millar with a plaque of appreciation for his service as the Board chair in CY2013.

Outgoing Chair Bryce Millar turned the meeting over to Chair Elect Garret Nancolas at 1:40 pm.

### **B. Confirm Executive Committee Representatives for Cities under 25,000 in Population**

Matt Stoll stated that the small cities recommended Mayor Jim Reynolds as the Ada County small cities representative and Mayor Darin Taylor as the Canyon County small cities representative on the COMPASS Executive Committee.

After discussion, **Elaine Clegg moved and Kathy Alder seconded confirmation of Jim Reynolds and Darin Taylor as Executive Committee representatives for cities under 25,000 in population as presented. Motion passed unanimously.**

### **C. Adopt Resolution 04-2014 Approving Revision 1 of the FY2014 Unified Planning Work Program**

Megan Larsen presented Resolution 04-2014 approving Revision 1 of the FY2014 Unified Planning Work Program and recommended by the Finance Committee, with the caveat that the Board discuss options for use of \$47,427 in unused FY2013 STP-TMA funds. Megan reviewed a summary of options for the use of the STP-TMA funds.

After discussion, **Elaine Clegg moved and Rebecca Arnold seconded to adopt Resolution 04-2014 approving Revision 1 of the FY2014 Unified Planning Work Program and approving Option 4 as presented. Motion passed with one nay vote.**

**D. Adopt Resolution 05-2014 Approving Changes to the Federal Aid Functional Classification Map for 2025**

Charles Trainor presented Resolution 05-2014 approving changes to the Federal Aid Functional Classification Map for 2025, which will replace the current 2015 map.

Darin Taylor requested that on Table 2, City of Middleton, anything that is being added to the 2025 map that is a collector, should not be added to the 2025 map, but should be added to the 2040 map.

Elaine Clegg stated for the record that she is in favor of adoption of the Resolution, noting that Amity is shown going from a collector to a minor arterial from Eagle to Maple Grove. Her understanding of the Southwest Area Transportation Plan was that Amity was the one roadway that was going to be set aside for a bicycle connection on the northern part of the southwest and she wants to make sure that moving this from a collector to a minor arterial is not going to change the plan. There are also some others that are being either moved from collector to minor arterial or minor arterial to principal arterial that may need to play a key role in the bicycle connectivity plan as it is developed.

After discussion, **Darin Taylor moved and Paul Raymond seconded adoption of Resolution 05-2014 approving changes to the Federal Aid Functional Classification Map for 2025, with the corrections requested by City of Middleton. Motion passed unanimously.**

**E. Adopt Resolution 06-2014 Amending the FY2014-2018 Regional Transportation Improvement Program (TIP)**

Toni Tisdale presented Resolution 06-2014 amending the FY2014-2018 Regional Transportation Improvement Program to eliminate grouping from the program, correct transit projects, and move FY2015 study funding to FY2018.

After discussion, **Darin Taylor moved and Elaine Clegg seconded adoption of Resolution 06-2014 amending the FY2014-2018 Regional Transportation Improvement Program as presented. Motion passed unanimously.**

**INFORMATION/DISCUSSION ITEM**

**A. Update from Foundation for Ada County Trails Systems Committee**

Judy Peavey-Derr and Bill Gigray provided an update from the Foundation for Ada County Trails Systems on greenbelt development to date. They requested the COMPASS Board's help in planning the next greenbelt segment plan from Caldwell to the Snake River.

**B. Review Final List of Approved Funded Projects and Unfunded Needs in *Communities in Motion 2040***

Liisa Itkonen presented the final list of approved funded projects and unfunded needs in *Communities in Motion 2040*.



**ADJOURNMENT**

**Bob Henry moved and Bryce Millar seconded adjournment at 3:00 pm. Motion passed unanimously.**

**Dated this 24th day of February 2014.**

**Approved:**

**By: \_\_\_\_\_  
Charlie Rountree, Chair  
Community Planning Association of  
Southwest Idaho**

**Attest:**

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

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EXECUTIVE COMMITTEE MEETING  
DECEMBER 17, 2013  
COMPASS 2ND FLOOR LARGE CONFERENCE ROOM  
MERIDIAN, IDAHO



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

**ATTENDEES:** Tom Dale, Mayor, City of Nampa, **Vice Chair**  
Kathleen Lacey for Dave Bieter, Mayor, City of Boise,  
**Immediate Past Chair**  
Larry Maneely for Dave Case, Commissioner, Ada  
County  
Bryce Millar, Commissioner, Nampa Highway  
District No.1, **Chair**  
Garret Nancolas, Mayor, City of Caldwell  
Jim Reynolds, Mayor, City of Eagle  
Steve Rule, Commissioner, Canyon County  
Darin Taylor, Mayor, City of Middleton  
Dave Wallace for Sara Baker, Commissioner, Ada  
County Highway District, **Secretary-Treasurer**

**MEMBERS ABSENT:** Charlie Rountree, Councilman, City of Meridian,  
**Chair Elect**

**OTHERS PRESENT:** Nancy Brecks, Community Planning Association  
Ken Burgess, Veritas Advisors  
Kelli Fairless, Valley Regional Transit  
Liisa Itkonen, Community Planning Association  
Megan Larsen, Community Planning Association  
Amy Luft, Community Planning Association  
Matt Stoll, Executive Director, Community  
Planning Association  
Toni Tisdale, Community Planning Association  
Charles Trainor, Community Planning Association  
John Van Dyke, Community Planning Association

**CALL TO ORDER:**

Chair Millar called the meeting to order at 2:07 pm.

**AGENDA ADDITIONS/CHANGES**

None.

**OPEN DISCUSSION/ANNOUNCEMENTS**

Chair Millar thanked outgoing Mayor Dale for his participation on the  
COMPASS Board.

## **CONSENT AGENDA**

### **A. Approve November 19, 2013, Executive Committee Meeting Minutes**

**Steve Rule moved and Tom Dale seconded approval of the Consent Agenda as presented. Motion passed unanimously.**

## **ACTION ITEMS**

### **A. Establish January 27, 2014, COMPASS Annual Board Meeting Agenda**

Matt Stoll presented staff recommended Agenda Items 1-20 for the January 27, 2014, COMPASS annual Board meeting and requested the latitude to amend the agenda as necessary.

**After discussion, Darin Taylor moved and Garret Nancolas seconded approval of the January 27, 2014, annual Board meeting Agenda Items 1-20 as presented. Matt Stoll has the latitude to amend the agenda as necessary. Motion passed unanimously.**

### **B. Recommend COMPASS Board Approval of FY2015 Study Funding Deferral**

Liisa Itkonen presented the Regional Technical Advisory Committee's recommendation to defer the FY2015 High Capacity Transit Study funding (\$1 million) until FY2018 to assist ITD in purchasing right-of-way along US 20/26 in Ada County for future roadway improvements.

**After discussion, Garret Nancolas moved and Darin Taylor seconded to recommend to the Board that the FY2015 study funds be reprogrammed from FY2015 to FY2018 for a corridor study, and the FY2018 projects identified by ACHD for maintenance be moved to FY2015. Moving forward, COMPASS recognizes that it has to look at state legislative action in FY2014 and FY2015 to determine how those funds may be programmed in years after that. Motion passed unanimously.**

### **C. Consider an Additional 2014 Legislative Position Statement**

Ken Burgess reviewed an additional draft 2014 legislative position statement regarding local jurisdiction guaranteed share of federal transportation funding.

**After discussion, Garret Nancolas moved and Darin Taylor seconded to table the draft position statement at this time. Motion passed with Dave Wallace abstaining.**

## **INFORMATION/DISCUSSION ITEM**

### **A. Status Report – 2013 End-of-Year Program**

Matt Stoll recapped follow-up from the November 2013 COMPASS and ACHD meeting with ITD regarding the FY2013 End-of-Year Program.

**ADJOURNMENT**

**Garret Nancolas moved and Darin Taylor seconded adjournment at 3:28 pm. Motion passed unanimously.**

**Dated this 21st day of January 2014.**

**Approved:**

**By: \_\_\_\_\_  
Bryce Millar, Chair  
Community Planning Association  
of Southwest Idaho**

**Attest:**

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

# COMPASS BOARD AGENDA ITEM V-C

DATE: February 24, 2014



**COMPASS**  
COMMUNITY PLANNING ASSOCIATION  
of Southwest Idaho

## **Topic: Records Retention Policy**

### **Background/Summary:**

As a public agency, COMPASS' records fall under the scope of public records definitions and requirements. The Idaho code defines public records broadly and recognizes that public records vary a great deal in significance and usefulness.

Currently, COMPASS does not have a formal, written records retention policy. Consequently, some COMPASS records are retained that are no longer needed or useful, while other significant records are not properly safeguarded. A written policy that defines the type of records the agency has and the retention period appropriate to their significance will provide a framework within which COMPASS may manage its voluminous records more effectively and efficiently.

Additionally, a written records retention policy makes it clear and transparent to interested members of the public the type of records that COMPASS has and the retention period for those records. COMPASS can rely on the written policy to establish for citizens the types of records available, or not available, through the public records request process.

### **Request/Recommendation:**

Approve the COMPASS Records Retention Policy.

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

Without COMPASS Board adoption of the Records Retention Policy, the agency will continue to manage its records in the absence of clear guidance on how to do so.

### **More Information:**

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

ML:nb T:\Operations\Policies & Procedures\Records Retention\Board Memo



**COMPASS**  
COMMUNITY PLANNING ASSOCIATION  
of Southwest Idaho

# Records Retention Policy

Draft January 27, 2014

700 N. East 2nd Street,

Suite 200

Meridian, ID 83642

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[www.compassidaho.org](http://www.compassidaho.org)

## Purpose

Public records are defined in Idaho code 9-337 as any "writing" prepared or used in the conduct of public business, where "writing" is defined as "handwriting, typewriting, printing, photostating, photographing and every means of recording, including letters, words, pictures, sounds or symbols or combination thereof, and all papers, maps, magnetic or paper tapes, photographic films and prints, magnetic or punched cards, discs, drums or other documents."

Idaho code defines public records very broadly. The law also recognizes, however, that public records thus defined vary a great deal in their significance and usefulness. Therefore, a written policy that defines the type of records the agency has and the retention period appropriate to their significance is necessary.

The COMPASS records retention policy:

- Defines the type of records the agency has or may have.
- Classifies those records as permanent, semi-permanent or temporary, in conformity with the guidance in Idaho code.
- Defines the retention schedule for semi-permanent and temporary records in conformity with the guidance in Idaho code and the needs of the agency.
- Identifies that subset of records considered transitory and retained until no longer needed.
- Describes the methods by which the agency shall retain and safeguard its records in conformity with Idaho code and this policy.

## Part 1: Records Definition and Retention Schedule

In the sections below, the types of agency records are defined and classified and the retention schedule is identified.

The definitions, classifications and retention schedules refer to agency **records in all formats, including paper and electronic**. The methods for storing and safeguarding agency records are described in Part 2.

### Section A: Administrative and Program Records

- **Attendance records:** Records documenting attendance at public meetings or other events hosted by COMPASS.

**Temporary:** Keep two years.

- **Awards:** Awards presented to honor citizens or organizations for civic contributions. Records may include award nominations, certificates, ceremony records, photographs, lists of recipients, etc.

**Permanent:** Keep lists of recipients permanently.

**Transitory:** Keep other records related to awards until no longer needed.

- **Calendars and Scheduling Records:** Records including calendars, appointment books, schedules, logs, diaries, and other records documenting meetings, appointments, and other activities of COMPASS staff.

**Transitory:** Keep until no longer needed.

- **Boards, Commissions and Committees:** Bylaws, approved and signed meeting minutes, meeting agendas, meeting packet materials, and meeting presentation materials of the COMPASS board and committees.

**Permanent:** Bylaws, approved meeting minutes, meeting agendas, and meeting packet materials of the COMPASS board and committees are permanent.

**Temporary:** Presentation materials such as PowerPoint slides or handouts that were not included in the meeting packet but were presented at a board or committee meeting are temporary and shall be kept one year from the meeting date.

**Transitory:** Keep notes and recordings for meeting minutes until minutes are officially approved.



- **Conferences, Seminars and Workshops:** Records documenting attendance and/or presentations by staff at conventions, conferences, seminars, workshops, and similar events.

**Semi-permanent:** Individual records documenting authorization to attend training conferences, seminars, or workshops are retained for ten years from the employee's termination date.

**Semi-permanent:** Records documenting actual expenditures (receipts) for registration and travel for conferences, seminars, and workshops are integrated with other accounts payable records. Accounts payable records are retained for five years from the end of the fiscal year in which the transaction occurred.

**Temporary:** Presentation materials such as PowerPoint slides or handouts related to presentations made by staff at conferences, seminars, and workshops are kept for two years from the presentation date.

- **Contracts and Agreements:** Agreements with vendors and other parties for the acquisition, lease, lease-purchase, or sale of equipment, supplies, services, or property.

**Permanent:** Agreements related to the acquisition, construction, and disposition of real estate and buildings are permanent.

**Semi-permanent:** All other contracts and agreements are retained for five years from the end of the fiscal year in which the contract term expired.

- **Correspondence, General:** Correspondence includes records on various types of media, including paper and email. Correspondence covers day-to-day office matters, scheduling and other routine administrative activities. Correspondence that provides insight into significant policy, program, personnel or other issues is filed with the other documents for the matter to which it relates and is retained according to the schedule for those documents.

**Transitory:** Keep until no longer needed.

- **Equipment Maintenance and Repair Records:** Records documenting the inspection, maintenance, and repair of COMPASS owned equipment.
  - Semi-permanent:** Keep records for equipment that meets the definition of a capital asset provided in COMPASS' Financial Policy for five years from the end of the fiscal year in which the equipment was disposed.
  - Temporary:** Keep all other records for equipment maintenance until the equipment is removed from service and disposed.
  
- **Geographic Information System (GIS) Records:** Data utilized for GIS applications, including underlying supporting information such as population data.
  - Permanent:** Source data and underlying supporting data for GIS applications are permanent.
  - Transitory:** Keep derived data from analyses of or calculations performed on source data until superseded, obsolete or no longer needed.
  
- **Historical File:** Includes historical information about COMPASS. May include newspaper clippings, photographs, compiled histories, special events, etc.
  - Permanent:** Information with significant historical value is permanent.
  - Transitory:** All other historical information is retained until no longer needed.
  
- **Key and Keycard Records:** Document the issuance of keys/keycards to staff for entrance to the COMPASS building.
  - Transitory:** Keep until no longer needed.
  
- **Legislative Issues:** Records documenting COMPASS' legislative positions.
  - Semi-permanent:** Keep five years after the end of the legislative session to which the positions relate.
  
- **Maps:** Maps created by or for COMPASS.
  - Permanent:** Maps created by or for COMPASS are permanent.
  
- **News Releases:** Prepared statements, announcements, and news conference transcripts issued to the news media by COMPASS.
  - Semi-permanent:** Keep five years after issue date.

- **Notary Bond Records:** Bond posted by notaries conditioned on the faithful performance of their duties.

**Semi-permanent:** Keep five years after expiration.

**Note:** Other notary records, including application, appointment, journal, and other records are the property of the notary.

- **Orthophotos and all other aerial photos:** Orthophotos and all other aerial photos created by or for COMPASS.

**Permanent:** Orthophotos and other aerial photos are permanent.

- **Professional Membership Records:** Records documenting COMPASS-paid individual or agency memberships and activities in professional organizations.

**Semi-permanent:** Keep five years from the end of the fiscal year in which the membership is paid. Membership records are integrated with other accounts payable records for that fiscal year.

- **Public Records Requests:** Includes written public records requests, COMPASS' denials of public records requests, appeals information, etc.

**Temporary:** Keep two years after last action or final disposition of appeal (whichever is longer).

- **Publications:** Includes reports, studies, plans, policies, newsletters, brochures, etc. published by or for COMPASS.

**Permanent:** Keep one copy of official, numbered COMPASS reports permanently.

**Permanent:** Keep reports, studies, plans, policies and other publications with lasting significance permanently.

**Semi-permanent:** Keep one copy of all other publications such as newsletters, brochures, and white papers five years from the date of publication.

- **Public comments, surveys, questionnaires:** Records documenting measurement of public opinion, including comment cards, legal and other notices regarding public meetings and comment periods, surveys, polls, questionnaires, etc.
  - Semi-permanent:** Keep public comment records for five years from the date of the plan or report for which the comments were solicited, or until the related report is superseded, whichever is longer.
  - Semi-permanent:** Keep public comment records that are unrelated to a specific plan or report for five years from the date the records were collected.
  
- **Purchasing and Quality-Based Selection Records:** Records documenting competitive bidding and purchase of goods and services including: published notices and solicitations, specifications, bids, requests for proposals (RFPs) or requests for qualifications (RFQs), questions and answers related to RFPs or RFQs, responses to RFPs or RFQs, etc.
  - Semi-permanent:** Keep five years from date of award, or cancellation if not awarded. If responses or bids are not received, documentation of efforts to procure bids shall be kept five years from date of initiation of efforts.
  
- **Records Management Records:** Records documenting the inventory, retention, management, and disposition of COMPASS records.
  - Permanent:** Record retention policies and amendments, destruction records including destruction resolutions and authorizations from Idaho State Archivist, are permanent.
  
- **Resolutions:** Resolutions passed or considered by the board.
  - Permanent:** Adopted resolutions are permanent. Proposed resolutions are permanent and are retained with the board packet for the meeting at which they were proposed.
  
- **Technical Manuals, Specifications and Warranties:** Owners manuals and warranties for COMPASS-owned vehicles and equipment. Includes specifications, operating instructions, safety information, and terms for coverage of repair or replacement of equipment.
  - Semi-permanent:** Keep until vehicle or equipment is removed from service.

- **Telephone Messages:** Includes actual telephone messages and telephone message registers.

**Transitory:** Keep until no longer needed.

- **Vehicle Maintenance and Repair Records:** Document the maintenance and repair history of COMPASS-owned vehicles. Records typically include: description of work completed, parts and supplies used, date of service, date purchased, price, vehicle identification number, make and model, registration, etc.

**Semi-permanent:** Keep until vehicle is removed from service.

## Section B: Accounting, Budget, Finance and Payroll Records

- **Accounts Payable:** Records documenting payment of bills, including reports, invoices, statements, vouchers, purchase orders, payment authorizations, receipt records, canceled checks, etc.

**Semi-permanent:** Keep five years from the end of the fiscal year in which the payment was made.

**Note:** Idaho Code 50-907(2)(a) provides that these records must be kept at least five years.

- **Accounts Receivable:** Records documenting billing and collection of monies owed to COMPASS by vendors, individuals, organizations, governments, etc. Records include: reports, receipts, invoices, awards, logs, lists, summaries, statements, etc.

**Semi-permanent:** Keep five years from the end of the fiscal year in which the payment was received.

**Note:** Idaho Code 50-907(2)(a) provides that these records must be kept at least five years.

- **Audit Report:** Documents COMPASS' annual audit, examining compliance with generally accepted accounting principles and methods, the accuracy and legality of transactions and accounts, and compliance with requirements, orders, and regulations pertaining to the financial condition and operation of COMPASS. Information includes: auditor's report and recommendations, single audit information concerning federal grants, and other information.

**Permanent:** Audited financial statements, auditors' reports and opinions, and management letters are permanent.

**Semi-permanent:** Work papers and other supporting documents related to the audit are kept five years from the end of the fiscal year for which the audited financial statements were issued.

- **Bank Transaction Records:** Records documenting the status and transaction activity of COMPASS' bank accounts, including account statements, deposit and withdrawal slips, checks, checkbook stubs and check registers, etc.

**Semi-permanent:** Keep five years after the end of the fiscal year in which the statement is dated and the transactions occurred.

**Note:** Idaho Code 50-907(2)(a) provides that these records must be kept at least five years.

- **Bankruptcy Notices:** Records documenting notification to COMPASS that certain individuals, organizations or other entities have filed for bankruptcy, and used to determine if the individual, organization or entity owes money to COMPASS and to file notice or claim with the court.

**Semi-permanent:** Keep five years after discharge of debt or last action (whichever is shorter).

- **Capital Asset Records:** Records documenting purchase, improvements, depreciation and disposition of capital assets. Capital assets are defined in COMPASS' Financial Policy, and include items such as buildings, real estate, vehicles, equipment, and other assets with a useful life of more than three years.

**Permanent:** Records related to the acquisition, construction, and disposition of real estate and buildings are permanent.

**Semi-permanent:** Keep records for capital assets other than buildings or real estate, such as vehicles and equipment, five years from the end of the fiscal year in which the asset was disposed.

- **Deduction Authorization Records:** Records documenting employee application and authorization for voluntary payroll deductions, direct bank deposits, and related actions. Payroll deductions are directly deposited or remitted to the authorized financial institution, insurance company, or other agency or vendor.

**Semi-permanent:** Deduction authorization records are integrated into employee personnel files. Personnel files are kept ten years from the employee's termination date.

- **Employee Bond Records:** Records documenting the posting of fidelity, performance or position bonds to guarantee the honest and faithful performance of individual employees or groups of employees.

**Semi-permanent:** Keep five years after expiration.

- **Employee Time Records:** Records documenting hours worked, leave hours accrued, and leave hours taken by employees. Information usually includes: employee name, hours worked, type and number of leave hours taken, total hours, dates and related data.

**Semi-permanent:** Time records are considered part of employee records. Time records are filed by pay date during the year. After the fiscal year is closed and audited financial statements for that year are issued, time records are filed by employee name and are kept ten years from the employee's termination date.

**Note:** Federal regulations (29 CFR 516.5; and 29 CFR 516.6) require retention of these records for at least four years.

- **Employee Travel Records:** Training request/authorization forms, reimbursements, and other actions related to employee travel, including expense reports and receipts, vouchers and related documents. Information typically includes: estimated and final cost, destination, method of transportation, travel dates, approval signatures, etc.

**Semi-permanent:** Training request/authorization forms are retained for five years from the end of the fiscal year in which the training/travel occurred.

Expense reports, receipts, reimbursements and related documents are integrated with other accounts payable records. Accounts payable records are retained for five years from the end of the fiscal year in which the transaction occurred.

**Note:** Idaho Code 50-907(2)(a) provides that these records must be kept at least five years.



- **Federal and State Tax Records:** Records used to report the collection, distribution, deposit, and transmittal of federal and state income taxes as well as OASDI and Medicare taxes. Examples include: the federal miscellaneous income statement (1099), request for taxpayer identification number and certificate (W-9), employers' quarterly federal tax return (941, 941E), and similar federal and state completed forms.

**Semi-permanent:** Employer copies of employee W-2 forms are considered part of employee records. W-2's are filed by employee name and are kept ten years from the employee's termination date.

**Semi-permanent:** All other federal and state tax records are kept five years after fiscal year end.

**Note:** Federal regulations (26 CFR 31.6001-1; 29 CFR 516.5; and 29 CFR 516.6) require retention of these records for at least four years.

- **Financial Reports:** Reports documenting COMPASS' financial condition and operation, issued on a monthly, quarterly, annual or other basis, including quarterly and year-end financial reports to the Finance Committee. Reports include information on revenues and expenditures in relation to the final budget.

**Permanent:** Keep audited annual financial statements permanently.

**Permanent:** Reports to the Finance Committee are included in the Finance Committee meeting packets. Meeting packets are retained permanently.

**Semi-permanent:** Keep all other reports five years after the end of the fiscal year to which they pertain.

**Note:** Idaho Code 50-907(1)(d) requires fiscal year-end financial reports to be kept permanently.

Idaho Code 50-907(2)(a) provides that other financial reports must be kept at least five years.

- **Garnishment Records:** Records documenting requests and court orders to withhold wages from employee earnings for garnishments, tax levies, support payments, and other reasons.

**Semi-permanent:** Garnishment records are integrated into employee personnel files. Personnel files are kept ten years from the employee's termination date.

**Note:** Federal regulations (29 CFR 516.5; and 29 CFR 516.6) require retention of these records for at least four years.

- **General Ledgers:** Records documenting the summary of accounts reflecting COMPASS' financial position, showing debit, credit and balance amounts per account, budget, and program.

**Semi-permanent:** General ledgers are retained for five years after the end of the fiscal year in which the transactions occurred.

**Note:** Idaho Code 50-907(2)(a) provides that these records must be kept at least five years.

- **Gift and Contribution Records:** Records documenting gifts and contributions to COMPASS, including donor and acknowledgment letters, checks, receipts and related records.

**Semi-permanent:** Keep five years from the end of the fiscal year in which the gift or contributions was received, unless a longer retention period is specified by the donor.

- **Grant Records:** Records documenting the application, evaluation, awarding, administration, reporting and status of grants applied for, received, awarded or administered by COMPASS. Records include: applications and proposals, summaries, objectives, activities, budgets, exhibits, award notices, progress reports, contracts, financial reports, and related correspondence and documentation.

**Permanent:** Keep final reports from significant grants permanently.

**Semi-permanent:** Keep grant records for grants received, awarded or administered five years from the end of the fiscal year in which the grant terminated, unless a longer retention period is specified in the grant.

**Semi-permanent:** Keep grant records for unsuccessful applications for grants to be awarded or received for five years from the end of the fiscal year in which the application was completed.

- **Investment Records:** Reports, statements, summaries, correspondence and other records documenting and tracking investments made by COMPASS, including the Local Government Investment Pool.

**Semi-permanent:** Keep five years after the end of the fiscal year in which the statement is dated and the transactions occurred.

**Note:** Idaho Code 50-907(2)(a) provides that these records must be kept at least five years.

- **Leave Requests:** Applications or requests submitted by employees for use of any type of leave time.

**Semi-permanent:** Leave requests are considered part of employee records. Leave requests are attached to time records and filed by pay date during the year. After the fiscal year is closed and audited financial statements for that year are issued, leave requests and time records are filed by employee name and are kept for ten years from the employee's termination date.

- **Leave Balance Reports:** Reports summarizing employees' beginning and ending leave balances, and accrual and use of leave during the year.

**Semi-permanent:** Leave balance reports are retained for five years after the end of the fiscal year to which they pertain.

**Note:** Federal regulations (29 CFR 516.5; and 29 CFR 516.6) require retention of these records for at least four years.

- **Payroll Administrative Reports:** Reports, studies, and other records designed and used for budget preparation, projections, workload and personnel management, and research and general reference.

**Semi-permanent:** Payroll administrative reports are retained for five years after the end of the fiscal year to which they pertain.

- **Payroll Registers:** Registers from COMPASS' accounting/payroll system documenting the earnings, voluntary and required deductions, and withholdings of employees.

**Semi-permanent:** Keep for five years from the end of the fiscal year to which the registers relate.

**Note:** Idaho Code 50-907(2)(a) provides that these records must be kept at least five years.

- **PERSI Records:** Records relating to PERSI, including Employer Remittance Forms, invoices, correspondence, financial adjustments, etc.

**Semi-permanent:** Keep five years the end of the fiscal year in which the transactions occurred.

**Semi-permanent:** Individual PERSI records, such as contribution request forms, are considered part of employee records and are kept for ten years from the employee's termination date.

**Note:** Idaho Code 50-907(2)(a) provides that these records must be kept at least five years.
  
- **Purchase Orders:** Requests and purchase orders for goods or services purchased by COMPASS.

**Semi-permanent:** Purchase orders are integrated with other accounts payable records. Accounts payable records are retained for five years from the end of the fiscal year in which the transaction occurred.
  
- **Receipts:** Copies of receipts, showing the date, payor, amount, purpose, etc.

**Semi-permanent:** Keep five years after the end of the fiscal year in which the transaction occurred.

**Note:** Idaho Code 50-907(2)(a) provides that cash receipts subject to audit must be kept at least two years.
  
- **Sales and Use Tax Forms:** Used to report and remit sales tax collected and due to the state.

**Semi-permanent:** Keep five years after the end of the fiscal year in which the sales tax obligation was incurred.
  
- **Subsidiary Ledgers, Journals and Registers:** Records documenting details of accounts payable, accounts receivable, fixed asset, job cost, and payroll transactions that provide supporting documentation for the general ledger.

**Semi-permanent:** Keep all records five years after the end of the fiscal year to which the records pertain.

**Note:** Idaho Code 50-907(2)(a) provides that these records must be kept at least five years.

- **Unemployment Compensation Claim Records:** Records documenting claims submitted by former COMPASS employees for unemployment compensation. Usually includes: claims, notices, reports, and related records. May also include records generated by the appeal of claim determinations.

**Semi-permanent:** Unemployment claims records are integrated into the employee's personnel file and are retained for ten years from the employee's termination date.

- **Unemployment Reports:** Records documenting employee earnings on a quarterly basis. Used to document costs and charges in the event of an unemployment compensation claim.

**Semi-permanent:** Keep unemployment reports for five years after the end of the fiscal year to which the report pertains.

- **Unified Planning Work Program Records:** Records used in preparing and adopting COMPASS' Unified Planning Work Program (UPWP), including revenue projections, instructions, member requests, worksheets, adopted UPWP and revisions, and other information.

**Permanent:** Keep the adopted UPWP and adopted revisions of the UPWP permanently.

**Semi-permanent:** Keep all other records five years after the end of the fiscal year to which the UPWP pertains.

- **Wage and Tax Statements:** Annual statements documenting individual employee earnings and withholdings for state and federal income taxes and social security tax, also known as federal tax form W-2.

**Semi-permanent:** Employer copies of employee W-2 forms are considered part of employee records. W-2's are filed by employee name and are kept ten years from the employee's termination date.

**Note:** Federal regulations (26 CFR 31.6001-1; 29 CFR 516.5; and 29 CFR 516.6) require retention of these records for at least four years.

- **Withholding Allowance Certificates:** Certificates documenting the exemption status of individual employees (W-4 forms).

**Semi-permanent:** Withholding allowance records are integrated into employee personnel files. Personnel files are kept ten years from the employee's termination date.

**Note:** Federal regulations (26 CFR 31.6001-1; 29 CFR 516.5; and 29 CFR 516.6) require retention of these records for at least four years.

## Section C: Information Technology System Records

- **Computer System Security Records:** Records documenting the security of COMPASS information technology systems, including: employee access requests, passwords, access authorizations, and related documents.

**Transitory:** Keep until superseded.

- **Hardware Inventory:** Records documenting the purchase and specifications of computer hardware components owned by COMPASS, including but not limited to, serial numbers and assigned location.

**Semi-permanent:** Keep records for computer hardware components that meet the definition of a capital asset provided in COMPASS' Financial Policy for five years from the end of the fiscal year in which the component was disposed.

**Temporary:** Keep all other records for computer hardware components until the component is removed from service and disposed.

- **Network Records:** Records documenting COMPASS' network architecture including specifications, diagrams and reports.

**Semi-permanent:** Keep network records for the life of the system, until superseded.

- **Software Inventory:** Records documenting the purchase and specifications of computer software owned and/or installed by COMPASS on COMPASS owned hardware. Records should provide assurance that COMPASS is in compliance with licensure and copyright regulations for all installed software.

**Semi-permanent:** Keep records for computer software that meet the definition of a capital asset provided in COMPASS' Financial Policy for five years from the end of the fiscal year in which the component was disposed.

**Temporary:** Keep all other records for software until the software is removed from service and disposed.

- **User Support Records:** Records documenting troubleshooting and problem-solving assistance provided by information systems providers to users of the systems. Records may include: assistance requests, resolution records, and related documentation.

**Transitory:** Keep for one year from the date of service.

## Section D: Insurance and Risk Management Records

- **Contractor Liability Insurance Verification Records:** Letters or certificates of coverage provided by insurance companies declaring that specific contractors are covered by appropriate liability insurance.

**Semi-permanent:** Certificates of insurance are part of the contract records; contract records are retained for five years from the end of the fiscal year in which the contract expires.

- **Insurance Policy Records:** Records documenting the terms and conditions of insurance policies covering liability, property, group employee health and life, motor vehicle, workers' compensation, etc. Records usually include: policies, endorsements, rate change notices, agent of record, and related documents.

**Semi-permanent:** Keep insurance records five years from the end of the fiscal year in which the policy expires, unless there are claims pending; if there are claims pending, keep insurance records five years from the end of the fiscal year in which the claim is settled.

- **Liability Claims Records:** Records documenting various types of liability claims filed by or against COMPASS. Records often include: reports, photographs, summaries, reviews, notices, audio and videotapes, transcripts of recorded statements, correspondence and related documents.

**Semi-permanent:** Keep five years from the end of the fiscal year in which the claim is settled, closed or dismissed.

- **Vehicle Accident Records:** Records documenting accidents involving COMPASS vehicles, including: name and address of parties involved, date and time, complaint, description of damage, photographs, correspondence, etc.

**Semi-permanent:** If no claim is filed, keep five years from the date of the accident.

**Semi-permanent:** If a claim is filed, keep five years from the end of the fiscal year in which the claim is settled, closed or dismissed.



- **Workers' Compensation Claim Records:** Records documenting individual employee claims of job related injuries or illnesses, but not those describing actual medical conditions. Records may include: claim disposition notices, claim reporting and status forms, injury reports, determination orders, insurance premium data, hearing requests, safety citations, inspection reports, medical status updates and reports, investigation reports, reimbursement and payment records, and related correspondence and documentation.

**Semi-permanent:** Keep five years after the claim is closed or the final action on the claim occurs.

**Note:** Idaho Code 72-601 requires employers to keep records of work-related injuries and illnesses and provides that failure to keep these records is a misdemeanor.

## Section E: Personnel Records

- **Benefits Continuation Records:** Records documenting notice to employees, spouses and dependents informing them of their rights to continue insurance coverage after termination or during disability or family leave and whether coverage was elected or rejected. Continuation may be under COBRA or another provision.

**Semi-permanent:** Benefits continuation notices are integrated with personnel records. Personnel records are retained for ten years following the employee's termination date.

- **Employee Benefits Records:** Records relating to COMPASS' employee benefit information such as: selection of insurance plans, retirement, pension and disability plans, deferred compensation plans, and other benefit information. Records may include, but are not limited to: plan selection and application forms, enrollment records, contribution and deduction summaries, personal data records, authorizations, beneficiary information, year-end leave balance reports, notices of disability payment made, and related documentation.

**Semi-permanent:** Individual benefit records are integrated with personnel records. Personnel records are retained for ten years following the employee's termination date.

**Semi-permanent:** Keep benefits plan selection and plan documentation for five years from expiration of the plan.

**Semi-permanent:** Keep all other benefit information for five years from the end of the fiscal year in which it was created.

**Note:** 29 CFR 1627.3 (Age Discrimination) requires employee benefit plans such as pension and insurance plans to be kept for the full period the plan or system is in effect, and for at least one year after its termination. Payroll, recruitment and selection, personnel, and employee benefits records must also be kept at least one year from the date of the personnel action to which the records relate, with the exception of records required for an enforcement action, which must be kept until the action's final disposition.

Idaho Code 45-610 provides that employment records must be maintained for at least three years after the employee's last date of service.

- **Employee Medical Records:** Records documenting employee's eligibility for reimbursement for medical expenses under a COMPASS benefit plan as well as records that document an individual employee's work-related medical history. These records are not personnel records and are kept in a separate location from employee personnel records as required by the Americans with Disabilities Act.

**Semi-permanent:** Keep records for ten years following the employee's termination date, in a separate location from personnel records.

**Note:** Idaho Code 72-601 requires employers to keep records of work-related injuries and illnesses and provides that failure to keep these records is a misdemeanor. Failure to keep these records is a misdemeanor.

- **Employee Personnel Records:** Document an employee's work history. Records may include, but are not limited to: employment applications, notices of appointment, training and certification records, salary schedules, personnel actions, performance evaluations, awards and other special recognition, letters of recommendation, investigation information, disciplinary action, letters of resignation, home address and telephone, emergency notification forms, grievance and complaint records, and related correspondence and documentation.

**Semi-permanent:** Keep ten years after the employee's termination date.

**Note:** Idaho Code 45-610 provides that employment records must be maintained for at least three years after the employee's last date of service.

- **Employment Eligibility Verification Forms (I-9):** Document to the U.S. Immigration and Naturalization Service that an applicant or employee is eligible to work in the United States.

**Semi-permanent:** Keep ten years following the employee's termination date.

**Note:** Federal regulations (8 CFR 274a.2) require these records be kept three years after the date of hiring or one year after the individual's employment is terminated, whichever is later.

- **Equal Employment Opportunity Records:** Records documenting COMPASS' compliance with the Civil Rights Act of 1964, the Equal Employment Opportunity Act of 1972 and the Americans with Disabilities Act. Records include: plans, policy statements, reports, and related information.

**Permanent:** Keep plans, updates and policy statements permanently.

**Semi-permanent:** Keep records related to the filing of a charge of discrimination or other action until final disposition of the case.

**Semi-permanent:** Keep all other records five years.

**Note:** 29 CFR 1602.14 (Recordkeeping and Reporting Under Title VII and ADA) requires personnel, compensation and benefits records to be kept at least one year from the date of making the record or the personnel action involved, whichever is later, except in the case of involuntarily terminated employees, which must be kept at least one year from the date of termination. When a charge of discrimination or action is filed, records must be kept until final disposition of the case.

- **Position Description, Classification and Compensation Records:** Records documenting the description, classification and compensation of COMPASS employees. Usually includes details of duties and responsibilities of each position, time percentage breakdowns of tasks, skills and abilities needed for each position, and related records documenting the development, modification or redefinition of each job or position. Records may include: reports, position descriptions, position evaluations, salary and benefits studies, job analyses, interview data, selection criteria, authorizations, agreements and related records.

**Semi-permanent:** Keep records related to the filing of a charge of discrimination or other action until final disposition of the case.

**Semi-permanent:** Individual job descriptions are integrated with personnel records. Personnel records are kept for ten years following the employee's termination date.

**Semi-permanent:** All other records are kept for five years from the date they are superseded or become obsolete.

**Note:** 29 CFR 1602.31 (Recordkeeping and Reporting for Civil Rights Act and Americans with Disabilities Act) requires these records be kept at least two years from the date of the making of the record or the personnel action involved, whichever occurs later. Where a charge of discrimination has been filed, or an action brought by the Attorney General against a political jurisdiction under title VII or the ADA, COMPASS is required to preserve all personnel records relevant to the charge/action until final disposition of the charge/action.

29 CFR 1627.3 (Age Discrimination) requires payroll, recruitment and selection, personnel, and employee benefits records to be kept at least one year from the date of the personnel action to which the records relate, with the exception of records required for an enforcement action, which must be kept until the action's final disposition.

- **Recruitment and Selection Records:** Document the recruitment and selection of COMPASS employees. Records may include, but are not limited to: job announcements and descriptions, applicant lists, applications and resumes, position advertisement records, classification specifications, affirmative action records, interview questions, interview and application scoring notes, applicant background investigation information, letters of reference, position authorization forms, and related correspondence and documentation.

**Semi-permanent:** Records related to successful selection are integrated with personnel records. Personnel records are kept for ten years from the employee's termination date.

**Semi-permanent:** Keep records related to the filing of a charge of discrimination or other action until final disposition of the case.

**Semi-permanent:** Keep unsuccessful applications and all other records five years after position filled or recruitment canceled.

**Note:** 29 CFR 1602.14 (Recordkeeping and Reporting Under Title VII and ADA) requires recruitment and selection, personnel, compensation and benefits records to be kept at least one year from the date of making the record or the personnel action involved, whichever is later, except in the case of involuntarily terminated employees, which must be kept at least one year from the date of termination. When a charge of discrimination or action is filed, records must be kept until final disposition of the case.

29 CFR 1602.31 (Recordkeeping and Reporting for Civil Rights Act and Americans with Disabilities Act) requires these records be kept at least two years from the date of the making of the record or the personnel action involved, whichever occurs later. Where a charge of discrimination has been filed, or an action brought by the Attorney General against a political jurisdiction under title VII or the ADA, COMPASS is required to preserve all personnel records relevant to the charge/action until final disposition of the charge/action.

29 CFR 1627.3 (Age Discrimination) requires payroll, recruitment and selection, personnel, and employee benefits records to be kept at least one year from the date of the personnel action to which the records relate, with the exception of records required for an enforcement action, which must be kept until the action's final disposition.

- **Training Records:** Records related to training provided or made available to employees by COMPASS. May include class descriptions, attendance records, and related records.

**Semi-permanent:** Training records are considered part of personnel records. After the fiscal year is closed and audited financial statements for that year are issued, training records are filed by employee name and are kept ten years from the employee's termination date.

## **Part 2: Records Storage and Disposition Method**

COMPASS records may be in paper (hard copy) form and/or in digital form. For those records that exist only in hard copy form, COMPASS will create a digital version of those records. All COMPASS records will exist in digital form, in addition to or instead of hard copy form, as appropriate to the type of record. Retaining records in digital form allows for efficient access to and storage of those records.

Those records defined as permanent in Part 1 shall be maintained in perpetuity.

Idaho code 50-909 requires that permanent records that exist in paper form be retained in that paper form in perpetuity. COMPASS will create a digital version of its paper permanent records for ease of access. Paper originals of permanent records will be archived, indexed and stored in the most cost efficient manner that reasonably protects those records from damage, theft or loss.

Idaho code 50-909 allows records other than permanent records to be retained in digital form. For those non-permanent records that have not exceeded the retention requirement, COMPASS will create a digital version for ease of storage and access.

COMPASS will create not less than two daily back-ups of its digital records, with one back-up held onsite and one back-up held offsite to reasonably insure the security and safety of those records.

Once a valid digital form of the non-permanent record exists, the hard copy is considered a duplicate record and will be destructed without further review. Destruction of duplicate paper records will be accomplished through a commercial shredding service.

A digital copy of non-permanent, paper records that are on file with COMPASS but have already exceeded the retention requirement will not be created. COMPASS staff will create an inventory of these records for review by the Executive Director. The inventory will include, at a minimum, a description of the record, the date it was created and the approved retention period for that record.

Once the Executive Director approves the inventory of records for destruction, the inventory will be provided to the Idaho State Archivist and the COMPASS Board. After the Archivist and the COMPASS Board approve the inventory of records for destruction, the listed records will be destroyed by a commercial shredding service not less than thirty days from the date of the COMPASS Board's approval.

Non-permanent, digital records that have exceeded the retention requirement will not be retained. COMPASS staff will create an inventory of these digital records for review by the Executive Director. The inventory will include, at a minimum, a description of the record, the date it was created and the approved retention period for that record.

Once the Executive Director approves the inventory of digital records for destruction, the inventory will be provided to the Idaho State Archivist and the COMPASS Board.



After the Archivist and the COMPASS Board approve the inventory of digital records for destruction, the listed records will be permanently removed from the COMPASS computer network and back-up systems.

COMPASS may elect to, but is not required to, retain non-permanent digital or paper records for periods longer than the retention periods set forth in this policy if it is in COMPASS' best interest to do so.

# COMPASS BOARD AGENDA ITEM VII-A

DATE: February 24, 2014



**Topic: New Project Priorities for the FY2015-2019 Regional Transportation Improvement Program (TIP)**

## **Background/Summary:**

Applications for new projects for the FY2015-2019 TIP were due in November 2013. Priorities for the following programs are provided in Attachment 1:

- Surface Transportation Program, Boise Urbanized Area
- Surface Transportation Program, Nampa Urbanized Area
- Transportation Alternatives Program, Boise Urbanized Area
- Federal Transit Administration 5307, 5310, 5339 for the Boise Urbanized Area
- Federal Transit Administration 5307, 5310, and 5339 for the Nampa Urbanized Areas
- Federal Transit Administration 5310 and 5311 for rural areas
- State program priorities - not available.

A brief description of each project is provided in Attachment 2.

Worksheets of each local program, as well as a list of major changes, will be provided with the TIP update packet for thorough review of each program.

## **Request/Recommendation:**

Staff seeks approval of new project priorities for the FY2015-2019 TIP. The Regional Technical Advisory Committee recommended approval on January 22, 2014.

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

There is no implication to the existing program at this time. Final action is needed by the COMPASS Board in August 2014 to update the TIP. Approval of these priorities allows staff to process new projects for the FY2015-2019 TIP.

## **More Information:**

- 1) Attachment 1 – Recommended Priorities
- 2) Attachment 2 – Application Descriptions
- 3) For detailed information contact: Toni Tisdale, Principal Planner, at 475-2238 or [ttisdale@compassidaho.org](mailto:ttisdale@compassidaho.org).

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## FY2015-2019 Regional Transportation Improvement Program

(Amounts shown include local match, except when noted differently.)

The draft project list is used for evaluation and consideration for the air quality conformity demonstration, and development of the draft transportation improvement program only. These projects shall not be considered as committed at this time, as further development of the program could result in changes to the project list and recommendations. The project list will be considered final after COMPASS and Idaho Transportation Board approval in fall 2014.

**Recommendations for the Surface Transportation Program – Transportation Management Area (STP-TMA) (Boise Urbanized Area)**

Priority	Project	Amount	Recommendation
Off-the-top	*Rideshare, ACHD's Rideshare Program, Ada County – FY2019	\$220,000	Recommended for Funding
Off-the-top 13900	COMPASS Planning, Ada County – FY2019	\$232,000	Recommended for Funding
Off-the-top	COMPASS Planning, Ada County - PD	\$232,000	Recommended for Funding
Goal 13903	**Capital Maintenance, ACHD – FY2019	\$6,320,000	82% of available funds
Goal	**Capital Maintenance, ACHD – FY2020	\$6,320,000	82% of available funds
Goal	**Capital Maintenance, ACHD – FY2021	\$6,320,000	82% of available funds
Goal	**Set-Aside Alternative Transportation Maintenance – FY2019	\$1,156,000	15% of available funds
1	Freight and Goods Movement Study Update, COMPASS	\$400,000	Recommended for Funding
2	Treasure Valley Transportation Operations, Management and Operations Management and ITS Plan Update, COMPASS	\$250,000	Recommended for Funding
3	Congestion Management Study, COMPASS	\$75,000	Recommended for Funding

\*The Rideshare Program has a set-aside key number (TMA30) that is stable. New projects are added for the new funding year.

\*\*Incorporates new direction by COMPASS Board in Communities in Motion 2040 to provide funding splits starting in FY2019. Project added for roadway maintenance (ACHD) in FY2020 and FY2021 in order to program design funds.

**Recommendations for the STP-Urban Program (Nampa Urbanized Area)**

*Note: Small urban areas compete for funding at a statewide level. Funding is uncertain, as these projects must be coordinated through the STP-Urban Balancing Committee.*

Priority	Project	Amount	Recommendation
Off-the-top	*Rideshare, ACHD's Rideshare Program, Canyon County - PD	\$55,000	Recommended for Funding
Off-the-top	**COMPASS Planning, Canyon County - PD	\$99,000	Recommended for Funding
Goal	Set-Aside Roadway Maintenance, Canyon County – PD	\$1,289,000	82% of available funds
Goal	Set-Aside Alternative Transportation Maintenance, Canyon County – PD	\$236,000	15% of available funds
Goal	Set-Aside Studies, Canyon County – PD	\$47,000	3% of available funds

\*The current project listed in PD will advance to FY2019.

**Recommendations for the Transportation Alternatives Program in the Transportation Management Area (Boise Urbanized Area)**

Priority	Project	Amount	Recommendation
1	VRT/Treasure Valley YMCA Safe Routes to School	\$156,000	Recommended for Funding
2	Greenbelt Spur, Eckert Road, Boise	\$330,000	Recommended for Funding

*Unfunded Requests:*

- Rail with Trail, Phase 2, Meridian (\$425,000)
- Fairview Avenue Corridor, ACHD (\$375,000)

## Recommendations for Federal Transit Administration (FTA) Funding

Note: Rural projects compete for funding at a statewide level. Funding is uncertain, as these projects must be recommended by the ITD District Coordination Council.

Project/Applicant	Total Project Request	Recommendation (Federal Portion)
Commuteride Replacement Vehicles – FY2015 ACHD	\$875,000 (20% local match, federal = \$700,000)	Fund \$246,000 with FTA 5307 Large Urban  Fund \$454,000 with FTA 5307 Small Urban
Replacement Van – Good Samaritans Good Samaritans	\$50,000 (20% local match, federal = \$40,000)	Fund \$40,000 with FTA 5310 Large Urban
Large Urban Purchase of Service – FY2015 Treasure Valley Transit	\$250,000 (20% local match, federal = \$200,000)	Fund \$200,000 with FTA 5310 Large Urban
* Kuna Senior Center Bus Maintenance, Kuna Kuna Senior Center	\$5,000 (20% local match, federal = \$4,000)	Fund \$4,000 with FTA 5310 Large Urban
* Accessible Mini Vans, VRT Valley Regional Transit	\$240,000 (20% local match, federal = \$192,000)	Fund \$48,000 with FTA 5339 Large Urban  Fund \$144,000 with FTA 5339 Small Urban
CWI/Idaho Center Multi-use path and Park and Ride Connection, Nampa City of Nampa	\$130,400 (20% local match, federal = \$104,320)	Fund \$104,320 with FTA 5307 Small Urban
Skyview High School/Greenhurst Road Pedestrian Crossing, Nampa City of Nampa	\$62,135 (20% local match, federal = \$49,708)	Fund \$49,708 with FTA 5307 Small Urban
Nampa High School/Lake Lowell Avenue Pedestrian Improvements, Nampa City of Nampa	\$423,957 (20% local match, federal = \$339,166)	Fund \$339,166 with FTA 5307 Small Urban
Small Urban Purchase of Service – FY2015 Treasure Valley Transit	\$125,000 (20% local match, federal = \$100,000)	Fund \$100,000 with FTA 5310 Small Urban
Small Urban Service in Caldwell, Nampa and Middleton – FY2015 Treasure Valley Transit	\$265,374 (45% local match, federal = \$146,187)	Fund \$146,187 with FTA 5310 Small Urban
** Rural Purchase of Service – FY2015 Treasure Valley Transit	\$100,000 (20% local match, federal = \$80,000)	Number 1 priority for Statewide Competitive FTA 5310 Rural
* Kuna Senior Center Bus Maintenance, Kuna Kuna Senior Center	\$5,000 (20% local match, federal = \$4,000)	Number 2 priority for Statewide Competitive FTA 5310 Rural  Number 1 priority for Statewide Competitive FTA 5311 Rural
* Accessible Mini Vans, VRT Valley Regional Transit	\$240,000 (20% local match, federal = \$192,000)	Number 3 priority for Statewide Competitive FTA 5310 Rural  Number 1 priority for Statewide Competitive FTA 5339 Rural

\* Projects eligible for rural funding must compete with other rural projects across the state. COMPASS staff anticipates receiving approval to use some urban funds in the rural area when the service benefits the urban area. If approval is granted, fewer applications will remain in the statewide rural competitive process.

\*\* COMPASS also requested this project be funded (at least partially) with urban funding. If that request is granted, some, or all, of this project will be funded with FTA 5310 Small Urban funds.

Application Descriptions  
For the FY2015-2019 Transportation Improvement Program

## Surface Transportation Program

Project	Description	Total Project
Congestion Management Study, COMPASS	Study would expand upon the Treasure Valley Transportation Operations, Management, and ITS plan to include multiple objectives and identify additional opportunities for congestion mitigation, which would include a wide range of solutions to address mobility and accessibility problems. This study will consider new technologies for measuring and evaluating congestion and will evaluate the effectiveness of expanding the process to include additional resources for decision making. These resource considerations include: crash data, building permits and land use changes, access management, bike/pedestrian data, integration of level of service analysis, transit automatic vehicle locators (AVL), vanpools, park and rides, and other multimodal resources. This evaluation will help determine the best congestion mitigation strategies, and maintenance investments for the transportation system.	\$75,000  (7.34% local match federal = \$69,495)
Freight and Goods Movement Study Update, COMPASS	This project will update information from the 2008 freight study; provide information COMPASS currently does not have about freight and goods movement in the Treasure Valley, including choke points and freight problem areas; identify needed improvements, including in access, safety, impact on other modes; identify economic impacts of freight to the regional economy.	\$400,000  (7.34% local match federal = \$370,640)
Treasure Valley Transportation Operations, Management, and ITS Plan Update, COMPASS	The region's ITS and operations strategic plan and ITS architecture is expected to be updated every five years to ensure it remains consistent with evolving needs, regional plans, and progress in ITS implementation. This effort will include a comprehensive update of the existing conditions assessment, regional ITS inventory, vision, operational concept, implementation plan, and regional ITS architecture. This concept is listed in the 2013 ITS plan as an anticipated project for FY2018.	\$250,000  (7.34% local match federal = \$231,650)

## Transportation Alternatives Program Application Summaries (Boise Urbanized Area)

Project / Applicant	Description	Total Project
Fairview Avenue Corridor, ACHD  ACHD	The purpose of this project is to design and construct pedestrian and bicycle facilities in areas consistent with the recommendations in the Fairview Avenue Corridor Management Study Plan.	\$375,000  (7.34% local match federal = \$348,000)
Greenbelt Spur, Eckert Road, Boise  City of Boise	Construct a new greenbelt pathway spur in concrete. The pathway would be 3,000 linear feet by 12-foot wide. The pathway limits are between Warm Springs Boulevard and the existing Greenbelt at Eckert Road.	\$330,000  (7.57% local match, federal = \$305,000)
Rail with Trail, Phase 2, Meridian  City of Meridian	The City of Meridian is interested in constructing an off-road, multi-use pathway near or in the Union Pacific Railroad (UPRR) line. One of the issues UPRR has expressed to the city is safe and integrated crossings of this pathway at arterials. The city is currently working with a consultant, through TAP funds, to conceptually design safe crossings. In total, the city is requesting money to design and construct a full mile of the pathway. In February, the city requested \$800,000 with a local match of \$200,000 for a total project of \$1,000,000. That request received \$575,000, including a 20% match. For this submission, the city requests the remaining \$340,000 plus a 20% match for the remainder of the project. The city recognizes the request is for a significant amount of the TMA annual allocation. However, this project meets several objectives of the program, is consistent with CIM, and other local and regional plans, and is widely supported.	\$425,000  (20% local match, federal = \$340,000)

<b>Project / Applicant</b>	<b>Description</b>	<b>Total Project</b>
VRT/Treasure Valley YMCA Safe Routes to School  Valley Regional Transit	The Safe Routes to School Program, run through the Treasure Valley Family YMCA (YSRTS), will continue to use the 5 E's (education, encouragement, engineering, enforcement, and evaluation) for successful programming, with a primary focus on education and encouragement. YSRTS will develop and implement pedestrian and bicycle education and encouragement activities in Boise and Joint No. 2 School Districts. YSRTS will utilize partnerships that have already been formed to build strong leadership coalitions at each of the school districts and to grow the volunteer base. YSRTS will also focus energy building sustainable education efforts and impact engineering by working with our partners at ACHD and the cities. The primary audience will be close to 50,000 students enrolled in the Boise and Joint No. 2 School Districts and the 1,700 children enrolled in YMCA Child Development programs in the Treasure Valley Family YMCA with the community at large as the secondary focus. The program will run under its own department with a Director and Coordinator to ensure full coverage and implementation of plans at the highest percentage of schools.	\$156,000  (7.34% local match, federal = \$144,549)

**Transit Project Application Summaries by Funding Category (some project eligible for multiple funding sources)**

<b>Project / Applicant</b>	<b>Description</b>	<b>Total Project</b>
Accessible Mini Vans, VRT  Valley Regional Transit	Purchase accessible mini vans for the vehicle sharing pool. Immediate partnerships with senior centers from the cities of Eagle, Parma, and Star.	\$240,000  (20% local match, federal = \$192,000)
Commuteride Replacement Vehicles – FY2015  ACHD	Project will replace up to 25 commuteride vehicles (15-passenger or minivan) that are beyond their useful life. Vans will serve riders in the following counties: Ada, Canyon, Gem, Elmore, Payette, and Malheur. The project can be phased with any number of vehicles. Cost per van is \$35,000.	\$875,000  (20% local match, federal = \$700,000)
CWI/Idaho Center Multi-use path and Park and Ride Connection, Nampa  City of Nampa	This project would enhance the ability of transit to serve patrons of the College of Western Idaho (CWI) and the Idaho Center by providing bike and pedestrian connectivity to the new Park and Ride facility north of the Idaho Center off Terra Linda Way. The project will improve safety by providing safe passage for pedestrians and bicyclists over the UPRR tracks that separate CWI and the Park and Ride lot from the Idaho Center. The project will add a 12-foot multi-use path beginning at the north end of the existing Idaho Center walkway, continue north over the UPRR tracks and connect to existing sidewalk along the west side of the Park and Ride facility.	\$130,400  (20% local match, federal = \$104,320)
Kuna Senior Center Bus Maintenance, Kuna  Kuna Senior Center	Maintenance on two vehicles.	\$5,000  (20% local match, federal = \$4,000)
Large Urban Purchase of Service – FY2015  Treasure Valley Transit	Treasure Valley Transit Inc. (TVT) purchases rides through Purchase of Service contracts within and connecting specific communities in Ada County (Meridian, Eagle, Boise, and Garden City) to improve mobility for seniors and persons with disabilities. TVT will purchase rides through contracts with the senior centers. Each center will determine the local match through local city/county funding, leveraging Area on Aging dollars, cash/fundraisers or in-kind services. In addition, TVT can contract with other providers for rides outside the senior center hours or days of service. The providers to whom the contracts are awarded establish their cost per ride, which includes the vehicle, driver, fuel maintenance, and associated expenses. TVT maintains the administrative and operational oversight of all contractors to ensure contractual compliance.	\$250,000  (20% local match, federal = \$200,000)

<b>Project / Applicant</b>	<b>Description</b>	<b>Total Project</b>
Nampa High School/Lake Lowell Avenue Pedestrian Improvements, Nampa  City of Nampa	This project would facilitate connectivity to established transit routes and enhance multi-modal transportation options by improving bicycle and pedestrian connectivity and safety. The project will improve access for bicyclists and pedestrians to established bus stops along 12 <sup>th</sup> Avenue Road serving, in particular, multiple neighborhoods to the west of 12 <sup>th</sup> Avenue Road as well as serving Nampa High School students. The project, located adjacent to Nampa High School, will add a 10-foot multi-use path on the south side of Lake Lowell Avenue from Stadium Street to 12 <sup>th</sup> Avenue Road and two pedestrian crossings of Lake Lowell Avenue with marked crosswalks, signing, and pedestrian activated flashing beacons.	\$423,957  (20% local match, federal = \$339,166)
Replacement Van – Good Samaritans  Good Samaritans	Good Samaritan Society will purchase a van to replace a 2004 model with 145,000 miles. The Good Samaritan Society-Boise Village offers specialized care for residents with Alzheimer/dementia, brain injury and post-hospital rehabilitative care, as well as degrees of care for elderly and young adults with chronic illnesses or disabilities. The current average residency is 90-95 residents in-house. The van/driver accommodates these residents' travel to hospital, medical appointments, and discharge locations, such as home or an assisted living facility, as well as shopping trips.	\$50,000  (20% local match, federal = \$40,000)
Rural Purchase of Service – FY2015  Treasure Valley Transit	Treasure Valley Transit Inc. (TVT) purchases rides through Purchase of Service contracts within and connecting specific communities in Ada County and Canyon County (Kuna, Star, Greenleaf, Melba, Notus, Parma, and Wilder) to improve mobility for seniors and persons with disabilities. TVT will purchase rides through contracts with the senior centers. Each center will determine the local match through local city/county funding, leveraging Area on Aging dollars, cash/fundraisers or in-kind services. In addition, TVT can contract with other providers for rides outside the senior center hours or days of service. The providers to whom the contracts are awarded establish their cost per ride, which includes the vehicle, driver, fuel maintenance, and associated expenses. TVT maintains the administrative and operational oversight of all contractors to ensure contractual compliance.	\$100,000  (20% local match, federal = \$80,000)
Skyview High School/Greenhurst Road Pedestrian Crossing, Nampa  City of Nampa	This project would facilitate access to established transit routes by enhancing bike and pedestrian connectivity and safety. The project, adjacent to Skyview High School, will enhance an existing pedestrian crossing on Greenhurst Road, just east of Chestnut Street. Improvements will include a marked crosswalk, signing, pedestrian activated flashing beacons, and pedestrian access ramps. The project will improve connectivity to Route 54, an established bus route along Greenhurst Road and Juniper Street, which will provide access by transit to locations throughout the Treasure Valley.	\$62,135  (20% local match, federal = \$49,708)
Small Urban Purchase of Service – FY2015  Treasure Valley Transit	Treasure Valley Transit Inc. (TVT) purchases rides through Purchase of Service contracts within and connecting specific communities in Canyon County (Caldwell, Middleton, and Nampa) to improve mobility for seniors and persons with disabilities. TVT will contract with Canyon County Organization on Aging, who will purchase rides from the senior centers. Each center will determine the local match through local city/county funding, leveraging Area on Aging dollars, cash/fundraisers or in-kind services. In addition, TVT can contract with other providers for rides outside the senior center hours or days of service. The providers to whom the contracts are awarded establish their cost per ride, which includes the vehicle, driver, fuel maintenance, and associated expenses. TVT maintains the administrative and operational oversight of all contractors to ensure contractual compliance.	\$125,000  (20% local match, federal = \$100,000)
Small Urban Service in Caldwell, Nampa and Middleton – FY2015  Treasure Valley Transit	There is a segment of service that is within the small urban area of Nampa, Caldwell, and Middleton that was not served, and TVT is applying for the 5310 Small Urban funds to continue to fill this gap. In FY2014, TVT was awarded funding to go above and beyond the ADA requirements of the ValleyRide paratransit service, which is limited to the ¾-mile requirement. TVT provides demand response service in the 3D LMMN area for seniors and persons with disabilities. TVT will coordinate the demand response service with the Purchase of Service in order to provide multiple mobility options.	\$265,374  (45% local match, federal = \$146,187)

# COMPASS Board Agenda Item VII-B

Date: February 24, 2014



**COMPASS**  
COMMUNITY PLANNING ASSOCIATION  
of Southwest Idaho

## Topic: Authorize Release of Draft CIM 2040 Plan Document for Public Comment

### Background/Summary:

A long-range transportation plan is required for any area with a population over 50,000 to receive federal transportation funding. The plan needs to look out at least 20 years and it is updated, or a new plan prepared, every four years. *Communities in Motion* (CIM) is this plan for Ada and Canyon Counties. COMPASS has been working with you on the update to this plan (CIM 2040) since 2011. A draft of the plan is now complete and ready for public and agency comment; it is available for your review at <http://www.compassidaho.org/documents/people/board/Board022414DraftCIM2040.pdf>.

The attachment depicts the timeline and key Board decisions leading to this draft plan. While the plan covers a wide variety of topics, the key issues and topics include:

- **Goals, objectives, performance measures, and policies.** Together, these articulate the desired outcomes of CIM 2040, what we need to do to get there, and how we will measure success. These can be found in Chapters 1 (goals/objectives), 10 (performance measures), and 11 (implementation policies).
- **Growth in the Treasure Valley.** A broad vision for growth is expressed in the **CIM 2040 Vision** and is discussed in Chapter 3.
- **Financial projections.** To plan for the future, we need to estimate future costs and future revenues. This is discussed in Chapter 4.
- The existing (Chapter 5) and future (Chapter 6) **transportation system.** The overall purpose of CIM 2040 is to develop a plan for future transportation in Ada and Canyon Counties.
- What projects will be completed and what needs are unfunded. The funded projects are listed for the next five years (2014 – 2018) and beyond 2019. The unfunded needs are outlined in a list of **33 prioritized corridors and projects** (Chapter 6).

In addition to three day-long stakeholder workshops in 2012 to develop the CIM 2040 Vision, COMPASS held three public comment periods during the plan development on key issues prior to the Board's action on them. The final public comment period for this draft plan is planned to start on March 3, 2014, and end on April 27, 2014. All comments will be provided to the CIM 2040 Leadership Team, CIM 2040 Planning Team, and COMPASS Board prior to action on the CIM 2040 plan in summer 2014.

### Request/Recommendation:

Staff requests authorization to release the draft CIM 2040 plan document for public comment.

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

In order to continue receiving federal transportation funding for state and local projects, CIM 2040 must be adopted by the COMPASS Board no later than September 2014.

### More Information:

1. Attachment
2. For detailed information contact: Liisa Itkonen, [litkonen@compassidaho.org](mailto:litkonen@compassidaho.org) or 475-2241.

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## Timeline and Key Board Decisions



## JANUARY 2014 - STAFF ACTIVITY REPORT

PROGRAM NO.	
601	<p><b>UNIFIED PLANNING WORK PROGRAM DEVELOPMENT AND FEDERAL ASSURANCES</b></p> <p style="text-align: right;"><b>MEGAN LARSEN</b></p> <ul style="list-style-type: none"> <li>• Received Board approval of Revision 1 of the FY 2014 UPWP.</li> <li>• Processed and tracked revenues and expenditures associated with the FY2014 Unified Planning Work Program.</li> <li>• Tracked changes and announcements in the Federal Register and the Daily Digest.</li> <li>• Tracked announcements from funding resources to identify potential grants for COMPASS and member agencies.</li> <li>• Distributed information to all member agencies for requesting COMPASS staff assistance in the FY2015 UPWP.</li> </ul>
605	<p><b>MULTI-MODAL PLANNING SUPPORT</b></p> <p style="text-align: right;"><b>WALT SATTERFIELD</b></p> <ul style="list-style-type: none"> <li>• Participated in weekly GoRide coordination meetings with Valley Regional Transit.</li> <li>• Participated on the Meridian Transit Project Team's bi-monthly meeting (on January 3 and January 17).</li> <li>• Attended Boise Transit Planning team meeting on January 16, 2014.</li> <li>• Attended the Public Transportation Advisory Council meeting on January 22, 2014.</li> <li>• Released a Request for Cost for the Title VI alternative transportation survey for Ada and Canyon Counties on January 23, 2014.</li> <li>• Participated in the Community Link coordination meeting with Valley Regional Transit, Treasure Valley Transit, the Area Agency on Aging (District 3) and the Idaho Transportation Department on January 24, 2014.</li> <li>• Presented an overview of multi-modal activities to the Boise Lions Club on January 30, 2014.</li> <li>• Participated in the Foundation for Ada Canyon Trails Systems (F.A.C.T.S.).</li> </ul>
620	<p><b>GROWTH AND TRANSPORTATION SYSTEM MONITORING</b></p> <p style="text-align: right;"><b>CARL MILLER</b></p> <ul style="list-style-type: none"> <li>• Completed tracking 2013 building permits for the Development Monitoring Report.</li> <li>• Continued development of online dashboard for CIM 2040 performance measurement.</li> <li>• Continued geocoding of 2013 employment data.</li> <li>• Met with the Performance Measures workgroup to discuss the 2014 Performance Monitoring Report and the online dashboard.</li> <li>• Organized the 2014 Census Training to occur on April 24, 2014.</li> </ul>
647	<p><b>REGIONAL GROWTH ISSUES AND OPTIONS</b></p> <p style="text-align: right;"><b>CARL MILLER</b></p> <ul style="list-style-type: none"> <li>• Updated the Communities in Motion 2040 Development Tracking database.</li> <li>• Met with Canyon County, City of Caldwell, and City of Nampa to develop and share preliminary plat data for the Development Tracking database.</li> </ul>

PROG RAM NO.	
653	<p data-bbox="321 201 906 226"><b>COMMUNICATION AND EDUCATION</b></p> <p data-bbox="1289 237 1451 262" style="text-align: right;"><b>AMY LUFT</b></p> <ul data-bbox="345 273 1520 758" style="list-style-type: none"> <li>• Prepared the <i>Keeping Up With COMPASS</i> newsletter.</li> <li>• Updated the web site and posted to COMPASS Facebook page and Executive Director's blog.</li> <li>• Tracked and facilitated issues related to COMPASS and transportation in and with news media. Distributed one news release.</li> <li>• Hosted Gary McVoy on January 23/24 as part of the COMPASS education series. Continued preparations for the remainder of the 2014 COMPASS education series; speakers confirmed for February 6/7 and May 8/9, 2014.</li> <li>• Distributed updated COMPASS Board notebooks.</li> <li>• Drafted fact sheet on growth and transportation in the Treasure Valley.</li> <li>• Completed follow-up from December Leadership in Motion awards.</li> <li>• Prepared for the annual COMPASS 101 workshop (to be held February 4).</li> <li>• Participated in planning meetings for the Creating Healthy Communities Summit (April 17/18, 2014).</li> </ul>
661	<p data-bbox="321 768 768 793"><b>COMMUNITIES IN MOTION</b></p> <p data-bbox="1198 804 1458 829" style="text-align: right;"><b>LIISA ITKONEN</b></p> <ul data-bbox="345 840 1544 1392" style="list-style-type: none"> <li>• Continued working with the editor to prepare chapters and corridor summaries. All chapters have been written and the draft plan document is being compiled.</li> <li>• Sent quarterly email update to 1,700 individuals.</li> <li>• Continued preparations for a spring 2014 public comment period on the full draft CIM 2040 plan, including purchasing ad space on Valley Regional Transit buses, purchasing airtime on local radio stations, developing news releases, developing fact sheets and comment forms, and selecting a consultant to assist with virtual open houses. Public comment period is scheduled for March 3 – April 27, 2014.</li> <li>• Distributed CIM 2040 Grant Implementation Program applications and other documents to all member agencies.</li> <li>• Completed air quality conformity model runs for CIM 2040.</li> <li>• Presented <i>Environmental Suitability Analysis for Communities in Motion 2040</i> poster at the Transportation Research Board Conference in Washington D.C. on January 14, 2014.</li> </ul>

PROGRAM NO.	
685	<p data-bbox="321 197 1252 226"><b>REGIONAL TRANSPORTATION IMPROVEMENT PROGRAM</b></p> <p data-bbox="1214 233 1458 262" style="text-align: right;"><b>TONI TISDALE</b></p> <ul data-bbox="321 268 1549 1249" style="list-style-type: none"> <li>• Prepared for and hosted the TMA Balancing meetings on January 2, 2014.</li> <li>• Met with representatives of the Eagle Senior Center regarding program funding on January 3, 2014.</li> <li>• Presented the prioritized list of transit projects to the Valley Regional Transit Executive Board on January 6, 2014.</li> <li>• Met with Canyon Highway District staff regarding potential future funding for projects on January 7, 2014.</li> <li>• Met with Mayor Taylor, City of Middleton, regarding funding options for a specific project in the city on January 8, 2014.</li> <li>• Met with ACHD staff regarding the TMA Balancing Committee on January 9, 2014.</li> <li>• Met with ITD staff regarding gathering information for a guidebook for agencies for federal funding on January 10, 2014.</li> <li>• Participated in the District Coordination Councils public transportation coordination meeting on January 13, 2014.</li> <li>• Participated in user training for the new ITD project tacking system called Office of Transportation Investment System (OTIS) on January 15 and 16, 2014.</li> <li>• Attended the Intermodal Working Group (IWG) meeting on January 21, 2014. The guest speaker was Senator Shawn Keough, who gave a background of the formation of the IWG and requested feedback regarding improvements to the group. The Governor attended the first half of the meeting.</li> <li>• Met with Ada County staff regarding an upcoming application for the Community Choices program on January 27, 2014.</li> <li>• Met with ACHD staff regarding coordination of TIP projects on January 28, 2014.</li> <li>• Met with Valley Regional Transit staff regarding TIP reconciliation on January 28, 2014.</li> </ul>
692	<p data-bbox="321 1262 1263 1291"><b>REGIONAL ASSET and RESOURCE MAINTENANCE REPORT</b></p> <p data-bbox="1214 1297 1446 1327" style="text-align: right;"><b>DON MATSON</b></p> <ul data-bbox="321 1333 1516 1367" style="list-style-type: none"> <li>• Continued monitoring of asset management and other maintenance reports.</li> </ul>
693	<p data-bbox="321 1409 922 1438"><b>GRANT RESEARCH AND ASSISTANCE</b></p> <p data-bbox="1224 1444 1458 1474" style="text-align: right;"><b>DON MATSON</b></p> <ul data-bbox="321 1480 1516 1684" style="list-style-type: none"> <li>• Monitored potential grant resources and shared information with interested agencies.</li> <li>• Met with City of Middleton to review projects for potential grant applications and funding sources.</li> <li>• Met with ITD staff to collaborate on an application for Round 3 of the Strategic Highway Research Program (SHRP2) Assistance Program.</li> </ul>

PROG RAM NO.	
701	<p><b>GENERAL MEMBERSHIP SERVICES</b></p> <p style="text-align: right;"><b>CHARLES TRAINOR</b></p> <ul style="list-style-type: none"> <li>• Continued development of demographics and forecasting data for the City of Nampa 2065 forecast.</li> <li>• Hosted the American Planning Association webinar <i>Administering Zoning Codes</i> on January 15, 2014, for member agencies and COMPASS staff.</li> <li>• Met with ITD Headquarters staff regarding coordination of programs on January 10 and 31, 2014.</li> <li>• Attended the Downtown Boise Circulator Study Open House on January 29, 2014.</li> <li>• Completed work on updating the 2015 federal aid map. Presented to COMPASS Board for adoption. Sent changes to local agencies and to ITD.</li> </ul>
702	<p><b>AIR QUALITY OUTREACH</b></p> <p style="text-align: right;"><b>AMY LUFT</b></p> <ul style="list-style-type: none"> <li>• Held initial meeting with consultant to produce air quality public service announcements.</li> <li>• Reviewed three themes for public service announcements with DEQ and Air Quality Board representatives.</li> <li>• Finalized media kit for the Idaho Department of Environmental Quality and the Air Quality Board, including taking photos, finalizing fact sheets, printing materials, and compiling folders. Awaiting review of one final page of materials prior to burning to CD and distributing to DEQ and Air Quality Board.</li> </ul>
703	<p><b>GENERAL PUBLIC SERVICES</b></p> <p style="text-align: right;"><b>CHARLES TRAINOR</b></p> <ul style="list-style-type: none"> <li>• Provided information to the public on demographics, development, funding, and traffic issues.</li> </ul>
705	<p><b>TRANSPORTATION LIAISON SERVICES</b></p> <p style="text-align: right;"><b>MATT STOLL</b></p> <ul style="list-style-type: none"> <li>• Participated in the Caldwell Chamber of Commerce Transportation Committee and Meridian Transportation Commission meetings on January 6, 2014.</li> <li>• Attended the Meridian Transportation Commission meeting on January 6, 2014.</li> <li>• Attended the Idaho Transportation Board meeting on January 16, 2014.</li> <li>• Met with Boise City Councilmember Clegg on December 18, 2013 to review various issue and coordinate efforts.</li> <li>• Met with Nampa Highway District Commissioner Millar on December 9, 2013 to coordinate on issues and activities in his role as COMPASS Board Chair.</li> </ul>
710	<p><b>COMPLETE STREETS</b></p> <p style="text-align: right;"><b>CARL MILLER</b></p> <ul style="list-style-type: none"> <li>• Developed data for Automobile Level of Service.</li> </ul>
720	<p><b>STATE STREET TRANSIT CORRIDOR IMPLEMENTATION</b></p> <p style="text-align: right;"><b>DON MATSON</b></p> <ul style="list-style-type: none"> <li>• No significant activity during January.</li> </ul>
760	<p><b>LEGISLATIVE SERVICES</b></p> <p style="text-align: right;"><b>MATT STOLL</b></p> <ul style="list-style-type: none"> <li>• Participated in relevant activities in support of Board legislative position statements.</li> <li>• Tracked and reported significant activity in federal and state transportation-related legislative issues.</li> <li>• Continued reviewing Moving Ahead for Progress in the 21st Century Act (MAP-21) to determine implications to COMPASS and its membership.<sup>50</sup></li> </ul>

<b>PROG RAM NO.</b>	
<b>761</b>	<p><b>BLUE PRINT FOR GOOD GROWTH</b></p> <p style="text-align: right;"><b>CHARLES TRAINOR</b></p> <ul style="list-style-type: none"> <li>• No significant activity.</li> </ul>
<b>801</b>	<p><b>STAFF DEVELOPMENT</b></p> <p style="text-align: right;"><b>MEGAN LARSEN</b></p> <ul style="list-style-type: none"> <li>• Attended the Transportation Research Board annual conference in Washington, D.C., January 11-16, 2014. Presented <i>Environmental Suitability Analysis for Communities in Motion 2040</i> in the January 14, 2014 poster session.</li> <li>• Participated in Ethics in Planning and 2009 Planning Review webinars on January 20, 2014.</li> </ul>
<b>820</b>	<p><b>COMMITTEE SUPPORT</b></p> <p style="text-align: right;"><b>MEGAN LARSEN</b></p> <ul style="list-style-type: none"> <li>• Provided staff support to the COMPASS Board of Directors and standing committees.</li> </ul>
<b>836</b>	<p><b>REGIONAL TRAVEL DEMAND MODEL</b></p> <p style="text-align: right;"><b>MARYANN WALDINGER</b></p> <ul style="list-style-type: none"> <li>• Continued to provide travel demand forecast information for various projects.</li> <li>• Provided two area of influence model run for a proposed development.</li> <li>• Continued to update inputs for the regional travel demand model update.</li> </ul>
<b>842</b>	<p><b>CONGESTION MANAGEMENT SYSTEM</b></p> <p style="text-align: right;"><b>MARYANN WALDINGER</b></p> <ul style="list-style-type: none"> <li>• No significant activity this month.</li> </ul>
<b>860</b>	<p><b>GEOGRAPHIC INFORMATION SYSTEM MAINTENANCE</b></p> <p style="text-align: right;"><b>ERIC ADOLFSON</b></p> <ul style="list-style-type: none"> <li>• Maintained regional geographic data layers.</li> <li>• Created map documents for member agencies and the public.</li> <li>• Orthophotography maintenance: Sold 2 sections of topographic data.</li> <li>• Provided technical support for a variety of COMPASS processes.</li> </ul>
<b>862</b>	<p><b>REGIONAL DATA CENTER</b></p> <p style="text-align: right;"><b>ERIC ADOLFSON</b></p> <ul style="list-style-type: none"> <li>• Selected consultant, Resource Data Inc., for the task of creating an installation plan for the Regional Data Center. Work on the plan will commence in February 2014.</li> </ul>
<b>991</b>	<p><b>SUPPORT SERVICES LABOR</b></p> <p style="text-align: right;"><b>MEGAN LARSEN</b></p> <ul style="list-style-type: none"> <li>• Oversaw general accounting, administration and personnel.</li> <li>• Continued implementation of new accounting software.</li> <li>• Worked on proposed revisions to agency administrative and financial policies.</li> </ul>

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# COMPASS BOARD AGENDA ITEM VIII-B

Date: February 24, 2014



**COMPASS**  
COMMUNITY PLANNING ASSOCIATION  
of Southwest Idaho

## Topic: Status Report – Current Air Quality Efforts

### Background/Summary:

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

### January Air Quality Monitoring:

The Idaho Department of Environmental Quality reported twelve days in the Treasure Valley with air quality levels in the moderate category and two days in the unhealthy for sensitive group category during the month of January 2014.

- Two of the moderate days were attributable to fine particulate matter (PM<sub>2.5</sub>) recorded in Canyon County.
- Four of the moderate days were attributable to fine particulate matter (PM<sub>2.5</sub>) recorded in Ada County.
- Six of the moderate days were attributable to fine particulate matter (PM<sub>2.5</sub>) recorded in both counties.
- Two of the unhealthy for sensitive group days were attributable to fine particulate matter (PM<sub>2.5</sub>) recorded in Ada County.

### YEAR TO DATE SUMMARY

The table below summarizes the number of good, moderate and above moderate days recorded since January 1, 2005.

	Good	Moderate	Unhealthy to Hazardous	Total
2005	298	65	2	365
2006	273	91	1	365
2007	227	125	12	364
2008	266	99	1	366
2009	277	83	5	365
2010	321	44	0	365
2011	260	99	6	365
2012	283	72	11	366
2013	276	81	8	365
2014	17	12	2	31

Notes: 2008 was a Leap Year hence the extra day. In 2007, one day of data is missing for the month of May.

### Request/Recommendation:

Information only.

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

None.

### More Information:

- 1) For detailed information contact: MaryAnn Waldinger, Principal Planner, at 475-2242 or mwaldinger@compassidaho.org

# COMPASS BOARD AGENDA ITEM VIII-C

Date: February 24, 2014



**COMPASS**  
COMMUNITY PLANNING ASSOCIATION  
of Southwest Idaho

## **Topic: Status Report – Current Transportation Project Information**

### **Background/Summary:**

The information in Attachment 1 provides a monthly update on transportation trends, issues, and current project status. A running total of transit ridership is provided in Attachment 2.

### **Request/Recommendation:**

For information only.

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

There are no policy or financial implications.

### **More Information:**

- 1) Attachment 1 – Status Report – Current Transportation Project Information
- 2) Attachment 2 – Yearly Alternative Transportation Trip Report
- 3) For detailed information contact: Toni Tisdale, Principal Planner, at 475-2238 or [ttisdale@compassidaho.org](mailto:ttisdale@compassidaho.org).

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## Status Report – Current Transportation Project Information

Following is the most recent monthly reported statistics compared to the same month a year ago:

### STATUS OF PUBLIC TRANSPORTATION PROJECTS

<b>Boise Air Terminal</b>	<b>Dec 2013</b>	<b>Dec 2012*</b>	<b>% Change</b>
Monthly Air Passengers (Inbound and Outbound)	237,146	220,839	7.38%
Monthly Air Freight (Inbound and Outbound) (tons)	3,997	3,722	7.39%
<b>Public Transportation Monthly Ridership</b>	<b>Dec 2013</b>	<b>Dec 2012*</b>	<b>% Change</b>
ACHD VanPool (Active Routes)	105	100	5.00%
ACHD VanPool (Trips)	21,040	20,247	3.92%
Valley Regional Transit Boise Urbanized Area Services	101,757	102,009	-0.25%
Valley Regional Transit Nampa Urbanized Area Services	15,251	16,368	-6.82%
<b>Total</b>	<b>138,048</b>	<b>138,624</b>	<b>-0.42%</b>
<b>Other Public Transportation Reporting Average Hourly Ridership</b>	<b>Dec 2013</b>	<b>Dec 2012*</b>	<b>% Change</b>
Valley Regional Transit Boise Urbanized Area Services	18.7	18.2	2.75%
Valley Regional Transit Nampa Urbanized Area Services	19.3	17.2	12.21%

\*There is a possibility that previously reported statistics do not match those in this report due to data finalization.

### STATUS OF MAJOR PROJECTS

Information as of early February 2014.

<b>Project</b>	<b>Sponsor</b>	<b>Comments*</b>
21 <sup>st</sup> Avenue, Chicago Avenue to Cleveland Boulevard, Caldwell (KN 13052)	Caldwell	This project will widen 21 <sup>st</sup> Avenue from Chicago Avenue to Cleveland Boulevard from a two-lane to five-lane arterial. Work will include sidewalks, traffic signals, and railroad crossings. The concept plan is approved, and the project is now in the final design phase. Construction is expected in FY2016.
ADA Ramp Improvements, Nampa (KN 13499)	Nampa	This project will install ADA pedestrian ramps at several locations within the City of Nampa. Construction is scheduled for FY2014.
Alternatives Analysis for Downtown Boise Circulator System, Phase 1 (KN 13343)	Boise	This Discretionary FTA 5309 project will conduct the first phases of an alternatives analysis study for a downtown Boise circulator system. The City held a public open house on January 29, 2014. Close to 200 participants attended, of which approximately 120 of them completed the questionnaire and provided comment. Comments are currently being reviewed. The first steering committee meeting is scheduled for February 12, 2014. The objective of the initial steering committee meeting is to receive direction and input that will build the framework of the study.
Amity Avenue, Nampa (KN 10541)	Nampa	This project is a Congressional earmark to widen Amity Avenue in the City of Nampa. Right-of-way acquisition is nearly complete. Construction is tentatively scheduled to begin in March 2014.
Biking Walking Path Extension and Pedestrian signal, Caldwell (KN 13485)	Caldwell	This project provides an extension of the existing biking, walking path from the YMCA south adjacent to the Heritage Charter School and then crosses Ustick Road with a high-intensity activated crosswalk signal. The project is scheduled for design in FY2014 and construction in PD.

Project	Sponsor	Comments*
Bergeson Street Crosswalk, SR2S, ACHD (KN 13040)	ACHD	This Safe Routes to School project will install rectangular rapid flashing beacon on Bergeson Street at the entrance to Liberty Elementary School in Boise. Design is 99% complete with delivery expected in April 2014. Construction is scheduled for FY2014.
Bogus Basin Road Improvements, ACHD (KN 3789(1))	ACHD	This Federal Lands Access Program project will make improvements on Bogus Basin Road. Design and Construction is scheduled for FY2014.
Boise Bike Share Program, Phase I, VRT	VRT	Project will implement a bike share program in downtown Boise. Phase I will include seven stations throughout the downtown area with 70 bicycles. The Request for Proposals for bicycles, stations, and supporting software and hardware, were released on November 15, 2013. The final proposals are due December 27, 2013. Selection should occur by mid-January 2014. Staff is working with property owners to get permission to place stations on property (private or public). Efforts are underway to shift some FTA 5307 funds to allow the entire project to be rolled out with the initiation of the project. The project is expected to be implemented by summer 2014.
Bowmont Road, Lynwood to SH-45, Nampa (KN 12898)	Nampa Highway District	Realign Bowmont Road from Lynwood to SH-45. The Nampa Highway District is currently acquiring right-of-way. The right-of-way certificate and final design are expected by December 31, 2013. The plans, specifications, and engineers estimate is expected to be delivered by March 31, 2014. The project is scheduled for construction in FY2016, but could advance if funding becomes available.
Capital Maintenance, ACHD – FY2015 (KN 12363)	ACHD	This project will supplement the local maintenance program. The design consultant is selected. The design state/local agreement was presented to ACHD in December 2013. Construction is scheduled in FY2015.
Capital Maintenance, ACHD – FY2016 (KN 13907)	ACHD	This project will supplement the local maintenance program. Design is scheduled for FY2014 with construction scheduled in FY2016.
Centennial Way Roundabout, Caldwell (KN 13484)	Caldwell	This project will orchestrate an angled intersection of SH-19/Simplot Boulevard, I-84 Business (in two separate legs of a couplet Cleveland Boulevard and Blaine Street) and Simplot Boulevard (a six-leg intersection) into a potential roundabout. The project is scheduled for design in FY2014 and construction in PD.
City of Caldwell SR2S – FY2014 (14340)	VRT	This will fund a Safe Routes to Schools director and coordinator to work with elementary and middle schools in the Caldwell School District, as well as children who participate in the YMCA Child Development programs. These funds are a pass-through to the Treasure Valley YMCA, and will cover one year of funding for the director and coordinator positions and related materials. Funds are available in FY2014.
City of Nampa, SR2S (KN 13043)	Nampa	This Safe Routes to School project will construct a multi-use trail between East Iowa Avenue and East Sherman Avenue to accommodate students attending Sherman Elementary School. Construction is scheduled for FY2014.
City of Nampa SR2S – FY2014 and FY2015 (14339)	Nampa	This will fund a Safe Routes to Schools coordinator to work with elementary and middle schools throughout the City of Nampa. This program implements educational and encouragement activities at schools and community-wide events. These funds will cover two years of funding a part-time position and related materials. Funds are available in FY2014 and FY2015.
Colorado Avenue and Holly Street Signal and Pedestrian Improvements, Nampa (KN 13486)	Nampa	This project will install traffic signals and pedestrian-friendly improvements at the intersection of Colorado Avenue and Holly Street in Nampa. Design is currently underway. Construction is scheduled in Preliminary Development.
Deer Flat Regional Bicycle/Pedestrian Plan, Canyon County (KN 2013(2))	Canyon Highway District	This Federal Land Access Program project will develop a bicycle/pedestrian plan in the Deer Flat Refuge near Lake Lowell in Canyon County. The project kick-off meeting occurred on December 17, 2013. Match agreements are in place with FHWA. The project is scheduled for FY2014.
Dry Creek Trail, Phase 1, Eagle	Eagle	Project provides a bicycle and pedestrian underpass at SH-44 on the west side of the City of Eagle. It will connect the Dry Creek Pathway and the northeast side of the City of Eagle with the Eagle Island Pathway system. Design is scheduled for FY2014 with construction scheduled in FY2016.

Project	Sponsor	Comments*
Federal Aid Arterials and Collectors – FY2013 (KN 11581)	ACHD	This project will supplement the local overlay program. Design is complete. Road segments include: Burgeson, Federal Way to Apple Street; Maple Grove, Overland to Barnes; Bergeson, Apple to Holcomb; Apple, Bergeson to Boise; Boise, Law to Holcomb; Law, Boise to Parkcenter; Protest, Federal Way to Boise; Overland, Vista to Columbus; Overland, Columbus to Federal Way; Franklin, Orchard to Roosevelt; Cole, Desert to McGlochlin; Cole, McGlochlin to Victory; Locust Grove, Victory to Peacock; Boise, Broadway to Gekeler. Construction is underway with completion expected by June 4, 2014.
Federal Aid Arterials and Collectors – FY2014 (KN 12050)	ACHD	This project will supplement the local overlay program. Design is approximately 10% complete. Proposed road segments include: Cherry Lane, Ten Mile to Linder; Franklin, Linder to N. Main; Bogus Basin, Hill to Curling; Hill, Gary to N 36 <sup>th</sup> ; Hill Seaman Gulch to Gary; State Street, Veterans Memorial Parkway to N. Clover; Fairview, Main to Locust Grove; Castle, Pierce Park to Hill. The plans, specifications, and engineer's estimate package is expected by May 1, 2014. Construction is expected to begin in summer 2014.
Five Mile Road, Franklin Road to Fairview Avenue (KN 11582)	ACHD	This project will widen Five Mile Road between Franklin Road and Fairview Avenue to five lanes with shoulder, sidewalk, and railroad crossing improvements. Construction is expected to begin in January 2014 with an estimated completion date in October 2014.
Franklin Road, Black Cat Road to Ten Mile Road (KN 12368)	ACHD	This project will widen Franklin Road from two lanes to five lanes from Black Cat Road to Ten Mile Road. Work includes curb, gutter, sidewalks, bicycle facilities, bio-infiltration swales, and reconstructing the intersection at Franklin Road and Black Cat Road. Design is 90% complete with delivery expected by March 2015. Construction is programmed for FY2016.
Garden City West Bridge Pathway Crossing – FY2012 (KN 13512)	Garden City	This multi-jurisdictional project will help fund construction of a 12-foot wide, 180-foot long bicycle-pedestrian bridge across the Boise River between Glenwood Street, Eagle Road, State Street, and Chinden Boulevard, connecting over 30 miles of non-motorized pathways. The environmental evaluation is awaiting approval of the Cultural Report, which is expected in January 2014. The project engineer anticipates design completion in February 2014. Work continues on securing a construction access agreement. Construction is scheduled for FY2014.
Greenbelt Extension, Orchard Street, Kuna (14342)	Kuna	This project will provide pedestrian and bicycle facilities on the west side of Orchard Street from Avalon south to the Kuna Greenbelt. Work will include curb, gutter, and sidewalk on the north half up to the end of pavement. The southern portion will include a paved six-foot asphalt pathway. Design is scheduled in FY2014 with construction in FY2015.
Greenbelt, Garden City to Americana Boulevard (KN 13514)	Boise	This project will construct a 12-foot wide paved pathway to fill a 4,100 linear foot gap in the Greenbelt system on the south side of the river between Main Street and Americana Boulevard with connection to Ann Morrison Park. Concept design is 75% complete. The City received approval to proceed with wetland delineations and will soon obtain archeological approval. The remaining environmental documents are continuing. The appraisals are on hold until the environmental work is complete. The pathway alignment is complete. Construction is scheduled in Preliminary Development.
Greenbelt Maintenance, Americana To Fairview, Boise (KN 13915)	Boise	Project is for a one-half mile section of the Greenbelt between Americana Boulevard and Fairview Avenue on the north side of the Boise River. The project will remove existing asphalt and base to sub-grade, install base and compact, widen to 12-foot pathway, and form and pour new concrete pathway. Design is underway with construction in FY2015.
Greenbelt Maintenance, Fairview Avenue toward Veteran's Park, Boise (KN 13919)	Boise	Project is a one-half mile section on the Greenbelt from Fairview Avenue toward Veteran's Park on the north side of the river. Project will rebuild the pathway down to the base layer with a new concrete pathway. Design is underway with construction split over FY2016 and FY2017.
Greenbelt Resurfacing, Pioneer Pathway Southwest of River Street, Boise (KN 13914)	Boise	Project will remove existing asphalt and base to sub-grade, install new base, widen to 12-foot pathway. Form and pour concrete pathway (near Bronco Elite). Project is 325-linear feet. Design is underway and construction is scheduled for FY2014.

Project	Sponsor	Comments*
Greenbelt, Eckert Road Underpass, Boise (KN 13913)	Boise	Construction of a Class I bicycle and pedestrian concrete underpass at Eckert Road on the north side of the Boise River. The project will allow bicyclists and pedestrians on the Greenbelt to cross Eckert Road separately from vehicles. Design is underway with construction in Preliminary Development.
Homedale Road Intersection Improvements, Caldwell (13488)	Caldwell	This project will provide intersection safety improvements on Homedale Road at the following locations: Montana Road, Lake Road, Florida Avenue, and Midway Road. Construction is scheduled for FY2014.
High Accident Warning Signs, Canyon Highway District (KN)	Canyon Highway District	Install horizontal curve signage in multiple locations throughout Canyon Highway District to increase safety related to lane departures. The state/local agreement was approved by Canyon Highway District on December 4, 2013. Construction is scheduled in FY2015.
I-84, Broadway Avenue to Gowen Road Mainline Widening (KN 13812) AND I-84, Gowen Interchange Reconstruction, Boise (KN 09822)	ITD	This GARVEE project will add a third lane to I-84 between the ramps of Broadway Avenue and Gowen Road Interchanges. The companion project is also a GARVEE project will replace the existing interchange at Exit 57 in Boise with a new traditional interchange. Bids were opened on January 7, 2014. Construction is expected to begin in spring 2014.
I-84, Broadway Avenue Interchange Reconstruction, Boise (KN 09822) AND I-84, Gowen Railroad Bridge Eastbound Lane(KN 12029) AND Westbound Lane (12379), Boise	ITD	This project is a GARVEE project to replace the existing interchange at Exit 54 in Boise with a new Single Point Urban Interchange (SPUI). The companion projects will replace the existing railroad bridges in east Boise near the Broadway interchange. Bids opened on December 31, 2013, and work is expected to begin in spring 2014.
I-84, Meridian Interchange Reconstruction, Meridian (KN 10939) AND I-84, Meridian Interchange to Five Mile Road (KN 13057)	ITD	<p>This GARVEE project will replace the existing interchange at Exit 44 in Meridian with a new Single Point Urban Interchange (SPUI). The project will also add the fourth lane to I-84 in this area. Right-of-way acquisition is underway. The draft design package meeting was held October 7, 2013.</p> <p>The companion project will reconstruct the pavement on the outside travel lanes and shoulder in both directions on I-84 between the Meridian Interchange and the Flying Wye. The bid opening is scheduled for February 25, 2014. Construction will be phased, with the west side constructed first. Construction is expected to take 18 to 21 months to complete (by summer 2015).</p>
I-84, Ten Mile Creek Bridge to Meridian Interchange (KN 13845)	ITD	This project was split out of the Meridian Interchange rebuild project to widen the Ten Mile Creek structures under Meridian Road and I-84 during the fall/winter months to reduce possible delays on Meridian Road Interchange construction. Idaho Power began moving power lines and poles for utility work on Meridian Road. Crews are extending the existing structure east by 19 feet and west by 8.5 feet. The City of Meridian will install a sewer line on the west side of Meridian Road from Overland Road north to Ten Mile Creek. Work began on December 23, 2013, and is expected to be complete in early spring 2014.
I-84, UPRR East Lateral Canal Bridge, Nampa (KN 12866) AND I-84, Northside Boulevard Underpass, Nampa (KN 12867)	ITD	These are bridge rehabilitation projects in Nampa that were companioned under one contract. Bids were opened September 24, 2013. The projects are expected to begin construction in spring 2014.
Intersection Improvements, Canyon Highway District (KN 13489)	Canyon Highway District	Safety Improvements at intersections in Canyon Highway District. Intersections include: Lake Avenue and Orchard Avenue, Middleton Road and Linden Road, Homedale Road and 10th Avenue, Midway Avenue and Lonestar Road, Homedale Road and Indiana Avenue. The environmental and concept charter was submitted to LHTAC on November 25, 2013. Construction is scheduled for FY2014.
Intersection Middleton Road and Flamingo Avenue, Nampa (KN 13502)	Nampa	This project will add a traffic signal at the intersection of Middleton Road and Flamingo Avenue in Nampa. Construction is scheduled for FY2015.

Project	Sponsor	Comments*
Natures Wood Duck Island Trail Restoration, Ada County	Ada County	This project will make permanent repairs to a portion of the Boise River Greenbelt within the Bethine Church River Trail area. The state/local agreement is complete. The county engineer is preparing preliminary engineering documents. Construction is expected in FY2014.
Middleton Road and Ustick Roundabout, Caldwell (KN 13487)	Caldwell	This project will improve a four-way stop at the Middleton Road and Ustick Road intersection by building a roundabout to help traffic flow and reduce congestion. The project is scheduled for design in FY2014 and construction in PD.
Pedestrian Signal, South Midland Boulevard, Nampa (14344)	Nampa	This project will place a HAWK pedestrian-activated signal at the Wilson Pathway where it crosses Midland Boulevard. Pedestrian pre-warning signals and thermo crosswalk markings will also be installed to improve safety concerns at the intersection. Design is scheduled in FY2014 with construction in FY2015.
Riverside Road and Lake Shore Drive, Rehabilitation, Canyon County (KN 2013(1))	Canyon Highway District	This Federal Land Access Program project will rehabilitate Riverside Road and Lake Shore Drive near Lake Lowell in Canyon County. The match agreement with FHWA is in place. Construction is scheduled in FY2015.
SH-16, Boise River Bridge and North Stage (KN 12915)	ITD	This is a GARVEE project to construct the piece of the project just south of SH-44, including the Boise River bridge to just south of the Boise River. This is a new alignment, so traffic impacts are minimal. In January 2014, the contractor completed removing temporary canal and irrigation crossing initially installed to facilitate construction (except one). The contractor completed installing bridge rail. Installation of the median barrier, removal of the outstanding temporary crossing, and final cleanup are anticipated as the weather warms up. Bridge work was finished December 20, 2013, and the overall project is expected to be complete in August 2014.
SH-16, Intersection SH-44, US 20/26 and Local Roads (KN 12916)	ITD	This is a GARVEE project to construct the intersection of SH-16 and US 20/26 and SH-16 and SH-44. This project will also construct the local roads in the project needed to provide new access. In January 2014, the contractor prepared the temporary paving on the south side of US 20/26 to shift traffic to the south and facilitate construction on the north side. Depending on the weather, the contractor will shift traffic to the south on US 20/26 in the first full week of February and work on the northern portion of US 20/26 will begin. The entire SH-16 project is expected to be complete in August 2014.
SH-19, Corridor Study	ITD	This is a Corridor Management Plan covering 16.1 miles of SH-19 in Canyon and Owyhee Counties. The Environmental Scan was delivered in April 2013. The Draft Corridor Management Plan is expected to be delivered in FY2015.
SH-21, (Luck Peak) High Bridge to Robie Creek (KN 12354)	ITD	This is a 4.7-mile pavement rehabilitation project (partly in Ada County, but mostly in Boise County). Bids were opened September 10, 2013. Construction is expected to begin in June or July 2014 and finish in September or October 2014.
SH-44 Corridor Preservation (KN 07827)	ITD	This project is a feasibility, access management, construction phasing, and National Environmental Policy Act (NEPA) study only. The current preferred alternative is the existing SH-44 alignment, with the exception of the Middleton area, which is bypassed based on the City's approved comprehensive plan. The project was reduced in scope from an Environmental Impact Statement to an Environmental Assessment. ITD received additional comments from the State Historic Preservation Office regarding the Cultural Report, and is working to address those comments. Traffic counts are updated, and staff is updating other impacted documents as a result of the new traffic counts. Staff is also updating the traffic counts based on comments from FHWA on the US 20/26 Corridor preservation project. The Finding of No Significant Impact is anticipated in winter 2014.
SH-45 Corridor Plan	ITD	The Idaho 45 corridor plan will develop a 10-year plan to identify current and future highway needs on SH-45 on an 18-mile section of SH-45 beginning at SH-78 in Owyhee County and extending to the City of Nampa and the I-84 Business Loop. The Environmental Scan was delivered in April 2013. ITD staff is currently reviewing right-of-way records. The draft Corridor Management Plan is expected to be delivered in FY2015.

Project	Sponsor	Comments*
SH-45, Deer Flat to I-84B, Nampa (KN 13030)	ITD	This is a 5.5-mile pavement rehabilitation project. Traffic control plans are being developed, and the project is obtaining environmental clearance. The plans, specifications, and engineer's estimate was delivered, and the project is scheduled for construction in FY2015.
SH-55 (Eagle Road) and McMillan Road Intersection (KN 13058)	ACHD/ITD	This is a joint intersection improvement project between ACHD and ITD at Eagle Road and McMillan Road. The project will be sponsored, administered, designed, and bid by ACHD. ITD's participation is review and funding. The final design meeting was held August 20, 2013. Right-of-way acquisition is underway. The plans, specifications, and engineer's estimate package is expected in September 2014. Construction is anticipated to begin in FY2015.
SH-55 (Eagle Road), I-84 to Franklin Road Southbound, Meridian (KN 13473)	ITD	This project will widen SH-55 (Eagle Road) to add a third southbound lane from Franklin Road to I-84 and a dedicated right-turn lane to westbound I-84 on-ramp. The last remaining item needed is the utility hearing waiver from CenturyLink. Project design is complete, but awaiting utility waivers. The plans, specifications, and engineer's estimate package was expected in January 2014, and the project will be built in summer 2014.
SH-55, Intersection of Karcher Road and Middleton Road, Nampa (KN 12046)	ITD/ Nampa	This project will reconstruct the existing Karcher Road and Middleton Road intersection from just west of the Elijah Drain culvert to the vicinity of Sundance Street, including additional lanes, new traffic signals, improved drainage and on-street lighting. Right-of-way acquisition is ongoing. The final design review meeting was held December 18, 2013. The final plans, specifications, and engineer's estimate are expected in February 2014.
SH-55, I-84 (Eagle Interchange) to Banks-Lowman Road Access Management Plan (Central Segment)	ITD	This is a Corridor Management Plan covering 33.7 miles of SH 55 in Ada and Boise Counties. The Traffic Impact Study of the proposed Northwest Foothills development was updated. A draft Environmental Scan was delivered in January 2014, and is currently under review. The Draft Corridor Management Plan is expected to be ready for internal review in late winter 2014.
SH-69 Corridor Plan	ITD	The SH-69 corridor plan will develop a 10-year plan to identify current and future highway needs on SH-69 beginning at the City of Kuna and extending to the City of Meridian, and the interchange with I-84. A draft Environmental Scan was delivered in January 2014, and is under review. ITD staff anticipates completing the Environmental Scan in February 2014. Completion of the plan is expected in FY2015.
Sidewalk, North Middleton Road, Middleton (KN 14343)	Middleton	This project will install sidewalks along North Middleton Road on the west side; from Triumph Drive south 225-feet to connect to sidewalks existing along Mountain View Subdivision across the street from Mill Creek Elementary School. The engineer completed a site walkthrough and adjoining landowners to discuss irrigation and draining issues. Preliminary Design is underway. Construction is scheduled in FY2015.
Signal Timing Improvements, ACHD (KN 13491)	ACHD	This project will make signal timing improvements for traffic safety at: Federal Way from Protest Road to Gowen Road; Franklin Road, Maple Grove Road to Eagle Road; Overland Road, Cloverdale Road to Overland Park; Overland Road, Meridian Road to Eagle Road. Design is expected to begin in January 2014 with delivery in June 2014. This is an FY2014 project.
Signal Timing Plan Update, ACHD (KN 13955)	ACHD	Update signal timing on six corridor sections to improve mobility and increase safety. Signal timing improvements will occur on sections of Park Center Boulevard, Orchard Road, Curtis Road, Federal Way, State Street, and Ustick Road. The project is scheduled for FY2015.
South Cemetery Road, SH-44 to Willow Creek, Middleton	Middleton	Project funds environmental study and preliminary and final designs for a new 0.284-mile roadway segment linking SH-44 and Middleton Road by way of Sawtooth Lake Drive in Middleton. Preliminary Design is underway, and consultants are determining Willow Creek floodway via a field survey and flood maps. Construction is expected in FY2018.
State Street and Collister Drive Intersection, ACHD (KN 13481)	ACHD	This project will make geometric and operational improvements to the intersection at State Street and Collister Drive. Design is scheduled to begin in FY2014. Construction is scheduled for FY2017.

Project	Sponsor	Comments*
Storm Water Design Guide, ACHD (KN 13819)	ACHD	ACHD will hire environmental specialists to develop a guidebook with alternative storm water treatments for Ada County. Primary emphasis will be on treatments that could be used in pedestrian situations, as well as in medians. Treatments in the guidebook will be considered and used on ACHD's road and pedestrian projects in the future. Plan development will occur in FY2014.
Swan Falls Road Shoulder Widening, Kuna – FY2012 (KN 13518)	ACHD	This project will construct three miles of five-foot shoulders along Swan Falls Road from Poen Road to Initial Point to provide safe walking, bicycling and vehicle pull-offs with funds through the National Scenic Byways Program. Design is 15% complete with estimated delivery in September 2014. Construction is scheduled for FY2014, but will likely delay to FY2015.
Three Cities Intelligent Transportation System (KN 08821)	ACHD	ACHD in cooperation with FHWA, is designing operational improvements, such as closed circuit television cameras, speed detectors, and adaptive signal technology to SH-55 (Eagle Road), SH-44 (State Street), Glenwood Street, and US 20/26 (Chinden Boulevard). Design is 65% complete with estimated delivery in February 2014. Construction is expected to begin in early FY2014.
Transit – ADA Bus Stop Improvements (KN 12222)	VRT	This is a Stimulus project. The project will provide improvements to sidewalks near bus stops to comply with the Americans with Disabilities Act and improve mobility. Construction is complete at 370 bus stops in Ada County and 39 stops in Canyon County and approximately 50 shelters are installed. VRT awarded another 20 bus stops, with construction expected to be complete by September 2013 in Ada and Canyon Counties.
Transit – Associated Capital Improvements, Nampa – FY2013 (KN 12760)	Nampa	This project includes bicycle and pedestrian improvements at three locations near transit routes in Nampa. Construction is scheduled for FY2014.
Transit – Bicycle and Pedestrian Infrastructure, Nampa – FY2014 (KN 13711)	Nampa	This project will provide bicycle and pedestrian infrastructure to enlarge access and connectivity by connecting multiple neighborhoods in southeast and north Nampa to the downtown area and to one of the three transit transfer stations in Nampa. Construction is scheduled for FY2014.
US 20/26 Corridor Preservation (KN 07826)	ITD	This project is a feasibility, access management, construction phasing, and National Environmental Policy Act (NEPA) study only. The Access Management Plan was adopted by the COMPASS Board in December 2008. Traffic counts are updated and ITD staff is working to update other impacted documents as a result of the new traffic counts. A finding of no significant impact is anticipated in winter 2014.
US 20/26 Broadway Bridge, Boise (KN 11588)	ITD	A new bridge will be constructed to replace the existing structure on US 20/26 over the Boise River in downtown Boise, including reconstruction/widening of Broadway Avenue between Myrtle Street and University Avenue and rehabilitation of the existing pavement between Front Street and Myrtle Street. A Design Workshop is planned for August 2013. Environmental efforts are underway. The traffic analysis is complete. The roadway, greenbelt, and drainage plans are being developed. The project is scheduled to deliver the plans, specifications, and engineering estimates by October 1, 2015, with construction beginning in late 2015, and continuing through late 2016.
US 20/26, Oregon State Line to I-84, Corridor Study	ITD	This is a Corridor Management Plan covering 22.1 miles of US 20/26 in Canyon County. The Environmental Scan was completed in January 2013. Staff is entering right-of-way into the mapping system. The draft Corridor Management Plan is expected to be delivered in FY2015.
US-95 Access Management Plan (South Segment)	ITD	This is a Corridor Management Plan covering 50.8 miles of US-95 in Owyhee and Canyon Counties (south). A draft Environmental Scan was delivered in December 2013, and is currently under review. The draft Corridor Management Plan is expected to be ready for internal review by the end of August 2014.
US-95, Junction US 20/26 Union Pacific Railroad Overpass (KN 12886)	ITD	This is a bridge replacement project. Roadway and bridge design is underway. Railroad coordination is progressing. The project is scheduled to advance to the plans, specifications, and engineer's estimate stage in June 2014.

Project	Sponsor	Comments*
Ustick Road, Locust Grove to Leslie Way, Meridian (KN RD205-05)	ACHD	This project will widen the roadway from two lanes to five lanes with curb, gutter, sidewalks and bike lanes, per the 2009 CIP update and North Meridian Plan. The Locust Grove intersection must be constructed before or concurrently with this project. Design and right-of-way acquisition are complete. Construction was scheduled to begin January 6, 2014.

\*Project updates were not received from the City of Nampa, City of Boise, and Valley Regional Transit.

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CY2013	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Total -Dec	To Date % Change 12-13
ACHD Vanpool (Trips)	24,820	22,491	23,554	24,362	23,031	21,357	22,832	23,272	22,087	23,366	21,018	21,040	273,230	-0.57%
VRT Boise Urbanized	105,668	118,669	112,729	117,867	111,770	91,450	99,098	94,982	102,585	119,175	104,531	101,757	1,280,281	0.29%
VRT Nampa Urbanized	18,265	19,685	19,112	21,111	18,199	15,513	15,816	18,003	21,988	21,029	14,329	15,251	218,301	1.87%

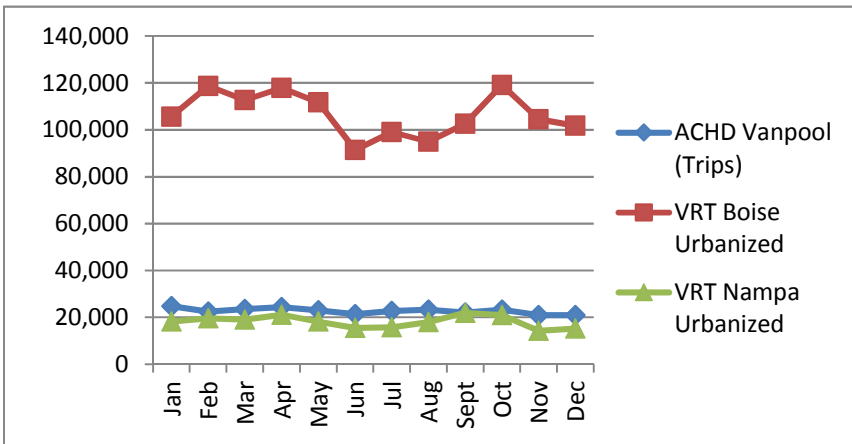
CY2012	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Total - Dec	To Date % Change 11-12
ACHD Vanpool (Trips)	23,327	22,989	23,821	23,245	24,007	22,096	22,500	24,676	21,216	24,475	22,207	20,247	274,806	8.78%
VRT Boise Urbanized	96,100	119,064	106,068	118,989	116,421	92,998	94,139	102,614	105,805	111,715	110,719	102,009	1,276,641	-1.77%
VRT Nampa Urbanized	18,511	16,167	18,379	19,645	14,427	15,501	15,068	17,117	20,330	23,101	19,687	16,368	214,301	3.78%

CY2011	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Total - Dec	To Date % Change 10-11
ACHD Vanpool (Trips)	20,243	22,046	22,121	20,936	20,169	21,510	19,336	23,097	20,347	19,749	22,240	20,832	252,626	8.68%
VRT Boise Urbanized	101,936	101,144	117,704	108,108	111,366	106,275	93,834	115,761	114,726	114,484	110,885	103,464	1,299,687	6.81%
VRT Nampa Urbanized	15,364	16,508	18,362	17,393	16,347	13,325	15,186	19,370	20,998	20,215	18,235	15,202	206,505	-3.43%

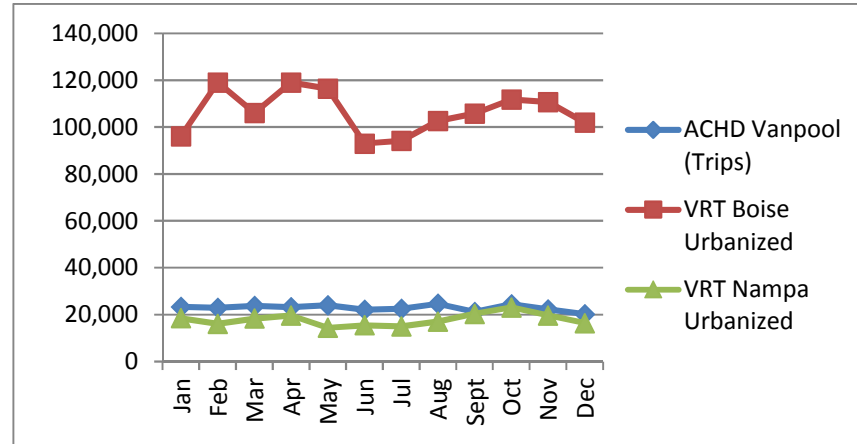
CY2010	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Total - Dec	To Date % Change 09-10
ACHD Vanpool (Trips)	20,065	18,942	22,466	20,626	17,675	20,417	18,630	19,046	18,790	18,596	18,036	19,160	232,449	-0.15%
VRT Boise Urbanized	103,704	106,299	120,174	114,145	99,610	97,152	91,474	95,262	98,048	103,166	93,466	94,292	1,216,792	-0.34%
VRT Nampa Urbanized	15,466	17,515	18,362	21,100	16,136	17,265	16,151	18,143	20,607	23,260	15,866	13,973	213,844	4.21%

CY2009	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Total -Dec	To Date % Change 08-09
ACHD Vanpool (Trips)	21,341	19,323	21,325	21,244	17,327	19,693	18,704	17,213	19,449	19,977	17,808	19,387	232,791	-7.33%
VRT Boise Urbanized	104,815	105,104	107,494	115,431	100,891	98,370	95,048	87,730	102,043	103,486	98,446	102,061	1,220,919	5.77%
VRT Nampa Urbanized	15,591	16,796	17,555	18,710	15,410	15,862	16,021	17,117	19,857	19,823	16,751	15,707	205,200	-1.82%

2013



2012



**DEMOGRAPHIC ADVISORY COMMITTEE**

ITEM VII-D

**Attendance List of Members**

<b>Member Agency/Name</b>	<b>Jan '14 No Mtg</b>	<b>Feb '14</b>	<b>Mar '14</b>	<b>Apr '14</b>	<b>May '14</b>	<b>June '14</b>	<b>July '14</b>	<b>Aug '14</b>	<b>Sept '14</b>	<b>Oct '14</b>	<b>Nov '14</b>	<b>Dec '14</b>	<b>TOTAL</b>
ACCHD/ <i>K. Knapp</i>													
AACHD/ <i>C. Little/J. Lowe</i>													
Ada County/ <i>B. Danielson</i>													
BSU/ <i>M. Fragkias</i>													
CCDC/ <i>Vacant</i>													
Canyon Co. Dev. Services / <i>J. Almeida/D. Root/P. Nilsson</i>													
City of Boise/ <i>J. Tomlinson/B. Eggleston</i>													
City of Caldwell/ <i>B. Billingsley</i>													
City of Eagle/ <i>N. Baird Spencer</i>													
City of Garden City/ <i>J. Thornborrow</i>													
City of Kuna/ <i>W. Howell</i>													
City of Meridian/ <i>B. McClure</i>													
City of Middleton/ <i>D. Taylor</i>													
City of Nampa/ <i>N. Holm</i>													
City of Star/ <i>N. Mitchell</i>													
IDEQ/ <i>D. Luft</i>													
ITD / <i>M. Wasdahl</i>													
Public Participation Committee/ <i>J. Ross</i>													
Valley Regional Transit/ <i>Vacant</i>													
<b>Ex officio Members</b>													
Chamber of Commerce - Ada County/ <i>M. Tate</i>													
Chamber of Commerce- Canyon Co./ <i>T. Kasper</i>													
COMPASS/ <i>C. Miller</i>													
Development Community - Ada County/ <i>C. Findlay</i>													
Major Utilities / <i>B. Snow/B. Defenbach</i>													
Development Community - Canyon County/ <i>Vacant</i>													

**REGIONAL TECHNICAL ADVISORY COMMITTEE**

**Attendance List of Members**

<u>Member Agency/Name</u>	Jan '14	Feb '14	Mar '14	Apr '14	May '14	June '14	July '14	Aug '14	Sept '14	Oct '14	Nov '14	Dec '14	TOTAL
<b>General Members</b>													
ACHD/S. Anderson/T.Ferch/R.Head	1												1
Ada County /R. Beck/M. Leatherman	1												1
BSU/N. Nimmmons	1												1
Canyon County / J. Almeida, D. Root, P. Nilsson													0
Canyon Highway District #4/C. Hopper	1												1
City of Boise/ D. Fluke/ K. Lacey/K. Gallagher	1												1
City of Caldwell/R. MacDonald													0
City of Eagle/N. Baird Spencer													0
City of Garden City/J. Thornborrow													0
City of Kuna/W. Howell	1												1
City of Meridian/J. Lucas	1												1
City of Middleton/D. Taylor													0
City of Nampa/C. Bowman													0
City of Parma/B. Flowers													0
City of Star/N. Mitchell													0
IDEQ/M. Toole													0
ITD/M. Garz													0
Nampa Highway District #1/E. Shannon	1												8
Public Participation Committee/D. Smith													0
Valley Regional Transit/Jordan Swain	1												1
<b>Ex officio Members</b>													
Central District Health/R. Howarth	1												1
COMPASS/D. Matson	1												1
Governor's Office/D. Hensley													0

**TRANSPORTATION MODEL ADVISORY COMMITTEE**

**Attendance List of Members**

<u>Member Agency/Name</u>	Jan '14	Feb '14	Mar '14	April '14	May '14	June '14	July '14	Aug '14	Sept '14	Oct '14	Nov '14	Dec '14	TOTAL
<b>General Members</b>													
ACHD/ <i>S. Martin , A. Pillai</i>	1												1
Ada County Develoment Services/ <i>M. Basham</i>													0
Canyon County/ <i>J. Almeida, P. Nilsson</i>	1												1
Canyon Highway District/ <i>No. 4/T. Richard</i>													0
City of Boise/ <i>K. Gallagher</i>	1												1
City of Meridian/ <i>A. Petersen</i>	1												1
City of Nampa/ <i>/C. Bowman/J. Barnes</i>	1												1
IDEQ/ <i>D. Luft</i>	1												1
ITD/ <i>K. Sablan &amp; D. Szplett</i>	1												1
Nampa Highway District #1/ <i>E. Shannon</i>													
Public Participation Committee/ <i>J. Madsen</i>													0
Valley Regional Transit/ <i>J. Swain</i>													0
<b>Appointed Transportation/Land Use/Air Quality Professionals</b>													
<i>Vern Brewer, Holladay Engineering</i>	1												1
<i>Stephen Lewis, Keller Associates</i>	1												1
<i>Jim Pline, Pline Engineering</i>	1												1
<i>Jay Witt , URS Washington Division</i>	1												1
<b>Ex officio Members</b>													
COMPASS/ <i>M. Waldinger</i>	1												1

**REGIONAL GEOGRAPHIC ADVISORY COMMITTEE**

**Attendance List of Members**

<u>Member Agency/Name</u>	Jan '14 No Mtg	Feb '14	Mar '14	Apr '14	May '14	Jun '14	July '14	Aug '14	Sept '14	Oct '14	Nov '14	Dec '14	TOTAL
<b>General Members</b>													
Ada County Assessors/A .Kawalec													0
ACHD/C. Spencer													0
Canyon County Development Services/S. Higuera													0
Canyon Highway District No. 4/K. Knapp													0
City of Boise/J. Hetherington													0
City of Caldwell/D. Marston													0
City of Eagle/B. Vaughan													0
City of Garden City/E.Akin													0
City of Kuna/M. Borzick													0
City of Meridian/R. Jack													0
City of Nampa/C. Tarter													0
ITD/B. Lacabanne													0
Nampa Highway Distr. #1/Eric Shannon													0
Public Participation Committee/M. Gaddi/K. Watkins													0
<b>Ex officio Members</b>													
COMPASS/E. Adolfson													0