



COMPASS
COMMUNITY PLANNING ASSOCIATION
of Southwest Idaho

BOARD PACKET

June 16, 2014

700 N. East 2nd Street, Suite 200

Meridian, ID 83642

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www.compassidaho.org

MAKING A MOTION:

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

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

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

TABLE OF RULES RELATING TO MOTIONS:

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

**COMMUNITY PLANNING ASSOCIATION
BOARD MEETING CALENDAR
JULY 2014 – OCTOBER 2014**

COMPASS BOARD MEETING DATE/TIME	LOCATION	KEY ITEMS
Monday, July 21, 2014	COMPASS 1st Floor Board Room 700 NE 2nd Street Meridian, Idaho	<p>Adopt Resolution Approving <i>Communities in Motion 2040</i> (CIM 2040)</p> <p>Approve 2014 Development Tracking Report</p> <p>Approve Changes to TMA Balancing Committee Guidelines</p> <p>Approve Revised Development Review Protocol</p> <p>Approve Transportation Improvement Program Application Process and Guide</p> <p>Accept <i>Communities in Motion 2040</i> Performance Monitoring Report</p> <p>Adopt Resolution Approving COMPASS Joining City of Boise Employee Health Care Plan Trust</p>
Monday, August 18, 2014	COMPASS 1st Floor Board Room 700 NE 2nd Street Meridian, Idaho	<p>Adopt Resolution Approving the FY2015-2019 Regional Transportation Improvement Program and Air Quality Conformity Demonstration</p> <p>Adopt Resolution Approving the FY2015 Unified Planning Work Program and Budget</p>
Monday, September 15, 2014	COMPASS 1st Floor Board Room 700 NE 2nd Street Meridian, Idaho	TBD
Monday, October 20, 2014	COMPASS 1st Floor Board Room 700 NE 2nd Street Meridian, Idaho	<p>Accept <i>Communities in Motion 2040</i> Housing Forecast</p> <p>Approve Scope of Work for Next <i>Communities in Motion</i> Update</p>



**BOARD OF DIRECTORS' MEETING
 JUNE 16, 2014 – 1:30 PM
 COMPASS, 1ST 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 3 * A. Approve April 21, 2014, Board Meeting Minutes
- Page 7 * B. Receive Approved March 18 and April 15, 2014, Executive Committee Meeting Minutes
- Page 13 * C. Receive Approved March 27, 2014, Finance Committee Meeting Minutes
- Page 16 * D. Approve List of Records for Destruction
- Page 19 * E. Approve Financial Policy and Procedure Manual

VI. INFORMATION/DISCUSSION ITEMS

- 1:35 **A. Status Report – Finance Committee** **Rebecca Arnold**
Finance Committee Chair Rebecca Arnold will provide a status report on action taken at the May 8, 2014, Finance Committee meeting.
- Page 32 * B. Receive CIM 2040 Planning Team **Memo Only**
Recommendations to *Communities in Motion* 2040 Based on Public Comments

VII. ACTION ITEMS

- 1:40 **A. Executive Session – Personnel** **Chairman Rountree**
Matter Idaho Code [67-2345 (b)]
The Board of Directors will go into executive session to receive the Executive Committee's performance evaluation and recommendation for the Executive Director. No action will be taken in the executive session. Any action will be taken in open session.

- 2:10 Page 46 ***B. Approve Federal Legislative Positions** Ken Burgess
Ken Burgess will seek Board approval of proposed federal legislative positions.
- 2:30 Page 49 ***C. Approve Priorities for End-of-Year Program** Toni Tisdale
Toni Tisdale will seek approval of Priorities for End-of-Year Program.
- 2:45 Page 51 ***D. Approve Regional Pathway Plan Project Proposal** Charles Trainor
Charles Trainor will seek approval of the regional pathway plan project requested by the Foundation for Ada County Trails Systems (F.A.C.T.S.) committee.
- 3:00 Page 60 ***E. Adopt Resolution 09-2014 Amending the FY2014-2018 Regional Transportation Improvement Program** Toni Tisdale
Toni Tisdale will seek Board approval to remove projects, as requested by the City of Boise and the City of Caldwell.
- 3:05 **F. Authorize Development of Governance Structure Modifications** Matt Stoll
Matt Stoll will seek authorization to develop a proposal for Board consideration modifying the association governance structure to realize greater efficiency and adaptability.

VIII. EXECUTIVE DIRECTOR'S REPORT (INFORMATION ONLY) (3:20)

- Page 63 ***A. Staff Activity Report**
- Page 68 ***B. Status Report – Current Air Quality Efforts**
- Page 70 ***C. Status Report – Current Transportation Project Information**
- Page 80 ***D. Status Report – Standing Committees' Attendance**
- Page 84 ***E. Administrative Modifications**
- Page 95 ***F. Correspondence**

IX. ADJOURNMENT (3:25)

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



**BOARD OF DIRECTORS' MEETING
APRIL 21, 2014
COMPASS, 1ST FLOOR BOARD ROOM
700 NE 2ND STREET
MERIDIAN, IDAHO**

****MINUTES****

ATTENDEES: Kathy Alder, Commissioner, Canyon County
 Nichoel Baird Spencer for Jim Reynolds, Mayor, City of Eagle
 Sara Baker, Commissioner, Ada County Highway District, **Vice Chair**
 Elaine Clegg, Councilwoman, City of Boise
 John Evans, Mayor, Garden City
 Kelli Fairless, Valley Regional Transit
 Jim Hansen, Commissioner, Ada County Highway District
 Craig Hanson, Commissioner, Canyon County
 Bob Henry, Mayor, City of Nampa
 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
 Luke McHenry, City of Wilder
 Larry Maneely, Ada County Rick Yzaguirre, Commissioner, Ada County
 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, Boise State University
 Brent Orton, City of Caldwell
 Paul Raymond, Councilman, City of Nampa
 Charlie Rountree, Councilman, City of Meridian, **Chair**
 Matt Stoll, Executive Director, Community Planning Association, Ex officio
 Darin Taylor, Mayor, City of Middleton
 Jim Tibbs, Commissioner, Ada County
 Jim Voorhees for John McEvoy, Commissioner, Canyon Highway District #4
 Dave Wallace for Rebecca Arnold, Commissioner, Ada County Highway District
 Pete Wagner, Department of Environmental Quality

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MEMBERS ABSENT: Dave Bieter, Mayor, City of Boise,
John Brunelle, Capitol City Development Corporation
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
Steven Rule, Commissioner, Canyon County, **Secretary-Treasurer**

OTHERS: Nancy Brecks, Community Planning Association
Ken Burgess, Veritas Advisors
Megan Larsen, Community Planning Association
Amy Luft, Community Planning Association
Don Matson, Community Planning Association
Joe Stear, Councilman, City of Kuna

CALL TO ORDER:

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

AGENDA ADDITIONS/CHANGES

Matt Stoll requested to amend the agenda adding Action Items for approval of Jim Voorhees as a Canyon Highway District No. 4 non-elected Board alternate, and Nicole Nimmons as Boise State University's non-elected Board member.

After discussion, **Garret Nancolas moved and Darin Taylor seconded approval of amending the agenda as requested. Motion passed unanimously.**

OPEN DISCUSSION/ANNOUNCEMENTS

Matt Stoll invited the Board to attend the April 22 -23, 2014, Federal Highway Administration and Federal Transit Administration COMPASS certification review and a public hearing on April 23 from 6:30 – 8:00 pm.

Matt announced that the Executive Committee canceled the May 19, 2014, Board meeting as requested by staff. The next scheduled Board meeting is June 16, 2014.

CONSENT AGENDA

- A. Approve March 17, 2014, Board Meeting Minutes**
- B. Receive Approved February 18, 2014, Executive Committee Meeting Minutes**
- C. Receive Approved February 20, 2014, Finance Committee Meeting Minutes**
- D. Approve List of Records for Destruction**

Garret Nancolas moved and Bob Henry seconded approval of the Consent Agenda as presented. Motion passed unanimously.

INFORMATION/DISCUSSION ITEM

- A. Status Report – Finance Committee**

Megan Larsen presented a status report on action taken by the Finance Committee at its March 27, 2014, Finance Committee meeting.

ACTION ITEMS

Kathy Alder moved and Darin Taylor seconded approval of Jim Voorhees as Canyon Highway District No. 4's non-elected Board alternate. Motion passed unanimously.

Maryanne Jordan moved and Elaine Clegg seconded approval of Nicole Nimmons as Boise State University's non-elected Board member. Motion passed unanimously.

A. Approve FY2015 General and Special Membership Dues

Matt Stoll presented proposed FY2015 General and Special membership dues as recommended for approval by the Finance Committee.

After discussion, **Darin Taylor moved and Sara Baker seconded approval of the FY2015 General and Special membership dues as presented. Motion passed unanimously.**

B. Approve FY2014 Implementation Grant Recipients

Don Matson presented applications for the FY2014 Implementation Grant Program from the cities of Kuna, Middleton and Wilder. The Regional Technical Advisory Committee recommended Board approval of the applications as presented.

After discussion, **Darin Taylor moved and Elaine Clegg seconded approval of the FY2014 Implementation Grant recipients as presented. Motion passed unanimously.**

C. Approve Changes to Regional Transportation Improvement Program Amendment Policy

Toni Tisdale presented changes to the Regional Transportation Improvement Program Amendment Policy, deleting references to project grouping, allowing carry-over projects and approved End-of-Year changes via Administrative Modifications, and adding a "no action required" section for minor administrative changes. The Regional Technical Advisory Committee recommended Board approval of the changes to the Amendment Policy as presented.

After discussion, **Elaine Clegg moved and Maryanne Jordan seconded approval of the Transportation Improvement Program Amendment Policy as presented. Motion passed unanimously.**

D. Adopt Resolution 07-2014 Amending the FY2014-2018 Regional Transportation Improvement Program (TIP)

Toni Tisdale presented requested changes to five transit projects and changes to greenbelt projects in the City of Boise and City of Garden City. The Regional Technical Advisory Committee recommended Board approval of the changes as presented.

After discussion, **Darin Taylor moved and Garret Nancolas seconded adoption of Resolution 07-2014 amending the FY2014-2018 Regional Transportation Improvement Program as presented. Motion passed unanimously.**

E. Approve the Concept of COMPASS Joining the City of Boise Employee Health Care Plan Trust

Megan Larsen presented the concept of COMPASS joining the City of Boise Employee Health Care Plan Trust.

After discussion, **Darin Taylor moved and Brent Orton seconded approval of the concept of COMPASS joining the City of Boise Employee Health Care Plan Trust and for staff to move forward in the process. Motion passed unanimously.**

OTHER

Chair Rountree requested Board members submit comments regarding the Executive Director's 2014 performance to him by the end of April. The comments will be considered as part of the Executive Director's performance evaluation at the May 20, 2014, Executive Committee meeting.

ADJOURNMENT

Maryanne Jordan moved and Elaine Clegg seconded adjournment at 2:16 pm. Motion passed unanimously.

Dated this 16th day of June 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**

**EXECUTIVE COMMITTEE MEETING
MARCH 18, 2014
COMPASS 2ND FLOOR LARGE CONFERENCE ROOM
MERIDIAN, IDAHO**

****MINUTES****



- ATTENDEES:** Sara Baker, Commissioner, Ada County Highway District, **Vice Chair**
 Dave Case, Commissioner, Ada County
 Bob Henry, Mayor, City of Nampa
 Bryce Millar, Commissioner, Nampa Highway District No.1, **Immediate Past Chair**
 Charlie Rountree, Councilman, City of Meridian, **Chair**
 Jim Reynolds, Mayor, City of Eagle
 Darin Taylor, Mayor, City of Middleton
- MEMBERS ABSENT:** Dave Bieter, Mayor, City of Boise
 Garret Nancolas, Mayor, City of Caldwell, **Chair Elect**
 Steve Rule, Commissioner, Canyon County, **Secretary-Treasurer**
- OTHERS PRESENT:** Sabrina Anderson, Ada County Highway District
 Nancy Brecks, Community Planning Association
 Kelli Fairless, Valley Regional Transit
 Megan Larsen, Community Planning Association
 Amy Luft, Community Planning Association
 Matt Stoll, Executive Director, Community Planning Association

CALL TO ORDER:

Chair Rountree called the meeting to order at 2:04 pm.

AGENDA ADDITIONS/CHANGES

Sara Baker requested an Action Item be added to the agenda for discussion regarding a bus route for the City of Kuna.

Dave Case moved and Darin Taylor seconded approval of amending the agenda to add Action Item V-B. Discuss Bus Route for the City of Kuna. Motion passed unanimously.

OPEN DISCUSSION/ANNOUNCEMENTS

None.

CONSENT AGENDA

A. Approve February 18, 2014, Executive Committee Meeting Minutes

Dave Case moved and Sara Baker seconded approval of the Consent Agenda as presented. Motion passed unanimously.

ACTION ITEMS

A. Establish April 21, 2014, COMPASS Board Meeting Agenda

Matt Stoll presented staff recommended Agenda Items 1-15 for the regular April 21, 2014, COMPASS Board meeting. Matt requested the latitude to amend the agenda as necessary.

Matt noted that at the April 15, 2014, Executive Committee meeting, he is likely going to recommend canceling the May 19, 2014, COMPASS Board meeting as the agenda is light and the items can be deferred to the June 16, 2014, COMPASS Board meeting.

After discussion, **Darin Taylor moved and Dave Case seconded approval of the April Agenda Items 1-15 as presented. Matt Stoll has the latitude to amend the agenda as necessary. Motion passed unanimously.**

B. Discuss City of Kuna Bus Route

Sara Baker said the City of Kuna has money for a bus route and she is seeking help to get it in place.

After discussion, **based on VRT Board approval, VRT can submit an application for inclusion of a Kuna bus route in the FY2015-2019 Regional Transportation Improvement Program in preliminary development, as a placeholder for when funding becomes available.**

INFORMATION/DISCUSSION ITEMS

A. Discuss Association Structure

Chair Rountree discussed assessing the COMPASS organizational and committee structures to evaluate streamlining the processes to be more efficient for COMPASS staff, member agencies staff, and Board members.

After discussion, **it was agreed that Chair Rountree will work with Matt and bring a recommendation of purposed changes to the COMPASS structure to the Executive Committee for review on April 15, 2014.**

B. Executive Session - Personnel Matter Idaho Code [67-2345 (b)]

Bob Henry moved and Darin Taylor seconded adjourning into Executive Session pursuant to Idaho Code 67-2345 (b) at 2:59 pm.

Matt Stoll called roll. The following Executive Committee members were present and voted in the affirmative:

Sara Baker, Dave Case, Bob Henry, Bryce Millar, Jim Reynolds, Charlie Rountree, and Darin Taylor. There were no nay votes

Convened back on the record at 3:09. No action was taken in Executive Session.

ADJOURNMENT

Chair Rountree adjourned the meeting at 3:12 pm.

Dated this 15th day of April 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**

**EXECUTIVE COMMITTEE MEETING
APRIL 15, 2014
COMPASS 2ND FLOOR LARGE CONFERENCE ROOM
MERIDIAN, IDAHO**

****MINUTES****



- ATTENDEES:** Sara Baker, Commissioner, Ada County Highway District, **Vice Chair**
 Dave Bieter, Mayor, City of Boise
 Bob Henry, Mayor, City of Nampa
 Bryce Millar, Commissioner, Nampa Highway District No.1, **Immediate Past Chair**
 Charlie Rountree, Councilman, City of Meridian, **Chair**
 Jim Reynolds, Mayor, City of Eagle
 Darin Taylor, Mayor, City of Middleton
- MEMBERS ABSENT:** Dave Case, Commissioner, Ada County
 Garret Nancolas, Mayor, City of Caldwell, **Chair Elect**
 Steve Rule, Commissioner, Canyon County, **Secretary-Treasurer**
- 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
 Don Matson, Community Planning Association
 Patricia Nilsson, Canyon County
 Matt Stoll, Executive Director, Community Planning Association
 Charles Trainor, Community Planning Association
 Dave Wallace, Ada County Highway District

CALL TO ORDER:

Chair Rountree called the meeting to order at 2:35 pm.

AGENDA ADDITIONS/CHANGES

None.

OPEN DISCUSSION/ANNOUNCEMENTS

Matt Stoll discussed May 20, 2014, Executive Committee meeting agenda items.

CONSENT AGENDA

A. Approve March 18, 2014, Executive Committee Meeting Minutes

Darin Taylor moved and Jim Reynolds seconded approval of the Consent Agenda as presented. Motion passed unanimously.

ACTION ITEMS

A. Establish June 16, 2014, COMPASS Board Meeting Agenda

Matt Stoll said staff compressed May Board meeting agenda items into June and recommended canceling the May 19, 2014, Board meeting. Matt presented staff proposed Agenda Items 1-17 for the June 16, 2014, COMPASS Board meeting. Matt requested the latitude to amend the agenda as necessary.

After discussion, **Sara Baker moved and Bob Henry seconded approval of the June Agenda Items 1-17 as presented. Matt Stoll has the latitude to amend the agenda as necessary. Motion passed unanimously.**

B. Recommend COMPASS Board Approval of a Regional Pathway Plan Project Proposal

Charles Trainor presented a regional pathway plan project proposal requested by the Foundation for Ada/Canyon Trail Systems (F.A.C.T.S.) committee. If approved, the project will be included in the FY2015 Unified Planning Work Program and Budget.

After discussion, **Bob Henry moved and Dave Bieter seconded to recommend COMPASS Board approval of the regional pathway plan project proposal as presented. Motion passed unanimously.**

C. Approve Authorization of Grant Applications and Letters of Support

Don Matson presented four grant applications and requested authorization to submit COMPASS letters of support for applications 1, 2, and 4, and authorization for COMPASS staff to pursue No. 3:

- 1) City of Nampa – State Highway 45 Reroute
- 2) VRT (with ACHD, Boise, Garden City) – State Street Corridor
- 3) COMPASS – Farm-to-Market Freight Study
- 4) BSU – Electric Vehicle Infrastructure Needs and Impacts Study

After discussion, **Chair Rountree asked for unanimous consent to direct Matt Stoll to write letters of support for applications No. 1, 2, and 4 as presented, and staff to move forward with an application for No. 3. Hearing no objections, Chair Rountree so ordered.**

Chair Rountree directed COMPASS staff to contact the ITD research group for possible assistance.

INFORMATION/DISCUSSION ITEM

A. Executive Session - Personnel Matter Idaho Code [67-2345 (b)]

Darin Taylor moved and Bob Henry seconded to move into Executive Session pursuant to Idaho Code [67-2345 (6)] at 3:17 pm.

Matt Stoll called roll. The following Executive Committee members were present and voted in the affirmative:

Sara Baker, Dave Bieter, Bob Henry, Bryce Millar, Jim Reynolds, Charlie Rountree, and Darin Taylor. There were no nay votes.

Convened back on the record at 3:34 pm. No action was taken in Executive Session.

ADJOURNMENT

Darin Taylor moved and Jim Reynolds seconded to adjourn the meeting at 3:35 pm. Motion passed unanimously.

Dated this 20th day of May 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

**FINANCE COMMITTEE MEETING
MARCH 27, 2014
COMPASS 2ND FLOOR LARGE CONFERENCE ROOM
MERIDIAN, IDAHO**

****MINUTES****



ATTENDEES: Rebecca Arnold, Commissioner, Ada County Highway District, **Chair**
John McEvoy, Commissioner, Canyon Highway District #4
Garret Nancolas, Mayor, City of Caldwell
Charlie Rountree, Councilman, City of Meridian
Steve Rule, Commissioner, Canyon County, **Vice Chair, via telephone**

MEMBERS ABSENT: Craig Hanson, Commissioner, Canyon County
Rick Yzaguirre, Commissioner, Ada County

OTHERS PRESENT: Nancy Brecks, Community Planning Association
Keith Holmes, Community Planning Association
Megan Larsen, Community Planning Association
Matt Stoll, Community Planning Association

CALL TO ORDER:

Chair Rebecca Arnold called the meeting to order at 12:00 pm.

AGENDA ADDITIONS/CHANGES

None.

OPEN DISCUSSION/ANNOUNCEMENTS

None.

CONSENT AGENDA

A. Approve February 20, 2014, Finance Committee Meeting Minutes

Charlie Rountree moved and John McEvoy seconded approval of the Consent Agenda as presented. Motion passed unanimously.

INFORMATION/DISCUSSION ITEMS

A. Status Report - FY2014 General and Special Membership Dues Received to Date

Megan Larsen announced that all of the FY2014 General and Special membership dues billed to date have been received.

B. Discuss Implementation of GASB Statements 67 and 68 and the Implications for COMPASS

Megan Larsen reviewed implications of the implementation of GASB Statements 67 and 68, which provide direction to pension systems and governments on how to account for and report pension costs. These new requirements will go into effect in FY2015.

C. Discuss Five Year Revenue and Expense Estimates and Assumptions

Megan Larsen presented five year (FY2015-2019) revenue and expense estimates and assumptions, which provide the starting point for the preparation of the FY2015 Unified Planning Work Program.

Megan stated that today staff received notification that the FY2014 Consolidated Planning Grant will be \$102,000 more than projected in Revision 1 of the FY2014 UPWP.

After discussion, it was agreed by consensus to direct staff to switch out local dollars to reduce the fund balance and preserve the fund balance with the \$102,000, and wait to see what happens in August 2014 with the anticipated shortfall of the highway trust fund.

ACTION ITEMS

A. Recommend COMPASS Board Approval of FY2015 General and Special Membership Dues

Megan Larsen presented proposed FY2015 General and Special membership dues.

After discussion, John McEvoy moved and Charlie Rountree seconded to recommend COMPASS Board approval of the FY2015 General and Special membership dues as presented. Motion passed unanimously.

B. Recommend that the Board Grant Conceptual Approval for COMPASS to Join the City of Boise Health Benefits Trust

Megan Larsen discussed the benefits of COMPASS potentially joining the City of Boise's Health Benefit Trust.

After discussion, Garret Nancolas moved and John McEvoy seconded to recommend at its April 21, 2014, meeting, the COMPASS Board approve staff moving forward with the concept of COMPASS joining the City of Boise Employee Health Care Plan Trust. Motion passed unanimously.

Staff was directed to forward a copy of audit of the Boise Employee Health Care Plan Trust to the Finance Committee for review.

ADJOURNMENT

**John McEvoy moved and Charlie Rountree seconded adjournment at 12:55 pm.
Motion passed unanimously.**

Dated this 8th day of May 2014.

Approved:

**By: _____
Rebecca Arnold, Chair**

Attest:

**By: _____
Steve Rule, Vice Chair**

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COMPASS BOARD AGENDA ITEM V-D

Date: June 16, 2014



COMPASS
COMMUNITY PLANNING ASSOCIATION
of Southwest Idaho

Topic: Records for Destruction

Background/Summary:

The COMPASS Board approved the Records Retention Policy at the February 24, 2014, meeting.

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

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

COMPASS staff has provided a list of records proposed for destruction to the Idaho state archivist and expects that the state archivist will not object to the destruction of the listed records.

COMPASS staff will have the records destructed by a commercial shredding service 30 days from the date that destruction is approved by both the COMPASS Board and the Idaho state archivist. The shredding service will provide a certification of destruction.

Request/Recommendation:

Approve destruction of the records listed in the attachment.

Implication (policy and/or financial):

If both the COMPASS Board and the Idaho state archivist approve the destruction of the listed records, the destruction will be completed as described. If either the COMPASS Board or the Idaho state archivist do not approve destruction of the listed records, the records will be retained.

More Information:

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

ML:nb T:\Operations\Admin & Office\Records Management\Records Destruction Board Memo 6-16-2014.docx

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

Description of record	When created*	Retention period for this record in years	Expiration of retention period	Date list to state archivist	Date of request for Board approval	Date approved by Board	Date approved by state archivist	Destruction date
FY1972 to FY2008 Insurance policy records including policies, premiums and related records	9/30/2008	5	9/30/2013	5/29/2014	6/16/2014			7/16/2014
FY1996 subsidiary ledger reports detailing transactions posted in the payroll, job cost and accounts payable subsidiary ledgers	9/30/1996	5	9/30/2001	5/29/2014	6/16/2014			7/16/2014
FY1996 to FY1998 federal grant billing files	9/30/1998	5	9/30/2003	5/29/2014	6/16/2014			7/16/2014
FY1998 to FY2001 member dues billing files	9/30/2001	5	9/30/2006	5/29/2014	6/16/2014			7/16/2014
FY1999 to FY2001 accounts payable records: bills for legal services	9/30/2001	5	9/30/2006	5/29/2014	6/16/2014			7/16/2014
FY2000 cash receipts records	9/30/2000	5	9/30/2005	5/29/2014	6/16/2014			7/16/2014
FY2001 cash receipts records	9/30/2001	5	9/30/2006	5/29/2014	6/16/2014			7/16/2014
FY2001 Orthophotography map sales records	9/30/2001	5	9/30/2006	5/29/2014	6/16/2014			7/16/2014
FY2001 subsidiary ledger reports detailing transactions posted in the payroll, job cost and accounts payable subsidiary ledgers	9/30/2001	5	9/30/2006	5/29/2014	6/16/2014			7/16/2014
FY2002 accounts payable records: correspondence with vendors	9/30/2002	5	9/30/2007	5/29/2014	6/16/2014			7/16/2014
FY2002 cash receipts records	9/30/2002	5	9/30/2007	5/29/2014	6/16/2014			7/16/2014
FY2002 member dues billing files	9/30/2002	5	9/30/2007	5/29/2014	6/16/2014			7/16/2014

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

Description of record	When created*	Retention period for this record in years	Expiration of retention period	Date list to state archivist	Date of request for Board approval	Date approved by Board	Date approved by state archivist	Destruction date
FY2002 subsidiary ledger reports detailing transactions posted in the payroll and accounts payable subsidiary ledgers	9/30/2002	5	9/30/2007	5/29/2014	6/16/2014			7/16/2014
FY2003 accounts payable records, including check stubs from payments, COMPASS request for payment forms, vendor invoices, packing slips, COMPASS purchase orders, and voided checks; alphabetical by vendor, vendors A-I	9/30/2003	5	9/30/2008	5/29/2014	6/16/2014			7/16/2014
FY2003 subsidiary ledger reports detailing transactions posted in the payroll, job cost and accounts payable subsidiary ledgers	9/30/2003	5	9/30/2008	5/29/2014	6/16/2014			7/16/2014
FY2008 member dues billing files	9/30/2008	5	9/30/2013	5/29/2014	6/16/2014			7/16/2014
Personnel file; employee terminated November, 2003	11/26/2003	10	11/23/2013	5/29/2014	6/16/2014			7/16/2014

*If the description covers a group of records, the date refers to the most recent record in the group.

COMPASS BOARD AGENDA ITEM V-E

DATE: June 16, 2014



Topic: Financial Policy and Procedure Manual

Background/Summary:

The Financial Policy and Procedure Manual (Manual) provides guidance to staff for administrative and accounting activities, and documents COMPASS' internal control practices. The Manual has been updated to reflect current practice, improve efficiency, and maintain internal control.

The draft Manual has been reviewed by the Finance Committee, agency counsel and the agency's auditor. The Finance Committee recommended Board approval of the Manual at its May 8, 2014, meeting.

Request/Recommendation:

Staff seeks COMPASS Board approval of the COMPASS Financial Policy and Procedure Manual.

Implication (policy and/or financial):

If the Financial Policy and Procedure Manual is not approved, COMPASS will continue to operate under the existing policies and procedures.

More Information:

- 1) Attachment: Updated Financial Policy and Procedure Manual
- 2) For detailed information contact: Megan Larsen, at 208-475-2228 or mlarsen@compassidaho.org.

ML:nb T:\Operations\Policies & Procedures\Financial Policy & Procedures Update Project\Financial Policy Memo for Board 6-16-14

WORKING
TOGETHER
TO PLAN
FOR THE
FUTURE



COMPASS
COMMUNITY PLANNING ASSOCIATION
of Southwest Idaho

Draft Financial Policy and Procedure Manual

Approved:

SECTION I: UNIFIED PLANNING WORK PROGRAM AND BUDGET

The Unified Planning Work Program and Budget (UPWP) is the comprehensive work plan that details federally funded transportation planning and transportation related planning activities in the region and identifies the related budget for those activities.

The UPWP must meet all applicable federal requirements.

The UPWP is developed by following these steps:

- Members are asked to submit requests for projects.
- The Regional Technical Advisory Committee (RTAC) brainstorms regional needs and project ideas and then ranks those ideas.
- Staff prepares five year revenue and expense projections to help support budget decision making.
- Staff prepares an initial draft of the UPWP to use, together with population estimates, to calculate proposed member dues.
- Staff presents the five year projections, the ranked project list and the proposed member dues to the Finance Committee.
- The Finance Committee reviews the ranked projects from RTAC and determines the projects to include in the UPWP.
- The Finance Committee reviews the proposed dues and makes a recommendation to the Board.
- The Board approves the member dues.
- Staff prepares an updated draft of the UPWP and presents it to the Finance Committee for review. The Finance Committee makes a recommendation to the Board.
- The Board approves the UPWP.
- The approved UPWP is sent to ITD and FHWA for approval.

The UPWP provides the basis for procurement and expenditures in the budget period. Processes for procurement and expenditures are described below.

SECTION II: PROCUREMENT POLICY

Idaho Code Title 67, Chapter 28 specifies the procurement law that applies to local governments including cities, counties, and highway districts. COMPASS follows the procurement law specified in Idaho Code Title 67, Chapter 28 for its purchasing. The specific procurement steps are described below.

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

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

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

The steps for procurement are as follows:

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

Purchases exempt from competitive bidding

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

- Payment of wages to an employee
- Personal services (defined below)
- Professional services (such as legal, accounting, auditing, and appraisal services)
- Interest in real property
- Insurance
- Costs of participation in a joint powers agreement with other units of government

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

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

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

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

Purchases of services or property valued at less than \$25,000

Purchases of services, other than personal or professional services as defined above, or property (such as vehicles or equipment) valued at less than \$25,000 may be completed in the manner that the program manager sees fit, provided that such purchases are in the best interest of the agency. Program managers are encouraged, but not required, to seek informal bids to insure that they obtain the best value for the agency.

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

Purchases of property valued at less than \$25,000 do not require a contract.

Purchases of services or property valued at less than \$50,000 but more than \$25,000

Program managers must request written informal bids from at least three vendors for purchases of services (such as janitorial services) or property (such as vehicles or equipment) valued at less than \$50,000 but more than \$25,000. Efforts to obtain three bids must be documented.

The request for bids should include:

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

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

Purchases of services or property valued at more than \$25,000 require a written agreement or contract with the vendor. The Director of Operations prepares the contract for the Executive Director's signature. The Board has delegated authority to the Executive Director to sign contracts on behalf of the agency.

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

Purchases of property or services where the total purchase amount or value of the contract is more than \$50,000 require a competitive sealed bid process.

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

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

The sealed bids are opened in public at the date, time, and place specified in the bid materials.

The program manager or the Executive Director may approve the winning bid, provided that the lowest bidder is selected. The Director of Operations prepares the contract with the lowest bidder for the Executive Director's signature. The Board has delegated authority to the Executive Director to sign contracts on behalf of the agency.

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

Purchases of services or property valued at more than \$50,000 require a written agreement or contract with the vendor. The Director of Operations prepares the contract for the Executive Director's signature. The Board has delegated authority to the Executive Director to sign contracts on behalf of the agency.

SECTION III: PAYROLL CYCLE

Exempt and non-exempt employees are required to track time worked each day on a program and sub-task (where appropriate) basis so that actual workdays for each program and task are accurately reflected. Employees are expected to accurately record time worked in each program and task daily.

At the end of each payroll period, employees submit timesheets to their supervisors with a record of all hours worked by program and task, as well as leave hours used, if any.

Supervisors review and sign each timesheet, indicating their concurrence with the accuracy of hours reported. Approved timesheets are turned in to the Financial Assistant by the due date and time for that pay period, as specified by the Financial Assistant.

The Financial Assistant:

- Reviews the timesheets for accuracy as to the number of hours reported. Timesheets with errors are returned to the employee for correction and resubmitted to the supervisor for approval.
- Enters approved timesheets into the accounting software system. The accounting software system automatically prepares the related entries for salaries expense, benefits, taxes, direct deposits and leave accruals.
- Reviews the payroll registers and entries for accuracy and corrects any errors found.
- Posts the payroll entries in the accounting software system to record the expenses and liabilities, update employee leave balances and upload the direct deposit file to the agency's bank.
- Prints the payroll summary and the direct deposit entry for review and approval by the Director of Operations.
- Provides an updated reported of accrued leave time to employees and supervisors
- Files all supporting documentation for the payroll.

The Director of Operations:

- Reviews the payroll summary and verifies that the correct total amount is being paid to each employee.
- Reviews the direct deposit entry for accuracy and releases the direct deposit batch for payment.

Only the Executive Director may authorize changes in employee compensation rates. Notice of changes to employee compensation are provided to the Financial Assistant in writing for entry into the accounting software system.

SECTION IV: CASH DISBURSEMENT CYCLE

Spending authority for all purchases must be included in the UPWP adopted by the Board. The program managers can authorize expenditures for their assigned programs, subject to the procurement requirements detailed in Section II, provided those expenditures are specified in the adopted UPWP.

When contracts are executed for planned expenditures, the contract not-to-exceed amounts are entered into the accounting software system to show that the contract amounts have been encumbered. As the contract dollars are expended and payments are processed through accounts payable, the amounts move from encumbered to expended in the accounting software system. In this way, the financial reports reflect the most accurate picture of the budget to actual results for the agency.

The Director of Operations provides new and updated contract amounts to the Financial Assistant for entry into the accounting software system as the contracts are finalized or updated.

The Financial Assistant receives all invoices for payment. The Financial Assistant adds invoices to the "Invoices to be Paid" tracking sheet upon receipt. The Financial Assistant routes the invoice to the correct program manager for review and approval.

The Financial Assistant enters approved invoices into the accounting software system and prints a cover sheet for each invoice showing the amount, program, and general ledger account for each invoice.

The Financial Assistant attaches the cover sheets to the invoices and forwards them to the Director of Operations.

The Director of Operations reviews each invoice and cover sheet and verifies that the entry was correctly posted to the accounting software system. The Financial Assistant corrects any errors and prints a corrected cover sheet, as needed.

The Director of Operations returns the approved invoices to the Financial Assistant and the Financial Assistant posts the entries in the accounting software system. The Financial Assistant compares the posted entries to the "Invoices to be Paid" tracking sheet and verifies that all invoices have been returned from the program managers.

Payments are processed as needed, but not less than once per month.

The Financial Assistant prints the payment checks and attaches the checks to the backup documentation.

The Executive Director reviews the backup documentation and signs each check. 25

An authorized Board officer then reviews the backup documentation and provides the second signature for each check. All checks require two signatures.

No one may sign a check that is made out to him or herself. Alternate authorized signers are used for those checks made out to the Executive Director or Board officer, as needed.

The signed checks are forwarded to the Administrative Assistant. The Administrative Assistant separates the checks from the back up documentation. The Administrative Assistant mails the signed checks and returns the backup documentation to the Financial Assistant.

The Financial Assistant files the backup documentation.

SECTION IV-A: TRAVEL/EDUCATION

An employee wishing to attend a professional meeting or secure additional education or training at the expense of COMPASS will complete a Travel Authorization form with an estimate of all costs involved, and turn it in to the employee's supervisor. Supervisors will review the request and forward it to the Executive Director with their recommendations. If approved by the Executive Director, the employee will be notified and the form will be sent to the Financial Assistant for inclusion in the appropriate check cycle.

An employee may request an advance to cover miscellaneous travel/training related costs (e.g., ground transportation and publications), and should indicate that on the Travel Authorization form.

COMPASS per diem rates are set by the State of Idaho Travel Policies and Procedure guidelines to cover the cost of meals and related tips while out of town for COMPASS purposes. The out-of-state per diem rate will depend upon the destination city. Rates for different cities may be obtained from the Financial Assistant.

Partial day per diem rates are granted for out of town travel when the partial travel day is adjacent to an overnight stay or when the entirety of the trip does not require an overnight stay. Partial day rates are expressed as a percentage of the full day rate as follows:

Breakfast	25%
Lunch	35%
Dinner	55%

Upon return, the employee must complete an Expense Report to obtain reimbursement for any travel/training costs paid by the employee. A receipt must accompany requested expenses. If an advance was received, it must be indicated on the Expense Report, and subtracted from the total expenses claimed. If the advance was greater than the reported expenses, the employee must reimburse COMPASS for the difference. Failure to reimburse COMPASS will result in a payroll deduction. The Expense Report must be approved by the employee's supervisor and forwarded to the Financial Assistant for processing during the next disbursement cycle. Expense reports from the Executive Director must be approved by the Board Secretary-Treasurer (or other Board officer in the Secretary-Treasurer's absence) before processing for payment.

A Board member may request or be asked to attend a professional meeting or travel for a specific purpose at the expense of COMPASS. Board members will complete a Board Travel Authorization form, with an estimate of all costs involved and submit to the

Executive Committee for approval. The Executive Committee will review the request and determine the level of reimbursement based on the level of COMPASS representation.

Board members will be entitled to submit reimbursement for expenses incurred. Reimbursement for per diem will be at the same rate as described above. Expenses reimbursement requests must be accompanied by statements or receipts.

SECTION IV-B: CREDIT CARD USAGE

Credit cards are issued to the Executive Director and the Director of Operations only.

Credit cards may be used for specific agency related expenditures where payment via check is impracticable. Generally, payment via check is the preferred agency method and should be used whenever possible.

All credit card purchases must be documented. Receipts for credit card purchases are provided to the Financial Assistant upon completion of purchase.

The Financial Assistant verifies the receipts against the credit card statements when received. The receipts are attached to the credit card statement. The Executive Director reviews and approves the Director of Operation's credit card statement for payment. The Board Secretary-Treasurer (or other Board officer in the Secretary-Treasurer's absence) reviews and approves the Executive Director's credit card statement for payment. The payment to the issuing bank is processed following the cash disbursement procedures described above.

Use of the credit card for anything other than authorized agency expenses is strictly prohibited, without exception.

SECTION IV-C: PETTY CASH FUND

Minor payments needing immediate attention (e.g., supplies, meeting costs, etc.) may be paid from the petty cash fund. Generally, payment via check is the preferred agency method and should be used whenever possible.

The petty cash fund maintains a balance of \$200. A petty cash receipt is completed by the Financial Assistant and signed by the requester at the time of the draw from petty cash. All draws from petty cash must be accompanied by a receipt for the item purchased. Petty cash draws may not exceed \$50.

Documentation of draws from petty cash are attached to the request to replenish petty cash. The total of the draws from petty cash must match the replenishment request exactly. The replenishment request is then processed according to the cash disbursement procedures above.

The Director of Operations counts the petty cash on hand at least once each month and compares the total to the pending replenishment requests to verify accuracy.

SECTION IV-D: CAPITALIZATION POLICY

Purchases of property, such as land, buildings, or equipment, with a cost of \$1,000 or more for an individual item and a useful life of three or more years are capitalized. Capitalized assets are acquired for use in normal operations and are not for resale. The \$1,000 threshold is applied to an individual item of equipment, not to a group of items purchased together.

The Financial Assistant records capitalized assets as fixed assets in the accounting software system. Fixed assets are depreciated straight line over their useful lives. The accounting software system automatically calculates the depreciation amounts. The Financial Accountant periodically, but not less than annually, reviews these amounts and posts them to the general ledger.

The Financial Accountant removes capitalized assets that have been removed from service from the fixed assets system at the time of disposition.

The Director of Operations periodically, but not less than annually, compares fixed asset records to the actual inventory of assets to verify accuracy.

SECTION V: BILLING

The Financial Accountant prepares grant billings for the agency's grants each month.

The Financial Accountant prints job cost reports from the accounting software system that provide the detail of salary, fringe and direct expenses charged to each program. The job cost reports also show the application of the approved indirect cost rate from the Idaho Transportation Department (ITD) to those costs. The sum of the salary, fringe and direct expenses and the calculated overhead amount, less any expenses not eligible for federal funding, is shown on the job cost reports and is the amount billed for the grants.

The Financial Accountant reviews the job cost reports and reconciles the total expenses shown to the total expenses in the general ledger. The Financial Accountant corrects any errors and prepares the billing summary.

The Director of Operations reviews and approves the billing summary and the job cost reports.

Upon approval, the Financial Accountant submits the billing to ITD.

The billed amount is recorded as revenue and an account receivable in the accounting software system.

When payment is received, the Financial Accountant posts the payment against the outstanding receivable in the accounting software system.

The Financial Accountant follows up with ITD on any billings that remain unpaid thirty days after submission and resolves any issues with those billings.

The Financial Assistant prepares invoices and makes entries into the accounting software system for all other miscellaneous billings, such as map or orthophotography sales.

SECTION VI: CASH RECEIPTS PROCEDURE

Payments to COMPASS may be received through direct deposits into COMPASS bank accounts, via checks received in the mail or via checks or cash from walk in customers.

Payments received through direct deposit

The Financial Accountant reviews the transactions posted to the agency's checking through the online banking system daily. The Financial Accountant prepares and posts entries to the accounting software system for any direct deposits made to the account at the time those deposits are made.

Payments received through the mail or from walk in customers

The Administrative Assistant:

- Opens the mail
- Endorses the back of each check with the "For Deposit Only" stamp
- Makes one copy of the check
- Enters the check on the receipt log
- Enters cash received on the receipt log
- Forwards the checks and cash to the Financial Assistant
- Forwards the check copies and a notation of cash received, if any, to the Financial Accountant

The Financial Assistant:

- Prepares a duplicate bank deposit slip
- Takes the deposit to the bank
- Forwards one copy of the deposit slip to the Financial Accountant

The Financial Accountant:

- Compares the deposit slip to the check copies to verify accuracy
- Enters the deposit to the accounting software system

The Director of Operations:

- Periodically, but not less than monthly, reviews the receipt log and compares to the accounting software system and bank statements to verify accuracy

SECTION VII: BANK RECONCILIATIONS

All agency bank accounts are reconciled monthly.

The Director of Operations:

- Receives the unopened original bank statements
- Opens the bank statements and reviews for any unusual activity
- Forwards the bank statements to the Financial Accountant

The Financial Accountant

- Prepares the bank reconciliations for each account using the accounting software system
- Prints the completed bank reconciliation reports and forwards to the Director of Operations for review

The Director of Operations

- Reviews and approves the completed bank reconciliations

SECTION VIII: GENERAL LEDGER ENTRIES

Most of the general ledger activity is posted from the sub ledgers in the accounting software system. Occasionally, a manual entry in the general ledger will be required for a correction or adjustment.

The Financial Accountant prepares manual journal entries. The entries should include all supporting documentation. The entries are reviewed and approved by the Director of Operations prior to posting.

SECTION XII: INVESTMENTS

COMPASS obtains its funding primarily from membership dues and federal grants. The Finance Committee and management of COMPASS invest with the judgment and care that prudent individuals would exercise in the execution of their own affairs, to maintain the safety of principal, to maintain liquidity to meet cash flow needs, and to provide competitive returns on deposits and investments. These primary objectives in priority order are:

- Safety: Safety of principal is foremost and investments will be made in a manner that ensures the preservation of principal.
- Liquidity: Funds will remain sufficiently liquid in order to meet all anticipated operating expenses.
- Yield: Investments will be made to maximize return, subject to the constraints of safety and liquidity. Yield is always secondary to safety and liquidity.

With these constraints in mind, COMPASS cash is invested in general checking and savings accounts, money market accounts, and certificates of deposit.

COMPASS staff is encouraged, but not required, to keep investments at any one financial institution under the limits of federal deposit insurance. Investments may exceed federal deposit insurance so as not to create undue administrative burden, but still adhere to the investment priorities of safety, liquidity and yield. COMPASS may establish accounts at multiple financial institutions authorized to do business in the State of Idaho as necessary to stay within the limits of federal deposit insurance.

The Executive Director may authorize the opening or closing of accounts to conform to this guidance.

A report of current accounts and the associated financial institutions, balances by account, current rates of return and any accounts opened or closed in the reporting period shall be provided to the Finance Committee with the quarterly financial report.

SECTION XIII: FUND BALANCE

COMPASS shall maintain a fund balance reserve equivalent to not less than three months' expenses. Use of fund balance in excess of the three months' reserve shall be recommended by the Finance Committee as part of the annual UPWP process.

SECTION XIV: FINANCIAL REPORTING

COMPASS shall provide a quarterly report to the Finance Committee that includes the following:

- Year to date budgeted and actual revenues and expenses by line item
- Year to date budgeted and actual expenses by program
- Summary balance sheet as of the last day of the quarter
- Cash summary as of the last day of the quarter

COMPASS shall provide an annual report to the Finance Committee that includes the following:

- Year to date budgeted and actual workdays by program

The Financial Accountant shall provide a monthly report to program managers, the Executive Director, and the Director of Operations that includes the following:

- Year to date budgeted and actual revenues and expenses by line item
- Year to date budgeted and actual expenses by program
- Year to date budgeted and actual workdays by program

The Financial Accountant shall provide other information as requested to the program managers, the Executive Director, and the Director of Operations on an ad hoc basis.

COMPASS BOARD AGENDA ITEM VI-B

Date: June 16, 2014



COMPASS
COMMUNITY PLANNING ASSOCIATION
of Southwest Idaho

Topic: CIM 2040 Planning Team Recommendations for *Communities in Motion 2040* Based on Public Comment

Summary:

COMPASS solicited public comments on the draft *Communities in Motion 2040* (CIM 2040) plan from March 3 – April 27, 2014. The complete comments, with staff responses and a summary of main themes, were provided via email to you, as well as the CIM 2040 Planning Team, the CIM 2040 Leadership Team, and the Public Participation Committee on May 6, 2014. You can find them here:

<http://www.compassidaho.org/documents/people/board/CIM2040PublicCommentstoBoard.pdf>

Staff incorporated text and format changes, as appropriate, into the plan document; the document with the tracked changes is available at:

http://www.compassidaho.org/documents/people/board/Board061614_CIM2040_June2014_DRAFT.pdf

In its May 28, 2014, meeting, the CIM 2040 Planning Team recommended Board adoption of the CIM 2040 plan to the CIM 2040 Leadership Team with the following policy recommendations:

• **Goals, tasks, and policies.**

1. Revise Goal 1.1 to: Enhance the transportation system to improve accessibility and connectivity to jobs, schools, and services; allow the efficient movement of people and goods; and ensure the reliability of travel by all modes considering social, economic, and environmental elements. (Chapter 1)
2. Add an implementation policy: *"Focus available federal funding on maintaining the existing transportation system."* (Chapter 11)
3. Revise tasks as presented in the attached document.

• **Unfunded priority corridors**

4. Keep the current unfunded priority corridors and projects as listed in draft CIM 2040. The identified transportation needs are based on underlying land uses and existing entitlements, which have not changed.

• **Focus on maintenance**

5. Clarify that the funding split will be calculated as a five-year rolling average to allow flexibility for a larger project in any of the categories to move forward and still remain consistent with the policy.

The CIM 2040 Leadership Team will consider the Planning Team's recommendation at its June 17, 2014, meeting, and will act on a recommendation to the COMPASS Board. The Board will be asked to adopt CIM 2040 in July 2014.

Request/Recommendation:

Information only. All Board members are welcome to attend the June 17, 2014, CIM 2040 Leadership Team meeting at 1:30 pm at COMPASS to participate in the Leadership Team's discussion of the plan prior to its recommendation to the COMPASS Board.

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. For detailed information contact: Liisa Itkonen, at 475-2241 or ltkonen@compassidaho.org.

Attachment - 1

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Transportation Goals	Objectives <i>(specific, measureable actions that contribute to accomplishing the goals)</i>	Tasks	Lead Organization	Performance Measures (see CIM 2040 Performance Measures and Targets http://www.compassidaho.org/documents/prodserv/PerformanceMeasuresBoardofficial.pdf)
1.1 Enhance the transportation system to improve accessibility and connectivity to jobs, schools, and services; allow the efficient movement of people and goods; and ensure the reliability of travel by all modes considering social, economic, and environmental elements.	1.1.1 Develop local transportation plans and corridor plans that link the transportation system and local land use. (Similar to 1.4.1)	1.1.1.a. Annually monitor local land use plans and transportation agencies annually develop, update, and integrate plans (subarea and corridor plans, comprehensive plans, <i>Communities in Motion</i> (CIM)); identify gaps in meeting goals of linking land use and transportation.	COMPASS facilitates	
	1.1.2 Manage congestion and delay.	1.1.1.b. Agencies share best practices as they integrate plans.	COMPASS facilitates	
		1.1.2.a. Annually monitor and report system performance through a congestion management process (CMP).	COMPASS	
		1.1.2.b. Work with local jurisdictions to coordinate data collection needs.	COMPASS	
		1.1.2.c. Program federal resources to target major causes of congestion.	COMPASS	
		1.1.2.d. Provide better access to transit, bike, and pedestrian facilities to offset congestion.	Transportation agencies	
		1.1.2.e. Educate agencies on best practices to manage congestion, including applicable and effective transportation demand management policies.	COMPASS	
		1.1.2.f. Manage Use strategies that reduce increase in vehicle miles traveled.	Cities, counties	
	1.1.3 Implement effective access management strategies on major regional corridors.	1.1.3.a. Adopt COMPASS access management toolkit.	Transportation agencies	
		1.1.3.b. Adopt corridor-wide access classification system.	Transportation agencies	
		1.1.3.c. Provide training and education on access management to member agencies and other stakeholders.	COMPASS	
		1.1.3.d. Reduce conflict points on roadways to Increase safety and efficiency for all users using access management techniques and complete streets strategies as appropriate. (Similar to 1.2.1.b.)	Transportation agencies	

	1.1.4 Improve truck freight movements and reduce their impact on other transportation modes' mobility.	1.1.4.a. Develop and implement a truck route plan.	ITD
	1.1.5 Enhance transportation connectivity to and access from surrounding areas (for services and destinations in Ada and Canyon Counties).	1.1.5.a. Update and integrate local mobility management network plan with CIM.	COMPASS
1.2 Improve safety and security for all transportation modes and users.			
	1.2.1 Reduce number and severity of incidents.	1.2.1.a. Work with local jurisdictions to coordinate data collection and reporting.	COMPASS
		1.2.1.b. Reduce Improve safety at conflict points between using complete streets strategies and context sensitive solutions. (Similar to 1.1.3.d.)	Transportation agencies
	1.2.2 Coordinate education efforts for sharing the road (bike/pedestrian/car).	1.2.2.a. Work with ITD to coordinate education on sharing the road.	COMPASS
		1.2.2.b. Educate all users about sharing the road (drivers, bicyclists, pedestrians, children).	COMPASS
		1.2.2.c. Program resources to conduct public education on sharing the road. (Same as 1.3.3.a.)	COMPASS
1.3 Protect and preserve existing transportation systems and opportunities.			
	1.3.1 Maximize the useful life of the existing transportation system.	1.3.1.a. Synchronize and coordinate maintenance investments and projects.	Transportation agencies
		1.3.1.b. Implement regional operations and management/intelligent transportation system (ITS) plan.	Transportation agencies
		1.3.1.c. Prioritize projects with a favorable cost-benefit ratio that maintain the existing transportation system.	COMPASS (federal), transportation agencies (local)
	1.3.2 Maintain and complete the network and fill in the gaps in the existing transportation system.	1.3.2.a. Develop prioritization criteria that assigns higher priority to projects that fill in the network, including pedestrian and bicycle network.	COMPASS
		1.3.2.b. Program resources to educate member agencies on strategies to incorporate small bike/pedestrian projects into maintenance projects.	COMPASS
		1.3.2.c. Educate agencies on strategies to maintain and fill in the existing regional transportation system.	COMPASS
		1.3.2.d. Identify funding sources that can enhance the transportation system, including pedestrian, bicycle and pathway network.	COMPASS

1.3.3 Expand existing programs that encourage people to try other modes.	1.3.3.a. Program resources to conduct public education on sharing the road. (Same as 1.2.2.c.)	COMPASS
	1.3.3.b. Provide information to the public about existing transportation services and how to use them.	VRT
	1.3.3.c. Coordinate information and education with enforcement sector.	COMPASS
	1.3.3.d. Prioritize projects that benefit multiple modes.	COMPASS
1.4 Develop a transportation system with high connectivity that preserves capacity of the regional system and encourages walk and bike trips.		
1.4.1. Encourage development to occur around existing transit and encourage new, transit-ready development consistent with transit plans. (Similar to 1.1.1)	1.4.1.a. Program resources to implement Complete Streets network.	COMPASS (federal), transportation agencies (local)
	1.4.1.b. Promote existing commuter programs.	CommuteRide, VRT
1.4.2 Increase number of schools with Safe Routes to Schools (SRTS) programs.	1.4.2.a. Prioritize SRTS projects for funding.	COMPASS, ITD
	1.4.2.b. Prioritize projects that fill in the bike/pedestrian network.	COMPASS (federal), transportation agencies (local)
1.4.3 Improve connectivity between transit and bike/walk network.	1.4.3.a. Give funding priority to projects consistent with local bike/pedestrian plans. (Same as 2.4.2.a.)	COMPASS (federal), transportation agencies (local)
	1.4.3.b. Increase the number of Bicycle-Friendly Communities.	Cities
	1.4.3.c. Explore appropriate level of service standards for buses, pedestrians, and bicycles.	COMPASS

Land Use Goals	Objectives	Tasks	Lead Organization	Performance Measures
2.1 Coordinate local land use planning, transportation planning, and development to maximize the use of existing infrastructure, increase the effectiveness of investment, and retain or enhance the vitality of the local community.				(see CIM 2040 Performance Measures and Targets http://www.compassidaho.org/documents/prodserv/PerformanceMeasuresBoardofficial.pdf)
	2.1.1 Develop a transportation system and services that are consistent with regional and local land use plans as well as other development plans.	2.1.1.a. Integrate local land use plans into CIM.	COMPASS	
		2.1.1.b. Monitor implementation of planned transportation projects and continued vision of regional and local land use plans.	COMPASS	
		2.1.1.c. Annually compile a development monitoring report.	COMPASS	
	2.1.2 Target transportation system investments to support local and regional plans.	2.1.2.a. Encourage partnerships to coordinate projects.	COMPASS	
		2.1.2.b. Monitor implementation of land use plans and revisit implementation of transportation improvements based on continued need. (Same as 2.2.1.a.)	COMPASS	
		2.1.2.c. Ensure transportation plans include roadway typologies that best support the proposed land use.	Cities, transportation agencies	
	2.1.3 Maximize health and economic benefits by investing in all transportation modes.	2.1.3.a. Identify options to provide transit to all communities in the region.	VRT	
		2.1.3.b. Annually monitor alternative modes' transit ridership rates pedestrian and bicycle use (i.e. counts) and develop goals and strategies to increase ridership-mode share.	VRT	
		2.1.3.c. Study and invest in, through project prioritization, multimodal projects that benefit many socioeconomic groups.	COMPASS	
	2.1.4 Plan transportation projects and promote land use patterns that protect and enhance riparian vegetation.	2.1.4.a. Work with natural resource agencies, including Idaho Fish and Game and Soil and Water Conservation Districts, to identify priority areas.	COMPASS	
2.2 Recognize and more clearly define and support the regional role of all communities, including small communities.				

	2.2.1 Protect regional mobility corridors from development and encroachment.	2.2.1.a. Monitor implementation of land use plans and revisit implementation of transportation improvements based on continued need. (Same as 2.1.2.b.)	COMPASS
	2.2.2 Design community improvements and public facilities to reflect the distinctive characteristics of each community.	2.2.2.a. Invest in town centers, main streets, and existing infrastructure as identified in CIM 2040.	Cities
	2.2.3 Identify long-term needs for Park & Ride lots and encourage their location to best support local economic activity.	2.2.3.a. Coordinate with VRT, ACHD, and cities to identify future Park & Ride locations.	COMPASS
		2.2.3.b. Collaborate with partner agencies to incorporate long-term Park & Ride locations into their planning documents and comprehensive plan updates.	ACHD, CommuteRide, VRT
2.3 Encourage infill development and more compact growth near community-identified activity centers.			
	2.3.1 Implement mixed-use residential developments along established and planned transit routes, especially where vacant land is available for infill development.	2.3.1.a. Create incentives to encourage development near existing or planned transit routes.	COMPASS*
		2.3.1.b. Develop specific area plans for activity centers consistent with CIM 2040 and with planned integration of alternative transportation systems.	Cities
2.4 Strive for more walkable, bikeable, and livable communities with a strong sense of place and clear community identity and boundaries.			
	2.4.1 Implement Complete Streets policy to support community identity and livability.	2.4.1.a. Annually monitor implementation of transportation improvements for consistency with Complete Streets policy.	COMPASS
	2.4.2 Develop and implement local bike/pedestrian plans.	2.4.2.a. Through annual project prioritization, give funding priority to projects consistent with local bike/pedestrian plans. (Also 1.4.3.a.)	COMPASS
		2.4.2.b. Coordinate transportation investments with affected neighborhoods and established neighborhood preservation and maintenance programs.	COMPASS in Canyon; ACHD in Ada
	2.4.3 Identify and promote conservation of historic resources.	2.4.3.a. Repurpose historic transportation and other infrastructure when possible.	*
		2.4.3.b. Develop plans to preserve historic infrastructure.	*

* Potential (additional) lead organizations have been identified and contacted.

Housing Goals	Objectives	Tasks	Lead Organization	Performance Measures (see CIM 2040 Performance Measures and Targets http://www.compassidaho.org/documents/prodserv/PerformanceMeasuresBoardofficial.pdf)
3.1 Encourage mixed-use neighborhoods, town centers, and other development types that include a variety of housing options to meet the transportation and housing needs of all socioeconomic groups.	3.1.1 Evaluate cost of commuting.	3.1.1.a. Monitor and track changes in commuting costs.	COMPASS	
	3.1.2 Build attractive high-density development in locations that can be supported by transit and are easily accessible to jobs, schools, services, parks, etc.	3.1.2.a. Publicize examples of successful projects.	COMPASS	
		3.1.2.b. Establish design guidelines that meet community goals and needs.	Cities	
	3.1.3 Inform the public and elected officials about the need for and benefits of diverse housing options.	3.1.3.a. Complete local housing needs analyses.	*	
		3.1.3.b. Educate the public about the trade-offs and advantages of increased density that is close to employment and commercial areas.	COMPASS	
		3.1.3.c. Relate housing options to commuting costs and typical travel distances to employment, commercial, and activity centers.	COMPASS	

* Potential (additional) lead organizations have been identified and contacted.

Community Infrastructure Goals	Objectives	Tasks	Lead Organization	Performance Measures (see CIM 2040 Performance Measures and Targets http://www.compassidaho.org/documents/prodserv/PerformanceMeasuresBoardofficial.pdf)	
4.1 Promote land use patterns that provide Treasure Valley residents with safe, reliable, and cost-efficient infrastructure services.	4.1.1 Develop in a manner consistent with regional approved growth pattern and local land use plans.	4.1.1.a. Develop prioritization criteria for federally funded projects that assigns higher priority to projects consistent with local land use plans.	COMPASS		
		4.1.1.b. Encourage development in and around areas that already have water delivery or plentiful, clean groundwater supplies.	Cities, counties		
	4.1.2 Implement development near existing transit services.	4.1.2.a. Educate public service agencies about the importance of locating near existing transit services.	COMPASS		
		4.1.2.b. Encourage investment near transit and at activity centers with incentives.	Cities, counties		
	4.1.3 Encourage water efficiency.	4.1.3.a. Promote low-water land uses and water conservation (e.g., small lawns, use of non-potable water, drip irrigation).	Cities, counties		
		4.1.3.b. Support reuse of stormwater and wastewater as appropriate.	Cities, counties		
		4.1.3.c. Encourage use of green infrastructure and other low impact storm water treatment strategies.	Cities, counties, transportation agencies		
	4.2 Promote maintenance and preservation of existing infrastructure.	4.2.1 Invest in regularly scheduled maintenance and rehabilitation of existing community infrastructure.	4.2.1.a. Coordinate between jurisdictions and agencies and synchronize projects.		COMPASS
			4.2.1.b. Develop prioritization criteria that assigns higher priority to projects that demonstrate coordination and synchronization.		COMPASS

Health Goals	Objectives	Tasks	Lead Organization	Performance Measures (see
5.1 Promote a transportation system and land use patterns that enhance public health, protect the environment, and improve the quality of life.	5.1.1 Monitor and evaluate health metrics.	5.1.1.a. Identify priority areas and pollutants.	Health agencies	CIM 2040 Performance Measures and Targets http://www.compassidaho.org/documents/prodserv/PerformanceMeasuresBoardofficial.pdf
		5.1.1.b. Share information with elected officials, local agencies, and community members about the connection between health and neighborhood design.	Health agencies	
		5.1.1.c. Work with local health professionals to gather and promote health and burden data relevant to transportation planning.	COMPASS	
		5.1.1.d. Link use of other modes to improved health and quality-of life-metrics.	COMPASS	
	5.1.2 Evaluate transportation investments on their effect on access to health services and to parks and recreation facilities.	5.1.2.a. Monitor rates and share of bicycling and walking trips; proximity and prevalence of parks and health care facilities to housing areas; proximity of bus routes to parks and health care facilities.	COMPASS, health agencies	
		5.1.2.b. Accommodate access to grocery stores, wineries, u-pick farms, and community gardens.	Cities, transportation agencies	
	5.1.3 Implement land use patterns and build infrastructure that reduce the quantity of run-off and improve the quality of it.	5.1.3.a. Encourage use of advanced/improved stormwater management techniques in land development.	Cities, counties	
		5.1.3.b. Encourage use of advanced/improved stormwater management techniques in transportation projects.	Transportation agencies	
	5.1.4 Develop and facilitate transportation-related air quality management strategies that are voluntary, innovative, and proactive.	5.1.4.a. Research and recommend air quality management strategies to the COMPASS Board.	COMPASS	
		5.1.4.b. Consider the Treasure Valley Air Quality Council's recommendations as related to the transportation system.	COMPASS	

5.1.5 Design transportation projects to avoid adverse impacts on the environment.	5.1.5.a. Program resources to support a healthy environment and to avoid or mitigate environmental impacts.	COMPASS (Environmental Review Group)
	5.1.5.b. Conduct early environmental analyses of transportation scenarios.	COMPASS (Environmental Review Group)
5.1.6 Consider health in transportation decisions by implementing a formal process for assessing the potential effects of a transportation project on the health of the population.	5.1.6.a. Identify a process, such as Health Impact Assessment and bikeability and walkability audits, and include trained health experts in their planning and implementation. Identify criteria for when these strategies should be used.	Health agencies
	5.1.6.b. Identify mitigation measures with affected neighborhoods.	COMPASS

Economic Development Goals	Objectives	Tasks	Lead Organization	Performance Measures
6.1 Develop a regional transportation system that connects communities, provides access to employment centers, and provides efficient truck, rail, and/or air freight movement throughout the Treasure Valley.	6.1.1 Complete a study of movement of goods in the region.	6.1.1.a. Update and implement a freight plan.	ITD	(see CIM 2040 Performance Measures and Targets http://www.compassidaho.org/documents/prodserve/PerformanceMeasuresBoardofficial.pdf)
	6.1.2 Coordinate local food into Idaho's freight plan.	6.1.2.a. Build on farm-to-school pilot program.	ITD lead; Treasure Valley Food Coalition*	
	6.1.3 Maintain adequate land for industrial uses near freight routes and transfer centers.	6.1.3.a. Maintain an inventory of industrial land.	COMPASS	
	6.1.3.b. Protect industrial land from rezoning to other uses.	Cities, counties		
6.2 Maintain the vitality of regional centers, downtowns, and main streets through continued public and private investments in new and existing business, housing, and transportation options as appropriate.	6.2.1 Invest in downtowns, town centers, main streets, and other similar areas to increase job-to-housing ratio.	6.2.1.a. Identify downtowns, town centers, corridors, and other areas that would benefit from revitalization.	Cities*	
		6.2.1.b. Coordinate with the Idaho Main Street program.	Cities*	
	6.2.1.c. Identify transportation strategies that enhance revitalization of these areas.	COMPASS		
	6.2.2 Maintain the vitality of downtown Boise in its role as the regional employment center.	6.2.2.a. Continue public and private investments in new and existing businesses, housing, transit, pedestrian and bicycle networks, and attractive streetscapes.	City of Boise	
	6.2.3 Implement flexible transportation options to improve access to employment opportunities throughout the region.	6.2.3.a. Create downtowns, town centers, main streets, and other similar areas that are vibrant, healthy, safe, and walkable.	Cities*	
6.2.3.b. Expand current alternative transportation options throughout the region.		COMPASS		

	6.2.3.c. Revise the local mobility management network plan to align with CIM 2040.	COMPASS
	6.2.3.d. Implement Downtown Boise Mobility Study.	City of Boise
	6.2.3.e. Complete downtown Boise origin-destination study to develop appropriate level of service standards for buses, pedestrians, and bicycles.	ACHD, COMPASS
6.2.4 Help community leaders identify and maximize opportunities for farmers markets and local retail agriculture.	6.2.4.a. Research, document, and publicize * the role of agriculture as a local economic development strategy.	
	6.2.4.b. Conduct a feasibility study for year-round farmers markets.	City of Boise, Treasure Valley Food Coalition (or COMPASS via a consultant)*
	6.2.4.c. Provide space and otherwise support farmers markets.	Cities
	6.2.4.d. Conduct rapid market assessment at farmers markets (origin-destination).	ULI did study in 2011
	6.2.4.e. Prioritize connections, especially on pedestrian and bicycle network, to established market locations.	COMPASS

* Potential (additional) lead organizations have been identified and contacted.

Open Space Goal	Objectives	Tasks	Lead Organization	Performance Measures
7.1 Promote development and transportation projects that protect and provide all of the region's population with access to open space, natural resources, and trails.	7.1.1 Complete greenbelt through the region. Create a connected network of greenways.	7.1.1.a. Complete greenbelt through the region.	COMPASS	(see CIM 2040 Performance Measures and Targets http://www.compassidaho.org/documents/prodserve/PerformanceMeasuresBoardofficial.pdf)
		7.1.1.b. Continue support for Foundation for Ada-Canyon Trail Systems (FACTS).	COMPASS	
	7.1.2 Create local greenways.	7.1.2.a. Create local open space and recreation plans.	Cities, counties*	
	7.1.3 Compile and maintain a region-wide inventory of open space and easements.	7.1.3.a. Collaborate with Treasure Valley Land Trust, Idaho Foundation for Parks and Lands, and others.	COMPASS facilitates	
	7.1.4 Create a regional open space plan for regionally important natural and recreational areas.	7.1.4.a. Implement regional open space plan.	Cities, counties	
		7.1.4.b. Implement Ridge-to-Rivers plan.	City of Boise	
	7.1.5 Increase safe and environmentally sensitive public access to the Boise River and its tributaries.	7.1.5.a. Include public access improvements in transportation project maintenance and new project design.	COMPASS, transportation agencies	
	7.1.5.b. Help community leaders identify and maximize public access opportunities.	Idaho Rivers United		

* Potential (additional) lead organizations have been identified and contacted.

Farm Land Goals	Objectives	Tasks	Lead Organization	Performance Measures (see
8.1 Protect and enhance transportation routes for the efficient movement of farm equipment and products.	8.1.1 Complete the statewide freight plan that addresses efficient movement of products from farm to markets and processing.	8.1.1.a. Identify existing farm-to-market roads and their travel characteristics.	COMPASS	CIM 2040 Performance Measures and Targets http://www.compassidaho.org/documents/prodserv/PerformanceMeasuresBoardofficial.pdf
	8.2 Protect agricultural land for food, fiber, and fuel production and support of other agricultural and food-related businesses.			
	8.2.1 Adopt urban agriculture policies in local plans.	8.2.1.a. Encourage urban agriculture with supporting ordinances.	Cities, counties*	
		8.2.1.a.b. Utilize underused public land for urban agriculture.	Cities, counties*	
	8.2.2 Increase the share of locally grown food consumed locally.	8.2.2.a. Support local retail agriculture.	Buy Idaho*	
		8.2.2.b. Develop local food purchasing policies.	Treasure Valley Food Coalition	
	8.2.3 Improve local food security.	8.2.3.a. Identify local agriculture markets and processing facilities for local foods.	Coalition for Agriculture's Future	
		8.2.3.b. Conduct a food-related business assessment to identify economic opportunities to use locally produced food.	Treasure Valley Food Coalition*	
	8.2.4 Protect irrigation for rural and urban agriculture uses.	8.2.4.a. Enforce and educate property owners on proper maintenance of water delivery systems.	*	
	8.2.5 Include agriculture in any regional economic development planning.	8.2.5.a. Complete an economic impact study of agriculture and related land uses.	*	
		8.2.5.b. Update and complete a cost-of-services study for agricultural lands.	*	
		8.2.5.c. Identify opportunities for local agriculture and food leaders to become involved in regional economic development planning.	Coalition for Agriculture's Future, Treasure Valley Food Coalition*	

* Potential (additional) lead organizations have been identified and contacted.

**COMPASS Federal Transportation Policy Positions
(Draft for discussion and approval)
June 16, 2014**



FEDERAL TRANSPORTATION FUNDING

Stabilization of Federal Highway Trust Fund (HTF)

COMPASS supports a permanent, long-term solution to funding the HTF and opposes short-term “patches” in the form of infusions of general fund dollars. The impending insolvency of the HTF is the single biggest impediment to addressing the nation’s transportation infrastructure challenges. State and local transportation entities cannot plan for or construct significant transportation projects given the uncertainty of funds that may or may not continue to flow from the Highway Trust Fund.

Federal Fuel Tax

COMPASS supports an increase in the federal motor fuels tax and supports indexing the fuel tax rate to inflation. The federal fuel tax has not been increased since 1993 and political challenges associated with fuel tax increases have had a negative effect on the nation’s transportation infrastructure investments. Indexing the fuel tax to the rate of inflation will mitigate many of the political challenges associated with funding the HTF long-term.

Funding Diversification

COMPASS supports diversifying transportation user fee concepts to reduce the sole reliance on the motor fuels tax to fund the HTF, including implementation of an Alternative Fuel Vehicle fee. Improvements in fuel efficiency and development of alternative fuel vehicles have had a negative effect on the HTF account. Such vehicles still use our nation’s roadway infrastructure and should be required to contribute user fees to the maintenance and construction of that infrastructure.

Expand Private Investment Incentives

COMPASS supports continued expansion of incentives for private investment in roadway, bridge, and alternative transportation infrastructure. While MAP-21 made some progress in providing greater incentives for private investment in infrastructure projects, Congress should continue its focus to encourage project financing, private investment, and Public-Private Partnerships as part of the reauthorization of the surface transportation authorization.

Fewer Competitive Grants, More Programmed Funding

COMPASS supports minimizing the number of DOT-led competitive grant programs and shifting more of that funding to formula-based distribution to states and local transportation providers. Competitive grant programs place smaller MPOs and local transportation entities at a disadvantage as they may have fewer professional staff and grant application expertise. Programmed funding will enhance the objective nature of funding distribution and eliminate the perceived subjective nature of competitive grant awards by USDOT administration.

REAUTHORIZATION OF MAP-21

Longer Term Reauthorization Necessary

COMPASS supports the traditional six-year reauthorization of the Transportation Authorization Act (ACT). Transportation project planning and construction requires predictability and certainty in regulatory requirements and funding availability to be successful. By adopting a six-year authorization proposal, Congress will provide more stability to local transportation planning and construction. The example of MAP-21, a two-year authorization bill, showed how difficult and unpredictable a short-term authorization can be for completing projects. New, (and desirable) aspects of MAP-21 are still awaiting DOT rules promulgation even as the ACT is set to expire in September 2014.

Metropolitan Planning Organizations (MPOs)

COMPASS supports expanding MPO programming authority through increased direct apportionment or sub-allocation to MPOs. MAP-21 put into place greater responsibility to states and MPOs in meeting system performance measures and provided greater funding flexibility to state DOTs. The vast majority of funding is apportioned directly to the states. States then choose how much of their apportionment are allocated to areas covered by MPOs. This decision is not based on any agreed-to formulas; therefore, such funds may not be allocated to that respective MPO. COMPASS supports increasing direct apportionment or sub-allocation to MPOs.

COMPASS opposes changes to the current federal population trigger of 50,000 to form a metropolitan planning organization. Increasing the population threshold for MPOs was considered during the debate of MAP-21. Ultimately, Congress agreed to leave the threshold at 50,000 population, and COMPASS encourages Congress to maintain that level of population trigger.

Environmental and Approval Process "Streamlining"

COMPASS continues to support a federal agency "team" approach to environmental review, expedited environmental review processes for projects that could move quickly, and requiring federal agency adherence to strict approval/decision timelines. MAP-21 made great policy strides in moving federal projects more quickly through streamlining decision processes. Many of the proposed rules that follow these policy goals are still yet to be issued and/or adopted by the federal agencies of jurisdiction. State and local transportation authorities are encouraged by this policy direction, and urge Congress to press agencies to finalize and put these rules into practice. COMPASS strongly encourages Congress to recognize the extreme costs associated with federal rules, regulations, and dis-jointed agency decision making processes.

Federal Highway Program (FHWA) State/Local Match Rate

COMPASS opposes increases in the state/local match requirement rate. States and local governments have difficulty meeting current match rates for federal highway projects. An increase in the match rate formula will make it more difficult for local projects to be completed.

Public Transportation Programs

COMPASS supports increase in federal funding for public transportation.

Congress should provide more robust growth in the federal public transportation program to help transit systems meet the mobility needs of their communities. Public transportation providers in both urban and rural areas of Idaho operate on very limited funding.

Non-Motorized Transportation

COMPASS supports continued federal support for non-motorized

transportation. Encouragement to participate in, and incentives to provide, safe bicycle and pedestrian mobility options should remain a priority for Congress.

Federally funded transportation projects should incorporate safe bicycle and pedestrian pathways.

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COMPASS BOARD AGENDA ITEM VII-C

DATE: June 16, 2014



COMPASS
COMMUNITY PLANNING ASSOCIATION
of Southwest Idaho

Topic: Priorities for End-of-Year Program

Background/Summary:

Federal highway funding not obligated within its program year must be returned to the Federal Highway Administration at the end of the fiscal year. Therefore, the Idaho Transportation Department (ITD) develops an End-of-Year program to ensure obligation of all available funds. Project needs are prioritized and submitted for consideration by ITD management.

The End-of-Year program includes existing projects that can obligate additional funding immediately. Projects must have necessary approvals for obligation to happen this quickly. The priorities are based on the following criteria:

1. Cost Overruns
2. Construction Advances
3. Transit Needs

The proposed list of needs and priorities is provided as Attachment 1.

Request/Recommendation:

Staff seeks COMPASS Board approval of priorities for the End-of-Year program. The Regional Technical Advisory Committee recommended the priorities on May 28, 2014.

Implication (policy and/or financial):

COMPASS Board approval is needed prior to submitting to ITD for End-of-Year program consideration. If projects are selected by ITD for funding, the COMPASS Regional Transportation Improvement Program Amendment Policy allows staff to process the changes through an administrative modification.

More Information:

- 1) Attachment 1 – COMPASS FY2014 End-of-Year Program Requests
- 2) For detailed information contact: Toni Tisdale, Principal Planner, at 475-2238 or ttisdale@compassidaho.org.

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COMPASS FY2014 End-of-Year Program Requests

Priority	Key Number	Project	Sponsor	Current Program	Phase/ Amount Needed	Comments
1	11582	Five Mile Road, Franklin Road to Fairview Avenue	ACHD	STP-TMA	CN/\$30,000	Needs construction funding to cover contingencies, as all scheduled contingency funds have been used.
2	11392	Transit – Facility Construction (176 and 652) – FY2006 (Multi-Modal Center, Boise)	VRT	STP-TMA	CN/\$842,000	Needs construction funding to cover final estimated cost. Funds would need to transfer to FTA.

Acronym Key:

ACHD = Ada County Highway District

BSU = Boise State University

CN = Construction

FTA = Federal Transit Administration

STP-TMA = Surface Transportation Program – Transportation Management Area

VRT = Valley Regional Transit

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COMPASS BOARD AGENDA ITEM VII-D

Date: June 16, 2014



COMPASS
COMMUNITY PLANNING ASSOCIATION
of Southwest Idaho

Topic: Approve Regional Pathway Plan Project Proposal

Background/Summary:

In January 2014, Foundation for Ada Canyon Trails Systems (F.A.C.T.S.) officers Judy Peavey-Derr and William Gigray presented information concerning F.A.C.T.S. and its activities and mission to the COMPASS Board of Directors. They discussed the need to complete the Boise River trail plan to the confluence with the Snake River. Mayor Nelson of Kuna noted the need for a broader look at pathways. He suggested potential routes in southern Ada and Canyon Counties to and along the Snake River.

Based on the discussion, a scope of work, including estimated COMPASS staff workdays, was prepared. This scope is attached for your review. It includes some information on COMPASS' required activities and past functions, state laws on planning and pathways, a scope and table showing estimated workdays, and initial list of possible members for a work group that would include F.A.C.T.S. representatives, local government representatives, and some private interests. This scope, staff budget, and list of members was reviewed and recommended by the Executive Committee on April 15, 2014.

Request/Recommendation:

Staff seeks Board approval of this project for inclusion in the FY2015 Unified Planning Work Program and Budget. The project is estimated to take 89 workdays, and no consultant costs are included. All technical work would be done by staff.

Implication (policy and/or financial):

The pathway plan would supplement *Communities in Motion 2040* and help fulfill requirements under federal rules to have a true multi-modal plan. Priorities established in the plan would guide future decisions on use of federal funds.

More Information:

1. Attachment - 1
2. For detailed information contact: Charles Trainor, Principal Planner, at 208-475-2243 or ctrainor@compassidaho.org

Regional Pathway Integration Plan Proposal

May 29, 2014

Objective

Develop a regional pathway plan for integration into the regional long-range transportation plan and to assist in setting funding priorities through the Regional Transportation Improvement Program (TIP).

Organizational Authority

COMPASS is authorized under its joint powers agreement to undertake a number of planning activities. The specific language is found in Section 6.1.3:

- A. *Purpose: To conduct and/or coordinate various planning services, activities and functions of and for the parties which may include the preparation, review and/or recommendation of plans, policies and programs related to planning and regulatory responsibilities for:*
- 1. Air and water quality;*
 - 2. Economic development;*
 - 3. Emergency management;*
 - 4. Land use, mapping and geographic information systems;*
 - 5. Population and employment;*
 - 6. Public services, facilities and utilities;*
 - 7. Recreation, parks and open space;*
 - 8. Transportation; and*
- Such other purposes and authority as are consistent with the conduct of planning services for members or in the pursuit and/or performance of cooperative agreements for regional planning as hereinafter provided.*

Items 6-8 are specifically related to creation of a regional pathway plan.

Past Activity

In the 1990s, COMPASS (then Ada Planning Association), led the Ridge-to-Rivers planning effort, with plans issued in 1993 and 1996. For a number of years, COMPASS also housed the Ridge-to-Rivers implementation program, which obtained trail easements and maintained trails primarily in the foothills above Boise. This latter role was shifted from COMPASS approximately 12 years ago with the intent of focusing the mission on transportation funding. Since then, regional plans have included minimal effort regarding pathways.

Federal Requirements

COMPASS is a metropolitan planning organization (MPO), funded in part with federal planning grants, whose planning area encompasses Ada and Canyon Counties. MPOs are charged with developing a regional transportation plan

and a TIP to program funds for projects consistent with the regional transportation plan. There are federal provisions which directly address the need for COMPASS to be engaged in pathway planning.

Requirements for MPOs

The plans and TIPs for each metropolitan area shall provide for the development and integrated management and operation of transportation systems and facilities (including accessible pedestrian walkways and bicycle transportation facilities) that will function as an intermodal transportation system for the metropolitan planning area and as an integral part of an intermodal transportation system for the State and the United States. (Emphasis added)

- 23 USC 134. Metropolitan transportation planning

Transportation Systems Management and Operations

Federal requirements are emphasizing management and operations versus the older capital construction approach, and this specifically includes "...bicycle, and pedestrian operations"

- 23 USC 101. Definitions and declaration of policy

Definition of Road User

The term "road user" includes a variety of users in addition to motor vehicle operators/passengers and notes "...bicyclist, motorcyclist, or pedestrian, including a person with disabilities" as categories.

Funding Eligibility

All of the following federal funding categories specify bicycle and pedestrian investments as eligible for funding under the following funding sources, listed in order of funding magnitude:

- National Highway Performance Program
- Surface Transportation Program
- Safety Program
- Transportation Alternatives Program

General Concept of Creating a Regional Pathway Plan

How would this plan be developed? The process would start with existing plans of each local government and focus on connections between communities, identify gaps in current networks, assess likely costs for gap closures, and lay out strategies to develop the intercommunity connections. The pathway segments that have been inventoried so far are shown on Figure 1.

The linkages between communities will require identification of possible routes to connect one community's pathways to another. This may require adjustment of individual plans to facilitate connections. Generally such connections will involve one or more of the following:

- Provision of pathways along public or private road rights-of-way
- Provision of pathways along canals, streams or rivers
- Provision of pathways across public or private land

The plan will be used by local agencies in Ada and Canyon Counties to extend the pathway system south and west since integration of the Snake and Boise River corridors is a major concern. Note that the Snake River Water Trail corridor extends throughout the two-county area (<http://snakeriverwatertrail.org/index.html>). Some potential corridor opportunities are shown in the gray shaded areas in Figure 1. More specific alignments are needed to allow agencies and land owners/developers to integrate the pathways into community plans and development proposals.

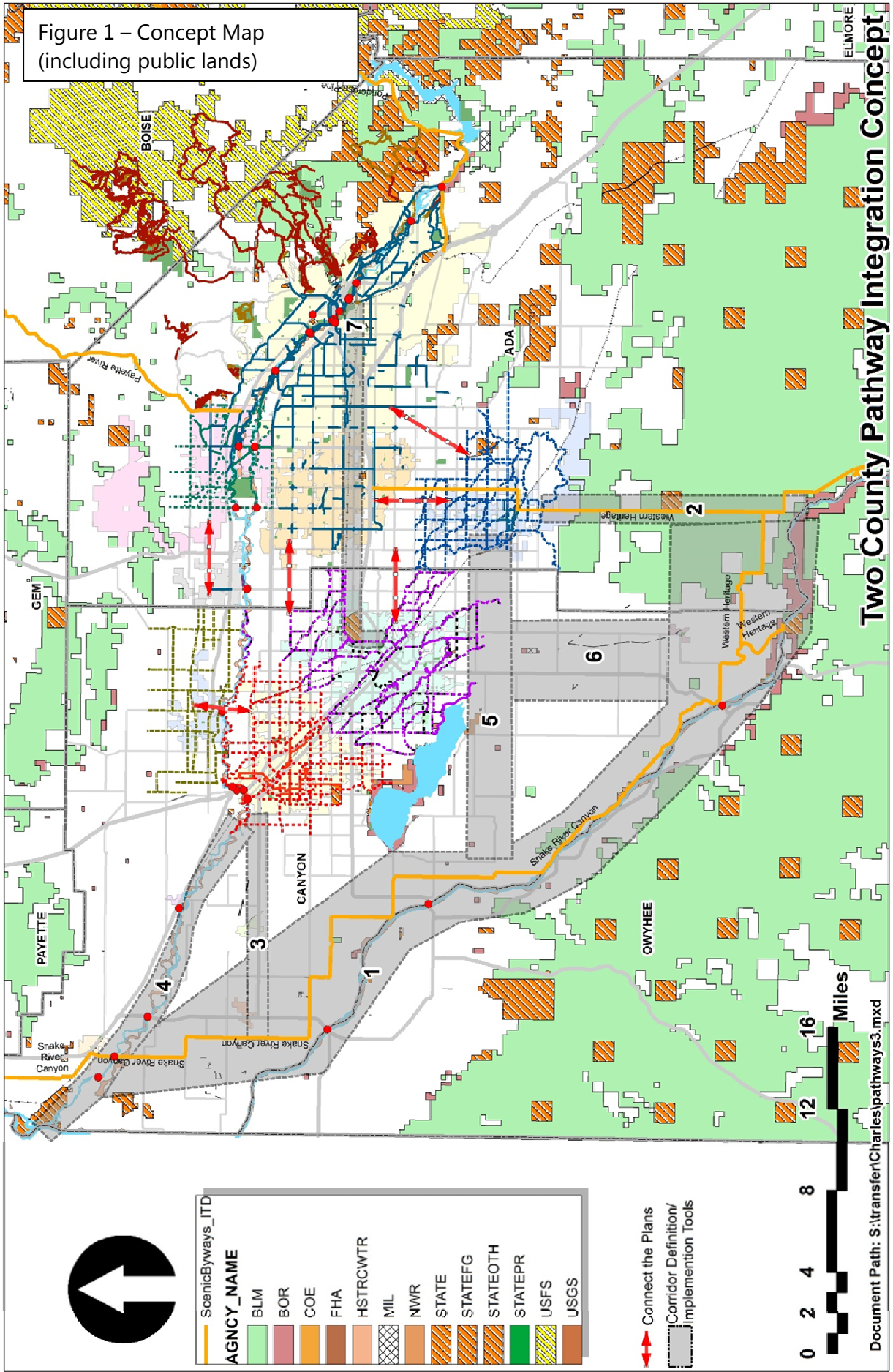
Part of the focus for this effort should include recommendation of how communities would implement the pathway plans within their areas. Given the likelihood some parts of the pathways will be along roads, involvement of the highway districts and ITD is essential. The tools most commonly used:

- Exactions through the subdivision/development approval process¹
- Roadway standards with pathways—adjacent or separated (Pathways for bicyclists or pedestrians are not now part of the Canyon County Highway Districts' *Highway Standards & Development Procedures*)
- Setbacks along rivers and streams
- Purchase of land
- Donation of land

A list of work group participants is included in Table 1 as a starting point.

¹ There is a potential issue given the Supreme Court Case regarding Tigard, Oregon. Land use agencies need to establish a connection between the development impacts and pathway requirements. *Dolan v. City of Tigard*, 512 U.S. 374.

Figure 1 – Concept Map
(including public lands)



Two County Pathway Integration Concept

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Table 1. Proposed Pathways Working Group	
Ada County	Development Services Ada County Parks & Waterways
Ada County Highway District	Transportation Planning
Canyon County	Parks & Waterways Development Services
Canyon Highway District #4	
City of Boise	Planning Parks & Recreation
City of Caldwell	Planning Parks & Recreation
City of Eagle	Planning Parks & Recreation
City of Garden City	Planning
City of Greenleaf	
City Of Kuna	Planning & Zoning
City of Melba	
City of Meridian	Planning Parks & Recreation
City of Middleton	
City of Nampa	Planning Parks & Recreation
City of Notus	
City of Parma	
City of Star	
City of Wilder	Public Works
COMPASS	
Golden Gate Highway District	
Idaho Department of Parks & Recreation	
Idaho Transportation Department	
Nampa Highway District #1	
Notus Parma Highway District	
Valley Regional Transit	
US Bureau of Land Management	
Foundation for Ada Canyon Trails System	
Idaho Rivers United	
Canyon County Farm Bureau	
Boise Valley Railroad	
Irrigation District	
Development Representative	
Citizens	

Scope of Work (Work Days in Table 2)

1. Define desired outcome for project – work group process (Proposed members of work group shown in Table 1).
2. Existing Plan Analysis. Complete collection of all local and state pathway plans, projects, ordinances. One key document for the Boise River is the *Boise River Trail Plan* (September 2009), which was signed by elected officials from both counties and all cities along the Boise River.
https://adacounty.id.gov/Portals/0/PrkWW/Doc/BoiseRiverTrailPlan_final9-29-09.pdf
3. Identify gaps. Assess status of pathways within each jurisdiction:
 - a. Built and in use
 - b. Budgeted for construction within next 1-5 years
 - c. Right-of-way or easement obtained (location specific)
 - d. Planned with general location established
 - e. Planned only as concept connection (e.g. a start point and end point with the specific route in between undetermined)
4. Lay out strategies to connect between planned systems. These connections would coordinate between already defined plans as indicated in Figure 1. Definition would include specific alignments to allow identification of property issues, administrative approvals (e.g., city, highway district, irrigation district authorization), and likely capital investments needed in terms of pavement, bridge improvements, signalization, lighting, etc.
5. Define major interarea corridors not yet addressed (not internal pathway system for each city). The general corridors are shown in Figure 1, and would include as starting points:
 - a. Snake River Scenic Byway (#1)
 - b. Western Heritage Scenic Byway (#2)
 - c. Caldwell-Greenleaf-Wilder (#3)
 - d. Boise River to the Snake River (#4)
 - e. South Ada-Canyon (#5)
 - f. Melba-Celebration (#6)
 - g. Central Rail Corridor (#7)
6. Define implementation strategies for obtaining right-of-way.
7. Adopt plan and integrate into member agencies' plan/codes.
8. Refine the corridor alignments as appropriate. Assess major capital needs for each corridor (pathway construction, bridges/other structures, signal improvements, trailhead improvements (parking, etc.) This element will need to be done over a multi-year period.

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Table 2. Regional Pathway Integration Plan Workday Estimate										
		Prin Planner	Asst Planner	GIS	Ad Asst	Public Inv	Total	Product		
1	Define desired outcome for project - work group process	2	1	2	1		4	Workshop meeting to define outcome		
2	Existing plan analysis. Complete collection of all plans, projects, ordinances	3	5	2			10	Collect all relevant current documents. Update GIS map as necessary. Summarize plans and ordinances.		
3	Identify gaps. Assess status of pathways within each jurisdiction: Built and in use Budgeted for construction within next 1-5 years. Right-of-way or easement obtained (location specific) Planned with general location established Planned only as concept connection (route undetermined.)	4	8	2	2		16	A report on current status and updated map. Need to standardize some data elements		
4	Lay out strategies to connect between planned systems. These connections would coordinate between already defined plans.	6	6	2	1		15	Each area plan would be evaluated for connection opportunities to adjacent plans. No significant revamp to internal plans. Primary product is the map and description of needs.		
5	Define major interarea corridors not yet addressed (not internal pathway system for each city). The general corridors are shown in Figure 1, and would include as starting points: Snake River Scenic Byway (#1) Western Heritage Scenic Byway (#2) Caldwell-Greenleaf-Wilder (#3) Boise River to the Snake River (#4) South Ada-Canyon (#5) Melba-Celebration (#6) Central Rail Corridor (#7)	7	7	2	2		18	General routing map with description of alignments, significant capital costs, strength/weakness/opportunities/threat (SWOT) analysis for each corridor		
6	Define implementation strategies for obtaining pathway ROW	2	2		1		5	A list of implementation strategies for protecting/preserving ROW		
7	Adopt plan and integrate into member agencies' plan/codes.	8	8	tbd	2	3	21	Adoption and integration into local plans and policy documents		
8	Refine the corridor alignments as appropriate. Assess major capital needs for each corridor This element will need to be done over a multi-year period.	tbd	tbd	tbd	tbd	tbd	0	Each corridor will have its own set of issues, opportunities, costs, and key parties. Future products.		
Total Estimated Work Days for Plan		32	37	8	9	3	89			
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		Work Days						
Table 2. Regional Pathway Integration Plan Workday Estimate		Prin Planner	Asst Planner	GIS	Ad Asst	Public Inv	Total	Product
1	Define desired outcome for project - work group process	2	1		1		4	Workshop meeting to define outcome
2	Existing plan analysis. Complete collection of all plans, projects, ordinances	3	5	2			10	Collect all relevant current documents. Update GIS map as necessary. Summarize plans and ordinances.
3	Identify gaps. Assess status of pathways within each jurisdiction: Built and in use Budgeted for construction within next 1-5 years. Right-of-way or easement obtained (location specific) Planned with general location established Planned only as concept connection (route undetermined.)	4	8	2	2		16	A report on current status and updated map. Need to standardize some data elements
4	Lay out strategies to connect between planned systems. These connections would coordinate between already defined plans.	6	6	2	1		15	Each area plan would be evaluated for connection opportunities to adjacent plans. No significant revamp to internal plans. Primary product is the map and description of needs.
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6	Define implementation strategies for obtaining pathway ROW	2	2		1		5	A list of implementation strategies for protecting/preserving ROW
7	Adopt plan and integrate into member agencies' plan/codes.	8	8		2	3	21	Adoption and integration into local plans and policy documents
8	Refine the corridor alignments as appropriate. Assess major capital needs for each corridor This element will need to be done over a multi-year period.	tbd	tbd	tbd	tbd	tbd	0	Each corridor will have its own set of issues, opportunities, costs, and key parties. Future products.
Total Estimated Work Days for Plan		32	37	8	9	3	89	

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COMPASS BOARD AGENDA ITEM VII-E

DATE: June 16, 2014



COMPASS
COMMUNITY PLANNING ASSOCIATION
of Southwest Idaho

Topic: Amend the FY2014-2018 Regional Transportation Improvement Program (TIP)

Background/Summary:

The City of Boise and City of Caldwell requested to remove one project each from the federal-aid program. Funds from these projects were already re-programmed to a project in the City of Eagle and two projects in the City of Caldwell via administrative modification, due to time constraints for obligation. The details of the requested changes are provided in Attachment 1.

This amendment was released for public comment between May 30, 2014 and June 13, 2014. At the time of mail out, no comments were received. Staff will provide a handout if comments are submitted.

Request/Recommendation:

Staff seeks adoption of Resolution 09-2014 amending the FY2014-2018 Regional Transportation Improvement Program as requested by the cities of Boise and Caldwell. The Regional Technical Advisory Committee recommended approval on May 28, 2014.

Implication (policy and/or financial):

The proposed changes cannot be processed without COMPASS Board approval.

More Information:

- 1) Attachment 1 – Resolution 09-2014
- 2) For detailed information contact: Toni Tisdale, Principal Planner, at 475-2238 or ttisdale@compassidaho.org.

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**RESOLUTION No. 09-2014
FOR THE PURPOSE OF AMENDING THE FY2014-2018 REGIONAL
TRANSPORTATION IMPROVEMENT PROGRAM**



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

WHEREAS, the Moving Ahead for Progress in the 21st Century (MAP-21) Act, Title 23 United States Code Section 134, and Title 49 United States Code Section 5303 requires Metropolitan Planning Organizations to develop and approve a Transportation Improvement Program; and

WHEREAS, MAP-21, Title 23 United States Code Section 134, and Title 49 United States Code Section 5303 require projects contained in the Transportation Improvement Program to be financially constrained; and

WHEREAS, the 1990 Clean Air Act Amendments requires all transportation plans and programs in nonattainment or maintenance areas demonstrate conformity to applicable state implementation plans for air quality improvement; and

WHEREAS, no additional review for air quality conformity is necessary for these projects; and

WHEREAS, MAP-21, Title 23 United States Code Section 134, and Title 49 United States Code Section 5303 requires Transportation Improvement Programs be developed and amended in consultation with all interested parties; and

WHEREAS, a public comment period was held between May 30, 2014 and June 13, 2014; and

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

WHEREAS, the Community Planning Association of Southwest Idaho developed this amendment to the FY2014-2018 Regional Transportation Improvement Program in compliance with all applicable state and federal regulations; and

WHEREAS, the attached table dated April 17, 2014, details the amendment to the FY2014-2018 Regional Transportation Improvement Program.

NOW, THEREFORE, BE IT RESOLVED, that the Community Planning Association of Southwest Idaho Board of Directors approves the amendment to the FY2014-2018 Regional Transportation Improvement Program.

DATED this 16th day of June 2014.

APPROVED:

By: _____
**Charlie Rountree, Chair
Community Planning Association
of Southwest Idaho Board of Directors**

ATTEST:

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

Amendment #5
 FY2014-2018 Regional Transportation Improvement Program
 Per Request of City of Boise, April 17, 2014

Key No	Project	Scheduled Costs (including Match) (costs in \$1,000)							
		Phase	2014	2015	2016	2017	2018	PD	SUM
13914	Greenbelt Resurfacing, Pioneer Pathway Southwest of River Street, Boise	PE							0
		PC							0
	Funding Source: TAP-TMA	RW							0
	Remove existing asphalt and base to sub-grade, install new base, widen to 12-foot pathway. Form and pour concrete pathway (new Bronco Elite). Project is 325 linear-feet.	UT							0
		CE							0
		CN	24 0						24 0
		Sum	24 0	0	0	0	0	0	24 0
Remove project per request from City of Boise due to time constraints.									

Per Request of City of Caldwell, May 19, 2014

Key No	Project	Scheduled Costs (including Match) (costs in \$1,000)							
		Phase	2014	2015	2016	2017	2018	PD	SUM
13485	Biking, Walking Path Extension and Pedestrian Signal, Caldwell	PE	5 0						5 0
		PC	20 0						20 0
	Funding Source: STP-U	RW							0
	Extension of the existing biking walking path from the YMCA south adjacent to the Heritage Charter School and then crossing Ustick Road with a high-intensity activated crosswalk (HAWK) signal (approximately 1580-feet at 10-feet wide).	UT							0
		CE						20 0	20 0
		CN						100 0	100 0
		Sum	25 0	0	0	0	0	120 0	145 0
Remove project per request from City of Caldwell in order to cover funding needs of higher priority projects.									

PE = Preliminary Engineering
 PC = Preliminary Engineering Consultant
 RW = Right-of-Way
 TAP = Transportation Alternatives Program
 STP-U = Surface Transportation Program - Urban
 UT = Utilities
 CE = Construction Engineering
 CN = Construction
 TMA = Transportation Management Area

MAY 2014 - STAFF ACTIVITY REPORT

PROGRAM NO.	
601	<p data-bbox="297 201 1409 264">UNIFIED PLANNING WORK PROGRAM DEVELOPMENT AND FEDERAL ASSURANCES</p> <p data-bbox="1157 275 1417 300" style="text-align: right;">MEGAN LARSEN</p> <ul data-bbox="318 342 1531 793" style="list-style-type: none"> • Processed and tracked revenues and expenditures associated with the FY2014 Unified Planning Work Program and Budget (UPWP). • Tracked changes and announcements in the Federal Register and the Daily Digest. • Tracked announcements from funding resources to identify potential grants for COMPASS and member agencies. • Updated draft of FY2015 UPWP to be reviewed by Finance Committee in June 2014. • Participated in the 2014 Title VI review of COMPASS programs by ITD; received follow-up letter from ITD stating that COMPASS is in compliance with all Title VI and related requirements. • Presented FY2015 general membership dues request to the Canyon County Board of Commissioners on May 5, 2014.
605	<p data-bbox="297 806 886 831">MULTI-MODAL PLANNING SUPPORT</p> <p data-bbox="1105 806 1438 831" style="text-align: right;">WALT SATTERFIELD</p> <ul data-bbox="318 873 1531 1570" style="list-style-type: none"> • Participated in weekly GoRide coordination meetings with Valley Regional Transit. • Participated in the Meridian Transit Project Team's bi-monthly meeting on May 2, 2014, May 16, 2014, and May 30, 2014. • Presented to the VRT Executive Board and Regional Coordination Council on May 5, 2014, regarding performance metrics and prioritization process for the update to the Transportation Service Coordination Plan. • Attended Regional Park and Ride Committee Meeting on May 9, 2014. • Participated in Travel Demand Management meeting with ACHD Commuteride, the Idaho Transportation Department, Boise State University, and Valley Regional Transit on May 9, 2014. • 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 May 19, 2014. • Participated in Area Agency on Aging advisory committee on May 27, 2014. • Developed preliminary origin/destination survey for future Village Van participants. • Continue to work on document update to the Transportation Services Coordination Plan. • Revised scope for pathway integration plan project.
620	<p data-bbox="297 1583 1222 1608">GROWTH AND TRANSPORTATION SYSTEM MONITORING</p> <p data-bbox="1211 1619 1433 1644" style="text-align: right;">CARL MILLER</p> <ul data-bbox="318 1654 1458 1892" style="list-style-type: none"> • Maintained Development Tracking Reconciliation. • Continued tracking 2014 building permits for the Development Monitoring Report. • Continued development of 2014 Performance Monitoring Report. Met with Performance Management workgroup to identify and review findings. • Continued development of online dashboard for CIM 2040 performance measurement.
647	<p data-bbox="297 1902 1008 1927">REGIONAL GROWTH ISSUES AND OPTIONS</p> <p data-bbox="1211 1938 1433 1963" style="text-align: right;">CARL MILLER</p> <ul data-bbox="318 1974 1490 2034" style="list-style-type: none"> • Continued development of population and employment forecast data for the <i>Communities in Motion</i> 2045 forecast.

PROGRAM NO.	
653	<p data-bbox="300 163 885 199">COMMUNICATION AND EDUCATION</p> <p data-bbox="1258 199 1437 235" style="text-align: right;">AMY LUFT</p> <ul data-bbox="316 235 1534 730" style="list-style-type: none"> • Prepared the <i>Keeping Up With COMPASS</i> newsletter. • Updated the COMPASS web site. • Tracked and facilitated issues related to COMPASS and transportation in and with news media. Coordinated two news interviews. • Hosted the May education series speaker, Randy Knapick, who presented on May 8 and 9, 2014. • Researched potential speakers for a panel discussion for the September 2014 installment in the COMPASS education series. • Began research into other MPO's public involvement plans and integrated communications plans. • Began process to clean up Accelerator database of COMPASS stakeholder contact information. • Wrote and posted blog on transportation system management and operations. • Wrote text for draft new web page on CIM grants.
661	<p data-bbox="300 730 747 766">COMMUNITIES IN MOTION</p> <p data-bbox="1169 766 1437 802" style="text-align: right;">LIISA ITKONEN</p> <ul data-bbox="316 802 1534 1260" style="list-style-type: none"> • Distributed public comments received to the COMPASS Board of Directors, CIM 2040 Leadership Team, CIM 2040 Planning Team, Public Participation Committee and CIM 2040 email list; posted public comments on the COMPASS website. • Updated CIM 2040 website to begin transition from highlighting the plan development process to focus on the plan itself. • Presented CIM 2040 to the Planning Team; Planning Team recommended it to the Leadership Team with five policy recommendations for COMPASS Board approval. • Presented a draft scope of work for CIM 2045 to the Regional Technical Advisory Committee for discussion. • Researched and reviewed potential online outreach programs for CIM 2045. • Began developing draft CIM 2045 public participation plan.

PROGRAM NO.	
685	<p>REGIONAL TRANSPORTATION IMPROVEMENT PROGRAM</p> <p style="text-align: right;">TONI TISDALE</p> <ul style="list-style-type: none"> • Prepared for and hosted the TMA Balancing meeting on May 1, 2014. • Hosted meeting with Valley Regional Transit, Treasure Valley Transit, and the Canyon County Organization on Aging to discuss roles and responsibilities on May 2, 2014. • Met with Downtown Boise Association on May 8, 2014, regarding possible funding options for way finding signs. • Discussed new method of reporting transit projects with Federal Transit Administration and ITD staff in early May 2014. • Met with Canyon County Commissioners regarding the SH-55 Corridor and project timing on May 14, 2014. • Met with City of Meridian staff on May 15, 2014, regarding funding options for the City's Rail with Trail project. • Met with ITD staff several times regarding training for future use of project charters. • Met with ACHD staff regarding federal funding training on May 22, 2014. • Continued preparations of the FY2015-2019 TIP update process. • Continued discussions to update the TMA Balancing Committee Guidelines. • Sent reminders of upcoming deadlines to member agency staff. • Began process to update the TIP application process and guidebook. • Completed introductory guide materials for federal aid under Federal Highway Administration and Federal Transit Administration funding.
692	<p>REGIONAL ASSET and RESOURCE MAINTENANCE REPORT</p> <p style="text-align: right;">DON MATSON</p> <ul style="list-style-type: none"> • Updated cost estimate model data, including inventory of turn lane lengths and materials cost using ACHD and ITD factors.
693	<p>GRANT RESEARCH AND ASSISTANCE</p> <p style="text-align: right;">DON MATSON</p> <ul style="list-style-type: none"> • Monitored grant sources for new grant opportunities.
701	<p>GENERAL MEMBERSHIP SERVICES</p> <p style="text-align: right;">CHARLES TRAINOR</p> <ul style="list-style-type: none"> • Participated in coordination meeting with ACHD staff on May 5, 2014. • Completed the Valley Ride rider portion of the Title VI public transportation survey. Initiated a review of the non-rider survey for distribution. • Developed a City of Boise parks walkability catchment map. • Met with the City of Nampa to review the initial 2065 population and employment forecast and allocation. • Hosted the American Planning Association webinar <i>Jane Jacob's Legacy and New Urbanism</i> on May 14, 2014. • Participated in <i>I-11 and Intermountain West Corridor Partners</i> webinar on May 21, 2014 with the Arizona and Nevada Departments of Transportation.
702	<p>AIR QUALITY OUTREACH</p> <p style="text-align: right;">AMY LUFT</p> <ul style="list-style-type: none"> • Began airing the first two air quality public service announcements on local television stations on May 9, 2014. • Reviewed remaining six draft air quality public service announcements internally on three occasions, with the full Ada County Air Quality Board and DEQ on May 19, 2014, and again with a smaller working group on May 29, 2014. Incorporated suggested changes. • Approved three public service announcements on May 30, 2014, for submission to television stations to begin airing on June 9, 2014.

PROGRAM NO.	
703	<p data-bbox="300 163 760 199">GENERAL PUBLIC SERVICES</p> <p data-bbox="1117 205 1432 235" style="text-align: right;">CHARLES TRAINOR</p> <ul data-bbox="321 241 1481 304" style="list-style-type: none"> • Provided information to the public on demographics, development, funding, and traffic issues.
705	<p data-bbox="300 310 933 346">TRANSPORTATION LIAISON SERVICES</p> <p data-bbox="1226 346 1432 378" style="text-align: right;">MATT STOLL</p> <ul data-bbox="321 382 1518 1087" style="list-style-type: none"> • Participated in the Caldwell Chamber of Commerce Transportation Committee on May 5, 2014. • Attended the Meridian Transportation Commission meeting on May 5, 2014. • Attended a Capital City Communicators meeting on May 13, 2014; topic was optimizing search engine hits on a website. • Attended the Idaho Transportation Board meeting on May 22, 2014, and provided comments on proposed policies. • Attended a WTS luncheon on May 29, 2014; topic was the Boise Bike Share. • Participated in a ULI walking tour of downtown Boise, focusing on connections in downtown and between downtown Boise, the greenbelt, and Boise State. • Attended the Boise Chamber of Commerce Transportation Committee on May 15, 2014. • Attended the Activate Treasure Valley quarterly breakfast meeting on May 14, 2014. • Convened a quarterly meeting between ACHD and COMPASS staff on May 5, 2014 to ensure appropriate communication and coordination. • Met with Canyon County Board of Commissioners on May 14, 2014 to discuss potential partnership opportunities on critical transportation corridors. • Met with Boise City Councilmember Clegg on May 21, 2014, to review various issues and coordinate efforts.
710	<p data-bbox="300 1094 625 1129">COMPLETE STREETS</p> <p data-bbox="1205 1129 1425 1161" style="text-align: right;">CARL MILLER</p> <ul data-bbox="321 1165 690 1192" style="list-style-type: none"> • No significant activity.
720	<p data-bbox="300 1199 1193 1234">STATE STREET TRANSIT CORRIDOR IMPLEMENTATION</p> <p data-bbox="1205 1234 1432 1266" style="text-align: right;">DON MATSON</p> <ul data-bbox="321 1270 690 1302" style="list-style-type: none"> • No significant activity.
760	<p data-bbox="300 1308 690 1344">LEGISLATIVE SERVICES</p> <p data-bbox="1214 1344 1425 1375" style="text-align: right;">MATT STOLL</p> <ul data-bbox="321 1379 1526 1732" style="list-style-type: none"> • Participated in relevant activities in support of Board legislative position statements. • Tracked and reported significant activity in federal and state transportation-related legislative issues. • Continued reviewing Moving Ahead for Progress in the 21st Century Act (MAP-21) to determine implications to COMPASS and its membership. • Participated in Idaho Transportation Coalition meeting on June 6, 2014. • Participated in NARC webinar on the GROW AMERICA Act (proposed transportation reauthorization bill) on May 21, 2014. • Participated in NARC Finance Committee conference call on May 27, 2014.
761	<p data-bbox="300 1738 831 1774">BLUEPRINT FOR GOOD GROWTH</p> <p data-bbox="1112 1774 1432 1806" style="text-align: right;">CHARLES TRAINOR</p> <ul data-bbox="321 1810 690 1831" style="list-style-type: none"> • No significant activity.

PROGRAM NO.	
801	<p>STAFF DEVELOPMENT</p> <p style="text-align: right;">MEGAN LARSEN</p> <ul style="list-style-type: none"> • Attended Idaho APA Spring Mini-Conference on May 2, 2014, in Boise. • Attended ULI Tour of Scentsy Commons on May 6, 2014, in Meridian. • Attended National Highway Institute Highway Program Funding May 7-8, 2014, in Olympia, WA. • Participated in Managing Transportation and Land Use Interactions webinar May 12-17, 2014, sponsored by the University of California Berkeley in partnership with the California Department of Transportation. • Attended Department of Labor workshop on using LinkedIn for recruiting on May 14, 2014 in Boise. • Attended Managing Transportation and Land Use Interactions on May 12-17. • Attended Recruiting and Interviewing Done Right: Effective Hiring Strategies to Build a Great Team on May 22, 2014, in Boise. • Attended TRB webinar Roundabout Accessibility at ACHD on May 28, 2014.
820	<p>COMMITTEE SUPPORT</p> <p style="text-align: right;">MEGAN LARSEN</p> <ul style="list-style-type: none"> • Presented proposed revisions for the Board, committee structure and functions to the Executive Committee. • Provided staff support to the COMPASS Board of Directors and standing committees.
836	<p>REGIONAL TRAVEL DEMAND MODEL</p> <p style="text-align: right;">MARYANN WALDINGER</p> <ul style="list-style-type: none"> • Continued to provide travel demand forecast information for various projects. • Continued to update inputs for the regional travel demand model update. • Reviewed and corrected functional classification map for 2025.
842	<p>CONGESTION MANAGEMENT SYSTEM</p> <p style="text-align: right;">MARYANN WALDINGER</p> <ul style="list-style-type: none"> • Continued processing congestion management data for analysis and annual report.
860	<p>GEOGRAPHIC INFORMATION SYSTEM MAINTENANCE</p> <p style="text-align: right;">ERIC ADOLFSON</p> <ul style="list-style-type: none"> • Maintained regional geographic data layers. • Created map documents for member agencies and the public. • Provided technical support for a variety of COMPASS processes. <p>ORTHOPHOTOGRAPHY MAINTENANCE</p> <ul style="list-style-type: none"> • Sold 3 sections of topographic data.
862	<p>REGIONAL DATA CENTER IMPLEMENTATION</p> <p style="text-align: right;">ERIC ADOLFSON</p> <ul style="list-style-type: none"> • Continued work on the implementation plan for the Regional Data Center. • Received draft Implementation Plan from consultant, RDI, which contains infrastructure design and recommendations for the Regional Data Center. • Continued discussions in RGAC regarding data standards for the Regional Data Center.
991	<p>SUPPORT SERVICES LABOR</p> <p style="text-align: right;">MEGAN LARSEN</p> <ul style="list-style-type: none"> • Provided general accounting, human resources and administrative support to the agency.

COMPASS BOARD AGENDA ITEM VIII-B

Date: June 16, 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.

May Air Quality Monitoring:

The Idaho Department of Environmental Quality reported four days in the Treasure Valley with air quality levels in the moderate category during the month of May 2014.

- Two moderate days were attributable to fine particulate matter (PM_{2.5}) recorded in Canyon County.
- Two moderate days were attributable to ozone (O₃) recorded in Ada County

YEAR TO DATE SUMMARY

The table below summarizes the number of good, moderate, and unhealthy to hazardous 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	127	22	2	151

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

Air Quality Categories:

- Moderate: pollution in this range may pose a moderate health concern for a very small number of individuals
- Unhealthy for Sensitive Groups: individuals with lung disease, children and older adults are considered sensitive and may experience health effects. The general public is unlikely to be affected.
- Unhealthy / Very Unhealthy: everyone may begin to experience health effects.
- Hazardous: the entire population is more likely to experience serious health effects.

Request/Recommendation:

Information only.

Implication (policy and/or financial):

None.

More Information:

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

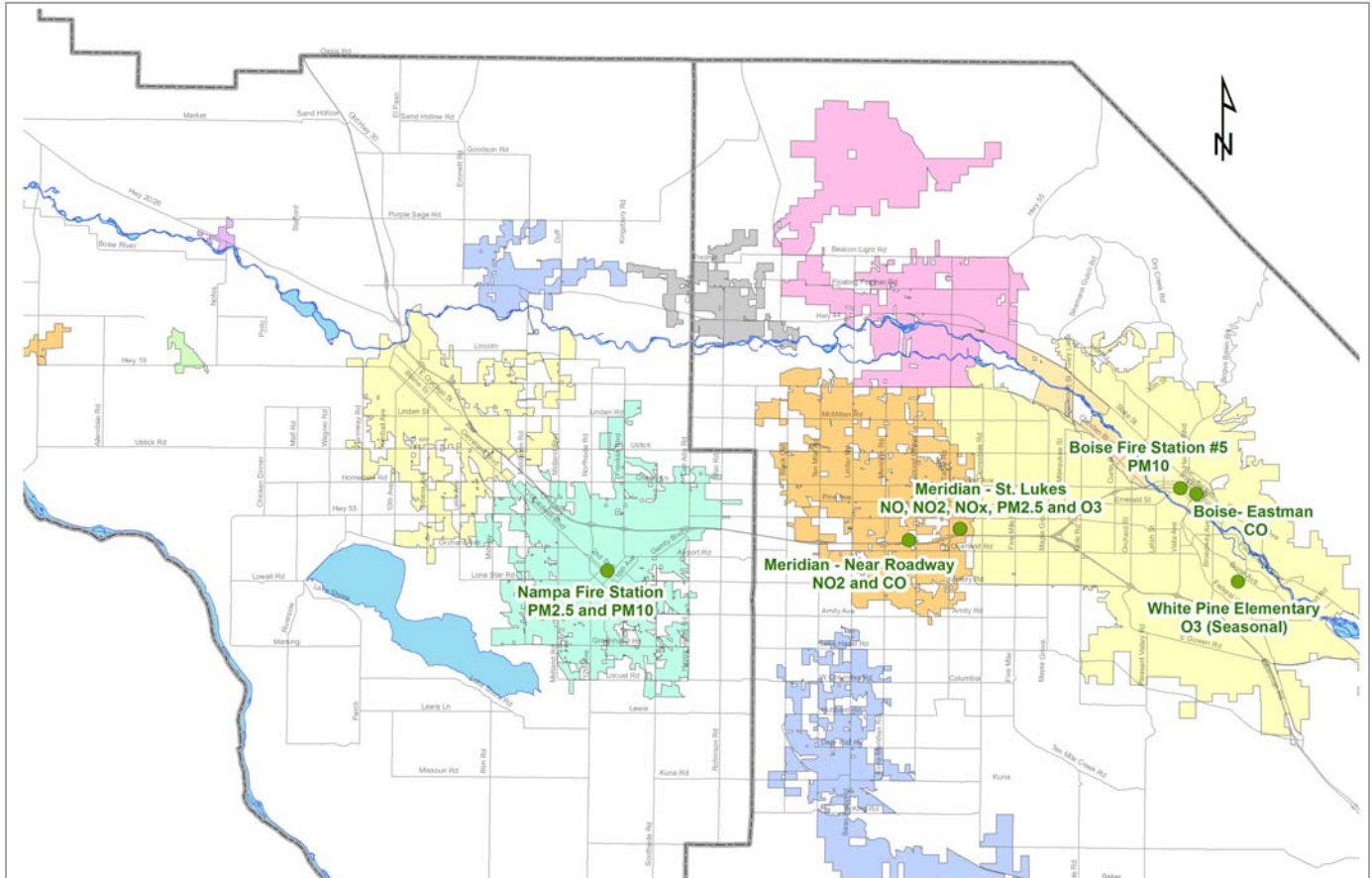


Figure 1: Map of air quality monitoring locations, Ada and Canyon County

Carbon Monoxide (CO)

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

Oxides of nitrogen (NOx)

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

Ozone (O₃)

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

PM_{2.5}

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

PM₁₀

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

COMPASS BOARD AGENDA ITEM VIII-C

Date: June 16, 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.

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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

Boise Air Terminal	April 2014	April 2013*	% Change
Monthly Air Passengers (Inbound and Outbound)	207,327	201,087	3.10%
Monthly Air Freight (Inbound and Outbound) (tons)	3,800	3,481	9.16%
Public Transportation Monthly Ridership	April 2014	April 2013*	% Change
ACHD VanPool (Active Routes)	100	104	-3.85%
ACHD VanPool (Trips)	23,405	24,362	-3.93%
Valley Regional Transit Boise Urbanized Area Services	118,204	117,867	0.29%
Valley Regional Transit Nampa Urbanized Area Services	19,708	21,111	-6.65%
Total	161,317	163,340	-1.24%
Other Public Transportation Reporting Average Hourly Ridership	April 2014	April 2013*	% Change
Valley Regional Transit Boise Urbanized Area Services	20.9	20.7	0.97%
Valley Regional Transit Nampa Urbanized Area Services	22.4	27.5	-18.55%

*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 May 2014.

Project	Sponsor	Comments*
21 st Avenue, Chicago Avenue to Cleveland Boulevard, Caldwell (KN 13052)	Caldwell	This project will widen 21 st 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 County SR2S, VRT – FY2014 (13821) AND City of Caldwell SR2S – FY2014 (14340)	VRT/YMCA	These projects will fund a Safe Routes to Schools director and coordinator to work with elementary and middle schools in the Boise, Meridian, and Caldwell School Districts, as well as children who participate in the YMCA Child Development programs. In fall 2013 and winter 2014, the program promoted and participated in "National Walk to School Day." Educated over 5,000 kindergarten through 8 th grade students in bicycle and pedestrian safety, promoted and participated in "Polar Bear Walks" during the winter months, and partnered with Boise Police Department and Boise Bicycle Project in their annual Christmas Kids Bike giveaway, educating over 300 "at risk" students (YMCA considers these students "of promise.")
ADA Ramp Improvements, Nampa (KN 13499)	Nampa	This project will install ADA pedestrian ramps at several locations near the Library Block in downtown Nampa. Construction is scheduled for FY2014.

Project	Sponsor	Comments*
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 second steering committee meeting was held May 2, 2014. Outcomes of this meeting include approval of the purpose, needs, project goals, and evaluation criteria; agreement on modes for the analysis; and identification and prioritization of specific zones for evaluation. Efforts over the next few months include outreach to the public, focus groups, and major institutions; and detailed analysis on the identified zones.
Amity Avenue, Nampa (KN 10541)	Nampa	This project is a Congressional earmark to widen Amity Avenue in the City of Nampa. The construction bid is expected to be released in June 2014.
Biking Walking Path Extension and Pedestrian signal, Caldwell (KN 13485)	Caldwell	The City of Caldwell has requested to remove this project and move funds to other projects with funding needs.
Bergeson Street Crosswalk, SR2S, ACHD (KN 13040)	<u>ACHD</u>	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 complete, and the project has been bid. Construction is scheduled for summer 2014.
Bogus Basin Road Improvements, ACHD (KN 14361)	<u>ACHD</u>	This Federal Lands Access Program project will make improvements to Bogus Basin Road. The project is currently in the initiation phase, and staff are working with Western Federal Lands on the final Reimbursement Agreement and the Memorandum of Agreement. This project is scheduled for construction in FY2015.
Boise Bike Share Program, Phase I, VRT	VRT	Project will implement a bike share program in downtown Boise by spring 2015. The system will have 14 stations and up to 140 bikes. Much of the work since the selection of the preferred vendor focused on contract language, which now has agreement. An administrative transfer of funds from FTA to FHWA is complete on the federal level, but the state-local agreement is still under development. The minimum amount of time from contract signing to system launch is 150 days. Because of the late obligation, the project launch is delayed until Spring of 2015. Sponsorship contract language is with VRT attorneys.
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 was issued on May 14, 2014. The plans, specifications, and engineers estimate is expected to be delivered on May 30, 2014. The Local Highway Technical Assistance Council intends to advance this project from FY2016 to FY2015, with construction expected to begin in fall 2014.
Capital Maintenance, ACHD – FY2015 (KN 12363)	ACHD	This project will supplement the local maintenance program. The design consultant is selected. Design started on March 20, 2014, and is approximately 19% complete. Construction is estimated to begin in July 2015.
Capital Maintenance, ACHD – FY2016 (KN 13907)	ACHD	This project will supplement the local maintenance program. The design consultant is selected. Design work is expected to begin in mid-June 2014. Construction is estimated to begin in May 2016.
Capital Maintenance, VRT, Boise – FY2014 (13480)	VRT	This is an STP-TMA project for a transit bus or replacement transit facility in FY2014.
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 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. Project is awaiting right-of-way acquisition. Construction is scheduled for FY2015.
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.

Project	Sponsor	Comments*
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. The concept report is complete and approved by ITD. Design is currently underway. Construction is scheduled in Preliminary Development.
Deer Flat Regional Bicycle/Pedestrian Plan, Canyon County (KN 13463)	Canyon Highway District/ Nampa 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. Consultant selection is currently underway. The consultant was selected. Canyon Highway District expects planning work will begin in April 2014. Western Federal Lands has a Professional Services Agreement in place for this project, and the kick-off meeting is scheduled for June 11, 2014.
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 in FY2014. The State/Local Agreement was executed on May 6, 2014. The consultant agreement is expected to be complete soon. Construction is scheduled in FY2016, although construction could advance to FY2015 in the TIP update.
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 30, 2014.
Federal Aid Arterials and Collectors – FY2014 (KN 12050)	ACHD	This project will supplement the local overlay program. Design is approximately 90% 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 th ; 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 early June, 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 underway 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 estimated to be complete by October 2014 with delivery of final plans, specifications, and engineer's estimate by February 2016.
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. Final design is approved. Construction is scheduled for FY2014.
Greenbelt Extension, Orchard Street, Kuna (14342)	ACHD/ 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. The State/Local Agreement will be reviewed by the ACHD Commission on May 28, 2014. Construction is scheduled in FY2015.

Project	Sponsor	Comments*
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. The Cultural Report is approved. The city is awaiting approval on the Wetland Delineation and Environmental Evaluation, and reviewing design engineering proposed Scope of Work by a consultant. Construction is scheduled in FY2015.
Greenbelt Resurfacing, Pioneer Pathway Southwest of River Street, Boise (KN 13914)	Boise	This project is proposed for removal due to time constraints.
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 13956)	Canyon Highway District	Install horizontal curve signage in multiple locations throughout Canyon Highway District to increase safety related to lane departures. The Canyon Highway District selected a consultant and executed the Professional Services Agreement. The final plans, specifications, and engineer's estimate are expected in October 2014. 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 and will replace the existing interchange at Exit 57 in Boise with a new traditional interchange. Temporary widening to the outside lanes of I-84, east and westbound, is complete. Traffic is shifted to the temporary widening, and work in the median is underway. Foundation work for the widening of the existing railroad bridge west of the Gowen Interchange continues. The contractor is focused on completing the widening of I-84 between mileposts 55 and 56.5, which should be complete by May 29, 2014. Construction began on March 4, 2014 and is scheduled for completion on October 1, 2015.
I-84, Broadway Avenue Interchange Reconstruction, Boise (KN 09821) 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. Crews completed the construction of the eastern half of the southern abutment and center pier. Girders for the new eastern half of the bridge over eastbound I-84 were placed in April 2014. Activities necessary for widening and lengthening all four ramps, and widening the interstate are underway. Construction began February 25, 2014, and is scheduled to be complete by December 1, 2015.
I-84, Garrity Interchange Eastbound On-Ramp, Nampa (KN 13934)	ITD	This project will add a lane to the eastbound on-ramp (right-on from northbound Garrity Boulevard) to the eastbound on-ramp. It may also include adding another lane (left-on from southbound Garrity Boulevard) to the eastbound on-ramp, as well as possible dual left turn lanes onto the westbound on-ramp, dependent on a cost/benefit analysis. The field survey work is complete. The final plans, specifications, and engineer's estimate are expected in October 2014.
I-84 and I-184, Various Ramp Improvements (KN 13936)	ITD	This is a pavement resurfacing and restoration project on various I-84 and I-184 (the Connector) on- and off-ramps. Design work is in progress. The final plans, specifications, and engineer's estimate are expected in summer 2014.
I-84, Meridian Interchange Reconstruction, Meridian (KN 10939) AND I-84, Meridian Interchange to Five Mile Road (KN 13057)	ITD	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. 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 contractor is building the west half of the new bridge, and a temporary eastbound "loop" on-ramp is now complete. Crews continue building embankments for the westbound on- and off-ramps. Construction is expected be complete by fall October 2015.
I-84, Ten Mile Creek Bridge to Meridian Interchange (KN 13845)	ITD	This project is complete.

Project	Sponsor	Comments*
I-84, UPRR East Lateral Canal Bridge, Nampa (KN 12866) AND I-84, Northside Boulevard Underpass, Nampa (KN 12867)	ITD	These are bridge rehabilitation and deck replacement projects in Nampa that were companioned under one contract. The contractor began casting the panels for the deck replacement. A preconstruction meeting was scheduled in May 2014. The projects will begin construction in June 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 concept and environmental reports are approved and the project is in final design. The final plans, specifications, and engineer's estimate package was submitted to the Local Highway Technical Assistance Council on May 22, 2014. Construction is expected to begin in summer 2014.
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. Final design review is underway. Construction is scheduled for FY2015.
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 environmental document is complete and awaiting final approval. Preliminary design is almost complete. 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 FY2014/2015 with construction in FY2015.
Riverside Road and Lake Shore Drive, Rehabilitation, Canyon County (KN 14362)	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. Other than installation of the median barrier, most work is complete. However, the highway will remain closed until the local road segments are also complete, which is expected 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 needed to provide new access. Work on US 20/26 will continue until the northern half is paved, then traffic will shift to the newly paved areas and reconstruction will begin on the southern half. The entire SH-16 project is expected to be complete in August 2014.
SH-19, Corridor Plan	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-19, Simplot to Blaine Street, Caldwell (KN 13937)	ITD	This project will mill the existing surface and place an asphalt overlay from Simplot to Blaine Street (approximately 2.5 miles). Design work is underway. ITD expects to deliver the project in late summer or fall 2014.
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.

Project	Sponsor	Comments*
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 late 2014.
SH-45 Corridor Plan	ITD	The Idaho 45 corridor plan will develop a ten-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.
SH-45, Deer Flat to I-84B, Nampa (KN 13030)	ITD	This is a 5.5-mile pavement rehabilitation project through the City of Nampa. 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 utility hearing waiver from CenturyLink was obtained. The plans, specifications, and engineer's estimate package was delivered on February 24, 2014, and the project will be built in summer 2014.
SH-55, Intersection of Karcher Road and Indiana Avenue (KN 13475)	ITD	This is an intersection improvement project near the City of Nampa to rebuild the roadway. The project includes minor widening and adds traffic signals. The draft phase reports are complete and awaiting approval at ITD. Additional right-of-way is needed for the project and could delay the project delivery. The final plans, specifications, and engineer's estimate are expected in fall 2015.
SH-55, Intersection of Karcher Road and Lake Road (KN 12383)	ITD	This is an intersection improvement project near the City of Nampa to rebuild and widen the roadway and add traffic signals. Additional right-of-way acquisition is required. The concept report is approved, and intermediate design has begun. A consultant will conduct the noise analysis. The final plans, specifications, and engineer's estimate are expected in fall 2015.
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 complete. The final plans, specifications, and engineer's estimate are expected by June 2014.
SH-55, Intersection of Karcher and Midway Road (KN 13025)	ITD	This is an intersection improvement near the City of Nampa to rebuild and widen the roadway and add traffic signals. Additional right-of-way acquisition is required. The concept report is drafted, but awaiting internal deliverables for approval. Intermediate design has begun. A consultant will conduct the noise analysis. The final plans, specifications, and engineer's estimate are expected in December 2015.

Project	Sponsor	Comments*
SH-55, Intersection of Karcher Road and Nampa-Caldwell Boulevard (KN 13033)	ITD	This is an intersection improvement project to time signals, add signage, and reconfigure striping and lanes to minimize crashes at this location. A consultant will complete the design work, and ITD is working on the environmental process. The final plans, specifications, and engineer's estimate are expected by October 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. The Environmental Scan is in final review. ITD District 3 collected additional traffic counts in March 2014. The Corridor Management Plan was released for public comment on April 30, 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 is in review and being updated. 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 underway with implementation expected by October 2014. The final delivery report is due in December 2014. This is an FY2014 project.
Signal Timing Plan Update, ACHD (KN 13955)	<u>ACHD</u>	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 a design-only project, and 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. The consultant is selected. Design is approximately 6% complete with expectations to complete design by January 2016. The final plans, specifications, and engineer's estimate is expected by June 2017. Construction is scheduled for FY2017.
Storm Water Design Guide, ACHD (KN 13819)	<u>ACHD</u>	ACHD hired Brown and Caldwell, and selected an Advisory Workgroup to develop a Green Stormwater Infrastructure (GSI) guidebook. The GSI guidebook will provide direction on alternative stormwater treatments for Ada County. Treatments in the guidebook will be considered and used on ACHD's road and pedestrian projects in the future. The guidebook is currently in final draft and scheduled for completion in June 2014.
Swan Falls Road Shoulder Widening, Kuna - FY2012 (KN 13518)	ACHD	This project will construct 3 miles of 5-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. The final plans, specifications, and engineer's estimate is expected in June 2014. Construction is scheduled to begin in spring 2015.
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). The project was bid. Construction is expected to begin by mid-June 2014.

Project	Sponsor	Comments*
Transit – Associated Capital Improvements, Nampa – FY2013 (KN 12760)	Nampa	This project includes bicycle and pedestrian improvements at three locations near transit routes in Nampa. Design is underway, and construction is scheduled for FY2014 through FY2015.
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. Design is underway, and construction is scheduled for FY2015.
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 were 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 late 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. Environmental efforts are underway. The traffic analysis, including impacts during construction, 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. 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 is in final review and update. 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. This project was delayed until FY2016 to accommodate projects of more critical need.
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. Construction is underway with scheduled completion in July 2014.

*Project updates were not received from the City of Middleton, partial report from the City of Boise.

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CY2014	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Total - Apr	To Date % Change 13-14
ACHD Vanpool (Trips)	24,139	21,360	22,305	23,405									91,209	-4.22%
VRT Boise Urbanized	112,101	109,219	110,125	118,204									449,649	-1.16%
VRT Nampa Urbanized	17,685	17,528	17,272	19,708									72,193	-7.65%

CY2013	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Total - Apr	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	95,227	1.98%
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	454,933	3.34%
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	78,173	7.53%

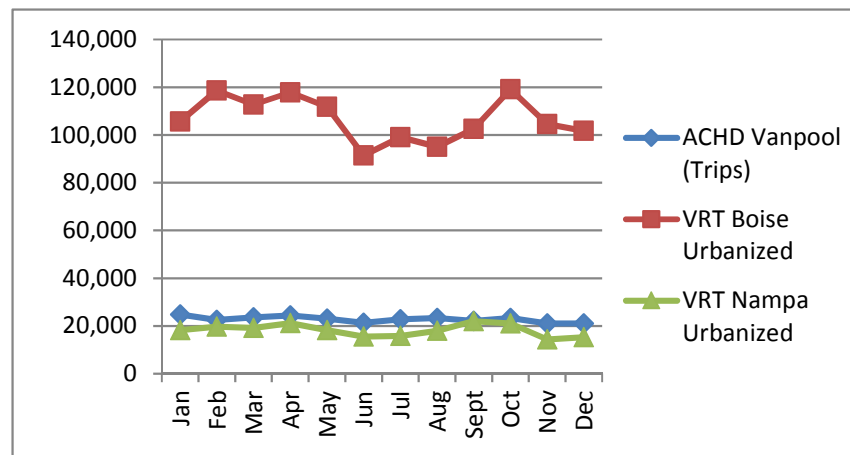
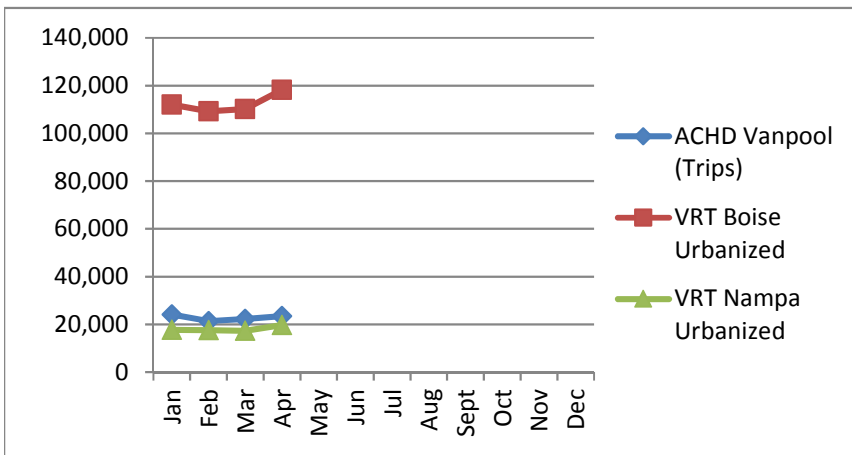
CY2012	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Total - Apr	To Date % Change 11-12
ACHD Vanpool (Trips)	23,327	22,989	23,821	23,245	24,007	22,096	22,500	24,676	21,216	24,475	22,207	20,247	93,382	9.42%
VRT Boise Urbanized	96,100	119,064	106,068	118,989	116,421	92,998	94,139	102,614	105,805	111,715	110,719	102,009	440,221	2.64%
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	72,702	7.50%

CY2011	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Total - Apr	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	85,346	3.95%
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	428,892	-3.47%
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	67,627	-6.65%

CY2010	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Total - Apr	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	82,099	-1.36%
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	444,322	2.65%
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	72,443	5.52%

2014

2013



DEMOGRAPHIC ADVISORY COMMITTEE

ITEM VIII-D

Attendance List of Members

Member Agency/Name	Jan '14 No Mtg	Feb '14	Mar '14 No Mtg	Apr '14	May '14 No Mtg	June '14	July '14	Aug '14	Sept '14	Oct '14	Nov '14	Dec '14	TOTAL
ACCHD/ <i>K. Knapp</i>													
AACHD/ <i>C. Little</i>		1		1									
Ada County/ <i>B. Danielson</i>		1		1									
BSU/ <i>M. Fragkias</i>													
CCDC/ <i>Vacant</i>													
Canyon Co. Dev. Services / <i>J. Almeida/D. Root/P. Nilsson</i>		1		1									
City of Boise/ <i>J. Tomlinson/B. Eggleston</i>		1		1									
City of Caldwell/ <i>B. Billingsley</i>		1											
City of Eagle/ <i>N. Baird Spencer</i>		1		1									
City of Garden City/ <i>J. Thornborrow</i>													
City of Kuna/ <i>W. Howell</i>		1		1									
City of Meridian/ <i>B. McClure</i>		1		1									
City of Middleton/ <i>D. Taylor</i>													
City of Nampa/ <i>N. Holm</i>		1											
City of Star/ <i>N. Mitchell</i>													
IDEQ/ <i>D. Luft</i>				1									
ITD / <i>M. Wasdahl</i>		1		1									
Public Participation Committee/ <i>J. Ross</i>		1		1									
Valley Regional Transit/ <i>R. Jalbert</i>													
Ex officio Members													
Chamber of Commerce - Ada County/ <i>M. Tate</i>		1		1									
Chamber of Commerce- Canyon Co./ <i>T. Kasper</i>													
COMPASS/ <i>C. Miller</i>		1		1									
Development Community - Ada County/ <i>C. Findlay</i>													
Major Utilities / <i>B. Snow/B. Defenbach</i>													
Development Community - Canyon County/ <i>G. Manship</i>				1									

REGIONAL TECHNICAL ADVISORY COMMITTEE

Attendance List of Members

<u>Member Agency/Name</u>	Jan '14	Feb '14	Mar '14	Apr '14 No Mtg	May '14	June '14	July '14	Aug '14	Sept '14	Oct '14	Nov '14	Dec '14	TOTAL
General Members													
ACHD/S. Anderson/T.Ferch	1	1	1		1								4
Ada County /R. Beck/M. Leatherman	1	1	1		1								4
BSU/N. Nimmmons	1	1			1								3
Canyon County / J. Almeida, D. Root, P. Nilsson		1	1		1								3
Canyon Highway District #4/C. Hopper	1	1			1								3
City of Boise/ D. Fluke/ K. Lacey/K. Gallagher	1	1	1		1								4
City of Caldwell/R. MacDonald		1			1								2
City of Eagle/N. Baird Spencer		1			1								2
City of Garden City/J. Thornborrow			1										1
City of Kuna/W. Howell	1	1	1		1								4
City of Meridian/J. Lucas	1	1	1		1								4
City of Middleton/D. Taylor													0
City of Nampa/C. Bowman		1	1		1								3
City of Parma/B. Flowers													0
City of Star/N. Mitchell													0
IDEQ/M. Toole			1										1
ITD/vacant as of 3/24/14													0
Nampa Highway District #1/E. Shannon	1	1	1		1								8
Public Participation Committee/D. Smith		1	1										2
Valley Regional Transit/Margaret Havey	1	1	1		1								4
Ex officio Members													
Central District Health/R. Howarth	1				1								2
COMPASS/D. Matson	1	1	1										3
Governor's Office/D. Hensley													0

TRANSPORTATION MODEL ADVISORY COMMITTEE

Attendance List of Members

<u>Member Agency/Name</u>	Jan '14	Feb '14 No Mtg	Mar '14	April '14 No Mtg	May '14 No Mtg	June '14	July '14	Aug '14	Sept '14	Oct '14	Nov '14	Dec '14	TOTAL
Nampa Highway District #1/E. Shannon													
ACHD/ <i>S. Martin , A. Pillai</i>	1		1										2
Ada County Development 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>			1										1
City of Boise/ <i>K. Gallagher or A. Tuning</i>	1		1										2
City of Meridian/ <i>A. Petersen</i>	1												1
City of Nampa/ <i>/C. Bowman/J. Barnes</i>	1		1										2
IDEQ/ <i>D. Luft</i>	1												1
ITD/ <i>K. Sablan & D. Szplett</i>	1		1										2
Nampa Highway District #1/ <i>E. Shannon</i>													
Public Participation Committee/ <i>J. Madsen</i>			1										1
Valley Regional Transit/ <i>R. Jalbert</i>													0
Appointed Transportation/Land Use/Air Quality Professionals													
<i>Vern Brewer, Holladay Engineering - VACANT</i>	1												1
<i>Stephen Lewis, Keller Associates</i>	1												1
<i>Jim Pline, Pline Engineering</i>	1		1										2
<i>Jay Witt , URS Washington Division</i>	1		1										2
Ex officio Members													
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 No Mtg	May '14	Jun '14	July '14	Aug '14	Sept '14	Oct '14	Nov '14	Dec '14	TOTAL
General Members													
Ada County Assessors/A .Kawalec		1	1		1								3
Ada County Development Services/M. Basham		1	1										
Ada County Highway District/C. Spencer		1			1								2
Ada County Sheriff Office/T. Tyson		1	1		1								
Canyon County Development Services/S. Higuera		1											1
Canyon Highway District No. 4/K. Knapp													
Canyon County Sheriff Office/F. Smith		1	1		1								0
City of Boise/J. Hetherington		1	1		1								3
City of Caldwell/D. Marston		1											1
City of Eagle/R. Dodge		1			1								2
City of Garden City/E.Akin													0
City of Kuna/M. Borzick			1		1								2
City of Meridian/R. Jack		1			1								2
City of Nampa/C. Tarter		1	1		1								3
ITD/B. Lacabanne			1		1								2
Nampa Highway Distr. #1/Eric Shannon													0
Public Participation Committee/M. Gaddi/K. Watkins													0
Ex officio Members													
COMPASS/E. Adolfsen		1	1		1								3



Memorandum

To: Matt Stoll, Executive Director
From: Toni Tisdale, Principal Planner
Date: May 8, 2014
Re: **Request for Approval of Administrative Modification #6 for the FY2014-2018 Regional Transportation Improvement Program**

ACTION REQUESTED:

Approval of Administrative Modification #6 for the FY2014-2018 Regional Transportation Improvement Program (TIP).

BACKGROUND:

Modifications were requested by ITD, Valley Regional Transit (VRT), Treasure Valley Transit (TVT), and COMPASS staff to better reflect current programming expectations.

STATUS:

Per ITD Staff, April 23, 2014:

- **National Summer Transportation Institute, NNU – FY2014 (14373)** – add FHWA Discretionary project for \$20,000 (100% federal) for a summer camp at Northwest Nazarene University for seventh graders to learn professional based skills and encourage interest in transportation.

Per VRT and TVT Staff, May 2, 2014:

- **Transit – Capital Purchase and Maintenance, Boise – FY2013 (13828)** – change sponsor from TVT to VRT for better tracking of the project. Funds will be under contract with VRT and passed through to TVT.
- **Transit – Capital, Purchase of Service, Nampa – FY2013 (13832)** – change sponsor from TVT to VRT for better tracking of the project. Funds will be under contract with VRT and passed through to TVT.

Per COMPASS staff:

- **Temporary to Permanent Key Number Conversions** - convert temporary key numbers to permanent key numbers.

Details of the changes are provided in Attachment 1.

Approval:

All changes for Administrative Modification #6, as provided in this memorandum and detailed on Attachment 1, are approved as of May 8, 2014.

A handwritten signature in blue ink, appearing to read "Matt Stoll".

**Matthew J. Stoll, Executive Director
Community Planning Association**

Attachment (1)

pc: 685.03

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Administrative Modification #6
 FY2014-2018 Regional Transportation Improvement Program
 Per Staff Review of ITD Amendment, April 23, 2014

Key No	Project	Scheduled Costs (including Match) (costs in \$1,000)							
		Phase	2014	2015	2016	2017	2018	PD	SUM
14373	National Summer Transportation Institute, NNU - FY2014	PE							0
		PC							0
	Funding Source: FHWA Discretionary This is a summer camp program for on-the-job training of professional based skills and activities to incoming seventh graders to encourage interest in the transportation sector. The camp will be held at Northwest Nazarene University. This is a Federal Highway Administration discretionary project. Add new Discretionary project.	RW							0
		UT							0
		CE							0
		CN	0						0
		Sum	0	0	0	0	0	0	0
								0	
								0	

PE=Preliminary Engineering

PC = Preliminary Engineering Consultant

RW = Right-of-Way

UT = Utilities

CE = Construction Engineering

CN = Construction

Projects with Minor Changes
 Per Valley Regional Transit (VRT) staff and Agreed by Treasure Valley Transit (TVT) staff
 May 2, 2014

Key No	Project	Previous	New
13828	Transit - Capital Purchase and Maintenance, Boise - FY2013	Sponsor: TVT	Sponsor: VRT, adjust language to reflect VRT as sponsor and pass-through to TVT, and in description change "purchase of service" to "acquisition of service."
13832	Transit - Capital, Purchase Acquisition of Service, Nampa - FY2013	Sponsor: TVT	Sponsor: VRT, adjust language to reflect VRT as sponsor and pass-through to TVT, and in description change "purchase of service" to "acquisition of service."

Temporary to Permanent Key Number Conversions

Temporary Key Number	Permanent Key Number	Project
2013(1)	14362	Riverside Road and Lake Shore Drive, Rehabilitation, Canyon County
2013(2)	14363	Deer Flat Regional Bicycle/Pedestrian Plan, Canyon County
3789(1)	14361	Bogus Basin Road Improvements, ACHD
NEW141	14376	Transit - Mobility Programs Operations, Nampa - FY2014
NEW142	14379	Transit - Mobility Programs Operations, Boise - FY2013
NEW143	14377	Transit - Mobility Programs Operations, Boise - FY2014
NEW144	14375	Transit - Capital, Safety and Security, Nampa - FY2014

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Memorandum

To: Matt Stoll, Executive Director
From: Toni Tisdale, Principal Planner
Date: May 16, 2014
Re: **Request for Approval of Administrative Modification #7 for the FY2014-2018 Regional Transportation Improvement Program**

ACTION REQUESTED:

Approval of Administrative Modification #7 for the FY2014-2018 Regional Transportation Improvement Program (TIP).

BACKGROUND:

Modifications were requested by ACHD, City of Eagle, City of Nampa, City of Caldwell, and Valley Regional Transit to better reflect current programming expectations.

STATUS:

Per TMA Balancing Committee, May 1, 2014:

- **Three Cities ITS (08821)** – decrease construction by \$730,000. The bid came in lower than estimated. Funds from this revenue source are no longer needed. Move \$60,000 to KN 11582 and \$670,000 to KN 12050.
- **Federal Aid Overlay Arterials and Collectors – FY2012 (11065)** – decrease construction by \$281,000 due to cost savings at project closing. Move \$131,000 to KN 11582, \$64,000 to KN 13480, \$55,000 to KN 13907, and \$31,000 to KN 12050.
- **Five Mile Road, Franklin Road to Fairview Avenue (11582)** – increase construction by \$600,000 to cover a change order for additional retaining walls and railroad improvements that were not in the final cost estimate. \$60,000 from KN 08821, \$131,000 from KN 11065, and \$409,000 from KN 13348.
- **ACHD Overlays, Arterials and Collectors – FY2014 (12050)** – increase construction by \$701,000 to cover additional need for construction segments. \$670,000 from KN 08821, \$31,000 from KN 11065.
- **Federal Aid Overlay Arterials and Collectors – FY2012 (13348)** – decrease construction by \$409,000 due to cost savings at project closing. Move funds to KN 11582.
- **Capital Maintenance, VRT, Boise – FY2014 (13480)** – increase construction by \$64,000 to complete the cost of needed bus replacements. Funds from KN 11065.
- **Capital Maintenance, ACHD – FY2016 (13907)** – increase preliminary engineering consultant by \$55,000 to add geotechnical design work. Funds from KN 11065.
- **Dry Creek Trail, Phase I, Eagle (13916)** – increase preliminary engineering consultant by \$29,000 due to additional requirements in the design phase. Funds from removal of KN 13914 that is being processed via Amendment #5.

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Per Urban Balancing Committee, May 15, 2014:

- **SH-55, Intersection Karcher Road and Middleton Road, Nampa (12046)** – add \$301,000 to right-of-way acquisition for draining pond and irrigation easements. Funds from set aside account for overruns.
- **Middleton Road and Ustick Roundabout, Caldwell (13487)** – increase preliminary engineering consulting by \$135,000 for increased work in design. Funds from set aside account for overruns.

Details of the changes are provided in Attachment 1.

Approval:

All changes for Administrative Modification #7, as provided in this memorandum and detailed on Attachment 1, are approved as of May 20, 2014.



**Matthew J. Stoll, Executive Director
Community Planning Association**

Attachment (1)

pc: 685.03

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Key No	Project	Scheduled Costs (including Match) (costs in \$1,000)							
		Phase	2014	2015	2016	2017	2018	PD	SUM
11582	Five Mile Road, Franklin Road to Fairview Avenue	PE							0
		PC							0
	Funding Source: STP-TMA Project includes construction work on Five Mile Road, not including the Fairview intersection. Widen to five (5) lanes with shoulder, sidewalk, and railroad crossing improvements. Increase CN by \$600,000 to cover a change order for additional retaining walls and for railroad improvements that were not on the final cost estimate. \$60,000 from KN 08821, \$131,000 from KN 11065, and \$409,000 from KN 13348.	RW							0
		UT							0
		CE							0
		CN	<u>175</u> <u>775</u>						<u>175</u> <u>775</u>
		Sum	<u>175</u> <u>775</u>	0	0	0	0	0	<u>175</u> <u>775</u>
12050	ACHD Overlays, Arterials and Collectors – FY2014	PE							0
		PC							0
	Funding Source: STP-TMA Supplement the local overlay program. Increase CN by \$701,000 to cover additional need for construction segments. \$670,000 from KN 08821, \$31,000 from KN 11065.	RW							0
		UT							0
		CE	370						370
		CN	<u>2449</u> <u>3150</u>						<u>2449</u> <u>3150</u>
		Sum	<u>2819</u> <u>3520</u>	0	0	0	0	0	<u>2819</u> <u>3520</u>
13348	Federal Aid Overlay Arterials and Collectors – FY2012	PE							0
		PC							0
	Funding Source: STP-TMA Supplement the local overlay program. Decrease CN by \$409,000 due to cost savings at project closing. Move funds to KN 11582.	RW							0
		UT							0
		CE							0
		CN	0 <u>-409</u>						0 <u>-409</u>
		Sum	0 <u>-409</u>	0	0	0	0	0	0 <u>-409</u>

Key No	Project	Scheduled Costs (including Match) (costs in \$1,000)							
		Phase	2014	2015	2016	2017	2018	PD	SUM
13480	Capital Maintenance, VRT, Boise - FY2014	PE							0
		PC							0
	Funding Source: STP-TMA For replacement transit bus or replacement transit facility in FY2014. Increase CN by \$64,000 to complete the cost of bus replacements. Funds from KN 11065.	RW							0
		UT							0
		CE							0
		CN	1000 1064						1000 1064
		Sum	1000 1064	0	0	0	0	0	1000 1064
13907	Capital Maintenance, ACHD - FY2016	PE	5						5
		PC	60 115						60 115
	Funding Source: STP-TMA Supplement the local maintenance program. Increase PEC by \$55,000 to add geotechnical design work. Funds from KN 11065.	RW							0
		UT							0
		CE			55				55
		CN			580				580
		Sum	65 120	0	635	0	0	0	700 755
13916	Dry Creek Trail, Phase I, Eagle	PE	5						5
		PC	15 44						15 44
	Funding Source: TAP-TMA Project provides a bicycle and pedestrian underpass at SH-55 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. Increase PEC by \$29,000 due to additional requirements in the design phase. Funds from removal of KN 13914 that is being processed via Amendment #5.	RW							0
		UT							0
		CE			13				13
		CN			88				88
		Sum	20 49	0	101	0	0	0	121 150

Per Urban Balancing Committee, May 15, 2014

Key No	Project	Scheduled Costs (including Match) (costs in \$1,000)							
		Phase	2014	2015	2016	2017	2018	PD	SUM
12046	SH-55, Intersection Karcher Road and Middleton Road, Nampa	PE							0
		PC							0
	Funding Source: STP-U	RW	0 301						0 301
	Intersection improvement at the intersection of Karcher and Middleton Road in Nampa. Add \$301,000 to right-of-way for drainage pond and irrigation easements. Funds from set aside account for overruns.	UT							0
		CE	413						413
		CN	2754						2754
		Sum	3167 3468	0	0	0	0	0	3167 3468
	13487	Middleton Road and Ustick Roundabout, Caldwell	PE	5					
PC			90 225						90 225
Funding Source: STP-U		RW						324	324
Improve a four-way stop at the Middleton Road and Ustick Road intersection by building a roundabout to help traffic flow and congestion. Increase PEC by \$135,000 for increased work in design. Funds from set aside account for overruns.		UT						11	11
		CE						70	70
		CN						460	460
		Sum	95 230	0	0	0	0	865	960 1095

PE=Preliminary Engineering

PC = Preliminary Engineering Consultant

RW = Right-of-Way

UT = Utilities

CE = Construction Engineering

CN = Construction

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Memorandum

To: Matt Stoll, Executive Director

From: Toni Tisdale, Principal Planner

Date: May 27, 2014

Re: Request for Approval of Administrative Modification #8 for the FY2014-2018 Regional Transportation Improvement Program

ACTION REQUESTED:

Approval of Administrative Modification #8 for the FY2014-2018 Regional Transportation Improvement Program.

BACKGROUND:

Modifications requested by the City of Caldwell to use funds from a removed project to cover funding needs in other projects and COMPASS staff to correct a staff error.

STATUS:

Per City of Caldwell and Urban Balancing Committee, May 19, 2014:

- **Centennial Way Roundabout, Caldwell (13484)** – increase preliminary engineering consulting by \$25,000 to cover additional design costs. Funds are from the removal of key number 13485, processed through Amendment #5.
- **Middleton Road and Ustick Road Roundabout, Caldwell (13487)** – increase construction by \$120,000 to cover new estimate. Funds are from the removal of key number 13485, processed through Amendment #5.

Per Staff Correction, May 23, 2014:

- **SH-55, Intersection Karcher Road and Middleton road, Nampa (12046)** – when processing Administrative Modification #7, staff realized an error. The original modification showed portions of funds from a different funding source. This action corrects the error.

Details of the changes are provided in Attachment 1.

Approval:

All changes for Administrative Modification #8, as provided in this memorandum and detailed on Attachment 1, are approved as of May 27, 2014.

**Matthew J. Stoll, Executive Director
Community Planning Association**

Attachment (1)

pc: 685.03

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Administrative Modification #8
 FY2014-2018 Regional Transportation Improvement Program
 Per City of Caldwell and Urban Balancing Committee notified, May 19, 2014

Key No	Project	Scheduled Costs (including Match) (costs in \$1,000)							
		Phase	2014	2015	2016	2017	2018	PD	SUM
13484	Centennial Way Roundabout, Caldwell	PE	10						10
		PC	250 275						250 275
	Funding Source: STP-U	RW					190	190	
	This project will construct 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 roundabout intersection. Increase PC by \$25,000 to cover additional design costs. Funds from removal of KN 13485, being processed through Amendment #5.	UT						0	
		CE					290	290	
		CN					1900	1900	
		Sum	260 285	0	0	0	0	2380	2640 2665
13487	Middleton Road and Ustick Roundabout, Caldwell	PE	5					5	
		PC	225					225	
	Funding Source: STP-U	RW					324	324	
	Improve a four-way stop at the Middleton Road and Ustick Road intersection by building a roundabout to help traffic flow and congestion. Increase CN by \$120,000 to cover new CN estimate. Funds from removal of KN 13485, being processed through Amendment #5.	UT					11	11	
		CE					70	70	
		CN					460 580	460 580	
		Sum	230	0	0	0	0	865 985	1090 1215

Per Staff Correction, May 23, 2014

Key No	Project	Scheduled Costs (including Match) (costs in \$1,000)							
		Phase	2014	2015	2016	2017	2018	PD	SUM
12046	SH-55, Intersection Karcher Road and Middleton Road, Nampa	PE							0
		PC							0
	Funding Source: STP-U Intersection improvement at the intersection of Karcher and Middleton Road in Nampa. When processing Administrative Modification #7, staff realized an error. The original modification showed portions of funds from a different funding source.	RW	301 475						301 475
		UT							0
		CE	413 230						413 230
		CN	2754 1480						2754 1480
		Sum	3468 2185	0	0	0	0	0	3468 2185
12046	SH-55, Intersection Karcher Road and Middleton Road, Nampa	PE							0
		PC							0
	Funding Source: HSIP Same as above. No change to this funding source.	RW							0
		UT							0
		CE	413						413
		CN	2754						2754
		Sum	3167	0	0	0	0	0	3167

PE=Preliminary Engineering
 PC = Preliminary Engineering Consultant
 RW = Right-of-Way

UT = Utilities
 CE = Construction Engineering
 CN = Construction

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May 20, 2014



Mr. Brian Ness, Director
Idaho Transportation Department
P O Box 7129
Boise, ID 83701

Re: Proposed 2025 Federal Aid Functional Classification Changes

Dear Director Ness:

The 2025 federal aid functional classification changes proposed in the May 2014 Idaho Transportation Board packet include a number of changes to Idaho Transportation Department (ITD) roads within the planning area of the Community Planning Association of Southwest Idaho (COMPASS). A copy of the changes at issue is shown in Attachment 1.

Between October 2013 and the end of January 2014, COMPASS worked with member agencies to compile proposed changes to the 2015 federal aid functional classification map. This included meetings and emails. During this process, there was no proposal from ITD to make the changes contained in the May 2014 Board item. A letter summarizing the comments and proposed changes as received from ITD was sent to Mark Wasdahl and copied to Maranda Obray. (See attached.)

The nature of the changes can have significant implications for future funding of the affected roads, since moving them from principal arterial to minor arterial could affect their eligibility for National Highway Performance Program funding, which is the largest portion of federal aid under the current transportation act.

The proposed changes within Ada and Canyon Counties will need to be reviewed and endorsed by the COMPASS Board in June 2014.

If you have questions about our concerns, please contact me. I appreciate your consideration of these comments.

Sincerely,

Matthew J. Stoll
Executive Director

Attachments – 2

pc: File 705
Jerry Whitehead, Chair Idaho Transportation Board
Julie DeLorenzo, District 3 Idaho Transportation Board
Maranda Obray, ITD Headquarters
Mark Wasdahl, ITD District 3
Pete Hartman, FHWA-Idaho
IT Board Members
COMPASS Board Members

700 NE 2nd Street, Suite 200

Meridian, ID 83642

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F. 208.855.2559

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Proposed Changes to Functional Classification

1. SH 45 from minor arterial to major collector (no known funding implications)
2. SH 19 in Caldwell from principal arterial to minor arterial (may no longer qualify for NHPP)
3. SH 69 from principal arterial to minor arterial (may no longer qualify for NHPP)
4. SH 21 from minor arterial to major collector (no known funding implications)
5. SH 55 from principal arterial to minor arterial north of Beacon Light (may no longer qualify for NHPP)
6. SH 55 from principal arterial to expressway from SH 44 to Beacon Light – presume as principal arterial expressway (no known funding implications)
7. SH 44 from principal arterial to expressway from Ballantyne to SH 55 – presume as principal arterial expressway (no known funding implications)
8. SH 16 from principal arterial to minor arterial with expressway designation between SH 44 and US 20/26. Unclear as to whether the expressway portion would be considered principal. (Portion north of SH 44 may no longer qualify for NHPP)



COMPASS
 COMMUNITY PLANNING ASSOCIATION
 of Southwest Idaho

January 28, 2014

Mr. Mark Wasdahl
 Planner
 Idaho Transportation Department, District 3
 P O Box 8028
 Boise, ID 83707-2028

Re: Federal Aid System Functional Classification Map for 2025

Dear Mr. Wasdahl:

On January 27, 2014, the Community Planning Association of Southwest Idaho (COMPASS) Board adopted Resolution 05-2014 approving changes to the Federal Aid System Functional (FAS) Classification Map for 2025. These changes included the roads within your agency’s jurisdiction as shown on the table below. The locations are shown on the attached maps in Attachment 1.

Road	Change/Issue	Recommend
12th (SH 45)	Stub principal arterial from Greenhurst south.	Change to minor arterial past Greenhurst.
Alt connection to SH 16	This option, from Franklin to I-84, voided by the interchange design proposed in SH 16 Environmental Impact Statement.	Delete. Show SH 16 Environmental Impact Study design on 2025 map as principal arterial.
I-184 / Connector SH 16	Add various ramps to FAS map not now shown.	Add to be consistent with ITD map
SH 16	Alignment incorrect and no interchange locations shown.	Show SH 16 as per Environmental Impact Study preferred option.
SH 21	Stub principal arterial from Federal Way east to Warm Springs.	Change to minor arterial
Simplot (SH 19)	Stub principal arterial from Farmway west.	Change to minor arterial past Farmway.

To complete this process, you will need to submit changes to:

Maranda Obray, Headquarters, maranda.OBray@itd.idaho.gov, (208) 334-8483.

These can be electronic submittals.

Note that you will be receiving proposed changes from a number of agencies since the district planners are on the ITD form as reviewers of changes within their district.

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Thank you for your assistance on this update to the FAS Functional Classification Map.

Sincerely,

A handwritten signature in black ink, appearing to read "Charles Trainor". The signature is fluid and cursive, with a long horizontal stroke at the end.

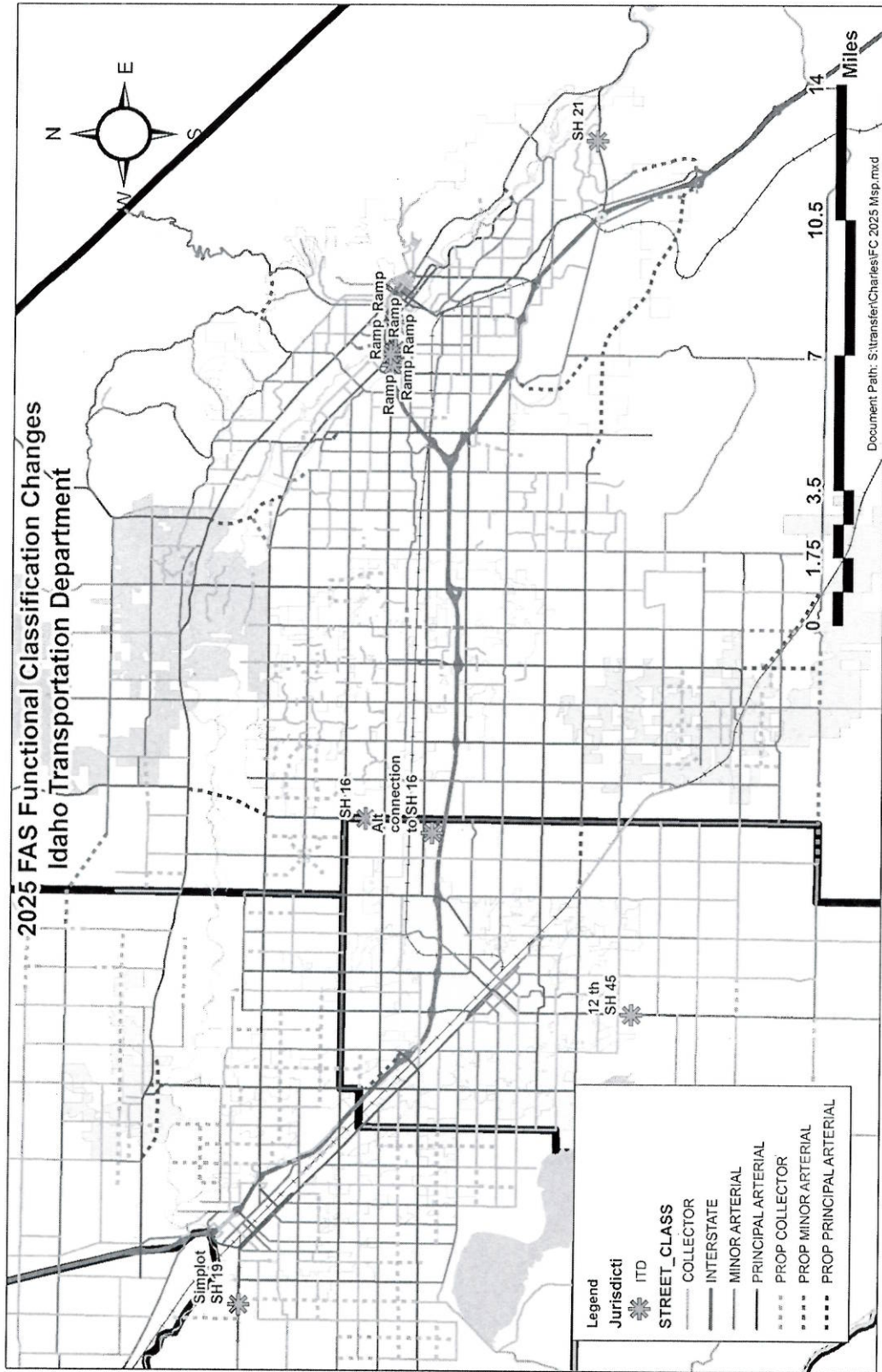
Charles Trainor
Principal Planner

pc: File 661
Maranda Obray, ITD Headquarters

Attachments - 1

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Attachment 1 – Map of Change Locations





May 20, 2014

Mr. Brian Ness, Director
Idaho Transportation Department
P O Box 7129
Boise, ID 83701

Topic: Draft Board and Administrative Policies 4011, 4069, 5011, and 5069

Dear Director Ness:

The Idaho Transportation Board (IT Board) packet for May 22, 2014, includes several IT Board and Administrative Policies with draft language for revisions. In reviewing the policies several concerns were identified, resulting in the following suggestions.

State Investment Program and Regional Transportation Improvement Programs

Board Policy 4011 states the IT Board shall select the projects to be included in the State Investment Program. Because United States Code requires that the Idaho Transportation Investment Program (ITIP) and Regional Transportation Improvement Program (TIP) mirror each other, COMPASS offers the following suggestions:

Draft Board Policy 4011

- Lines 61-62 – *"The Idaho Transportation Board shall select the projects to be included in the Program based on realistic plans and estimates of funding and other resources, and in cooperation with metropolitan planning organizations (MPOs), as appropriate."*
- Lines 75-77 – *"Otherwise, mid-year changes...major scope change to an existing project requires Board consent and cooperation with MPOs, as appropriate."*
- Lines 82-84 – As written, the redistribution policy will only be considered for advancement. We request consideration of additional funding for an existing project as well as advancement of construction: *"Projects to be considered for additional funding or advancement on the local system shall be ready for advertisement, including with all agreements and local match...for prioritization and Board approval. Projects for advancement shall also be ready for advertisement."*

Draft Administrative Policy 5011

- Lines 74-75 – Project Delivery. This section documents directive for ITD District Engineers to submit Plans, Specifications and Estimate (PS&E) packages one year prior to the start of the scheduled fiscal year. Currently, many state/local agreements are not drawn up until half-way into the fiscal year or later, creating a challenging timeline for local projects to deliver. We request language that local projects receive state/local agreements for design and construction in a timely manner to encourage the PS&E for local projects to also be submitted early.

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- Lines 118-122 – Clarification is needed on how local projects with funding needs will be included in re-programming unused budget amounts.
- Lines 130-135 – This section states that the Engineering Services Division Administrator shall commit all unused annual OA to priority projects, but it does not define what constitutes a priority.
- Lines 139-141 – We request consideration of additional funding for an existing project as well as advancement of construction: *"Projects to be considered for additional funding or advancement on the local system shall be ready for advertisement, including with all agreements and local match...for prioritization and Board approval. Projects for advancement shall also be ready for advertisement."*
- Lines 146-150 – The current end-of-year plan would be changed to a statement, with only reports of what happened after the fact. This section also removes language for prioritization of cost increases for projects already under construction. We request additional IT Board interaction in the process prior to action occurring, and that language regarding cost increases remain in the policy.

Corridor Planning for Idaho Transportation Systems

As described in lines 43-46 of draft Board Policy 4069, corridors are broad geographic areas served by multiple transportation modes within and between regions. MPOs play a unique role facilitating cooperation and collaboration in the most populous regions in the state, and should be actively involved in corridor planning processes within their respective planning areas. MPOs also reflect ITD project priorities in their respective transportation improvement programs. Suggested changes:

Draft Board Policy 4069:

- Lines 54-55 – *"Involve local land use, highway jurisdictions, MPOs and other stakeholders...;"*
- Lines 66-72 – *"Corridor plans...state long-range transportation plans and district transportation plans, as well as regional long-range transportation plans and transportation improvement programs."*

Draft Administrative Policy 5069:

- Lines 30-31 – *"Enlist close cooperation with all governmental agencies having road jurisdiction and/or land use authority to promote a community-based planning effort, including MPOs, where appropriate."*
- Lines 53-54 – *"Ensure that all local and regional governmental agencies, the private sector, stakeholders, and the general public are involved..."*
- Lines 68-69 – *"Encourage local and regional governmental agencies to incorporate corridor plans into their comprehensive or long-range plans and future acquisitions maps."*
- Lines 100-101 – *"Assist local and regional agencies in local corridor planning, with priority given to routes..."*
- Lines 108-111 – *"...prioritize recommended improvements for placement in the Idaho Transportation Investment Program and appropriate regional transportation improvement programs."*
- Lines 130-131 – *"The entity initiating the plan (consideration as to whether a local or regional agency, private sector party, Idaho Transportation Department, etc., initiates a study)."*

If you have questions about our concerns, please contact me. I appreciate your consideration of these comments.

Sincerely,

A handwritten signature in black ink that reads "Matt Stoll". The signature is written in a cursive, slightly slanted style.

Matthew J. Stoll
Executive Director

pc: Mr. Jerry Whitehead, IT Board Chairman
Ms. Julie DeLorenzo, IT Board Member, District 3
IT Board Members
COMPASS Board Members
MPO Directors

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COMPASS
COMMUNITY PLANNING ASSOCIATION
of Southwest Idaho

May 21, 2014

Sarah E. Toevs RDH PhD
Professor, Community and Environmental Health
Director, Center for the Study of Aging
College of Health Sciences
Boise State University
Boise ID 83725-1835

RE: Support for Baccalaureate to Master's Degree in Public Health and Community and Regional Planning

Dear Dr. Toevs:

The Community Planning Association of Southwest Idaho (COMPASS) supports the transdisciplinary, 5-year program of study for Baccalaureate to Master's Degree in Public Health and Community and Regional Planning proposed by Boise State University.

COMPASS recognizes the nexus between public health and regional planning, specifically how the design of transportation infrastructure and land use patterns can impact modal options, including biking and walking, as well as access to nutrition and medical facilities. COMPASS is engaged in multi-modal planning to evaluate transportation options and coverage, incorporate technology to enhance access and mobility, and provide tools to integrate multi-modal transportation options into local land use decision. COMPASS also recognizes the broader environmental impacts of health and transportation including air and water quality.

COMPASS develops a regional long-range transportation plan, *Communities in Motion*. The *Communities in Motion 2040* plan identifies the need to promote a transportation system and land use patterns that will enhance public health, protect the environment, and improve the quality of life. *Communities in Motion 2040* supports the concept of working with local health officials to address the connections between health, transportation, and neighborhood design. Through these planning goals, COMPASS will be working with local health professionals to gather and promote health data relevant to transportation planning. Additionally, COMPASS will be looking for opportunities to work with member agencies and stakeholders to develop processes such as health impact assessments and bike and walkability audits to improve transportation decision making.

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This snapshot of some of the COMPASS projects and programs, which require knowledge and training for integrating transportation, land use, and health, highlights the value of the transdisciplinary approach. The proposed program of study promises to provide such training and knowledge in the region, and COMPASS extends its support to the proposal.

If you have questions or need additional information, please contact Walt Satterfield, COMPASS Associate Planner, at 475-2237 or wsatterfield@compassidaho.org.

Sincerely,

A handwritten signature in black ink, appearing to read "Matt Stoll", with a horizontal line extending to the right.

Matthew J. Stoll
Executive Director

pc: COMPASS Board of Directors

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Memos\BSULetterofSupport_Final.docx



COMPASS
COMMUNITY PLANNING ASSOCIATION
of Southwest Idaho

May 20, 2014

US Army Corps of Engineers
ATTN: Tim Fleeger
201 North 3rd Avenue
Walla Walla, WA 99362

Re: Boise River Feasibility Study

Dear Mr. Fleeger,

I appreciate the opportunity to review and comment on the Boise River Feasibility Study. As a regional planning organization, COMPASS can provide information about future land use and transportation plans in Ada and Canyon Counties. In addition, the US Army Corps of Engineers' outreach to the cities and county governments in your study area, to ensure their active participation, is important as you further study and develop alternatives.

One of the preliminary measures in the study is to replace or upgrade existing undersized bridges. COMPASS, the Idaho Transportation Department, and the local highway districts and cities can provide information about specific bridges and any existing plans to replace or update them, and whether such improvements have potential funding. Early collaboration would benefit all parties as the Boise River Feasibility Study moves forward.

Thank you again for the opportunity to comment on the Boise River Feasibility Study. If you have questions regarding the comments, please contact Liisa Itkonen, COMPASS Principal Planner at 475-2241 or at litkonen@compassidaho.org.

Sincerely,

Matthew J. Stoll
Executive Director

pc: COMPASS Board of Directors

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