



Working together to plan for the future

COMPASS BOARD MEETING PACKET

August 15, 2016



Working together to plan for the future

2016 COMPASS Board Meeting Dates

COMPASS BOARD MEETING DATE/TIME	LOCATION	KEY ITEMS
Monday, October 17, 2016	COMPASS 1st Floor Board Room 700 NE Street Meridian, Idaho	<p>Approve 2017 COMPASS Board and Executive Committee Meeting Dates and Provide 30 Day Notice of Annual Meeting</p> <p>Approve COMPASS Application Guide Update</p> <p>Approve FY2017 <i>Communities in Motion</i> (CIM) Implementation Grants</p> <p>Adopt Resolution Approving the FY2017-2020 TIP and Associated Air Quality Conformity Demonstration</p> <p>Adopt Resolution Approving Priorities for Rural Projects</p>
Monday, December 19, 2016	Nampa Civic Center 311 3rd Street S. Nampa, Idaho	<p>Annual Meeting and Holiday Board Luncheon</p> <p>Confirm 2017 Board Officers: Chair, Chair-Elect, Vice Chair, Immediate Past Chair and Elect Secretary/Treasurer</p> <p>Confirm Regional Transportation Advisory Committee Membership</p> <p>Confirm Executive Committee Representatives for Cities under 25,000 in Population</p> <p>Approve Federal Transportation Policy Positions</p> <p>Approve 2017 Idaho Legislative Session Position Statements</p> <p>Adopt Resolution Approving Revision 1 of the FY2017 Unified Planning Work Program and Budget</p>



Working together to plan for the future

Community Planning Association of Southwest Idaho 2016 Board of Directors

GENERAL MEMBERS	SPECIAL MEMBERS	EX-OFFICIO MEMBERS
Ada County: Commissioner Dave Case Commissioner Jim Tibbs Commissioner Rick Yzaguirre	Boise State University: Drew Alexander, Capital Planner Campus Planning and Facilities	Governor's Office: David Hensley, Chief of Staff
Canyon County: Commissioner Tom Dale Commissioner Craig Hanson Commissioner Steve Rule	Capital City Development Corporation: John Brunelle, Executive Director	Greater Boise Auditorium District: Pat Rice, Executive Director
City of Boise: Mayor Dave Bieter Councilmember Elaine Clegg Councilmember Scot Ludwig	Idaho Department of Environmental Quality: Aaron Scheff, Regional Administrator	Southwest District Health Department: Nikole Zogg, Director
City of Caldwell: Mayor Garret Nancolas Brent Orton, Public Works Director	Idaho Transportation Department: Amy Revis, District 3 Engineer	
City of Eagle: Mayor Stan Ridgeway Nichoel Baird Spencer, Planner III	Valley Regional Transit: Kelli Fairless, Executive Director	
City of Garden City: Mayor John Evans		
City of Kuna: Mayor Joe Stear		
City of Meridian: Mayor Tammy de Weerd Charlie Rountree		
City of Middleton: Mayor Darin Taylor		
City of Nampa: Mayor Bob Henry Councilmember Paul Raymond		
City of Parma: Mayor Nathan Leigh		
City of Star: Mayor Chad Bell		
City of Wilder: Tracy Jones, Public Works Supervisor		
Ada County Highway District: Commissioner Rebecca Arnold Commissioner Sara Baker Commissioner Jim Hansen		
Canyon Highway District #4: Commissioner John McEvoy		

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MAKING A MOTION:

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

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

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



COMPASS BOARD OF DIRECTORS' MEETING
AUGUST 15, 2016 – 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 or agenda item 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 June 20, 2016, Board Meeting Minutes
Page 7 * B. Receive May 10, 2016, Executive Committee Meeting Minutes
Page 10 * C. Receive May 19, 2016, Finance Committee Meeting Minutes
Page 12 * D. Approve Funding Agreement with Ada County Air Quality Board and Department of Environmental Quality for COMPASS to Oversee the Purchase of Air Quality Public Service Announcements
Page 17 * E. Approve Interagency Agreement Updating the Treasure Valley Incident Management Operations Manual
Page 24 * F. Confirm Executive Committee Adoption of Resolution 13-2016 Amending the FY2016-2020 Regional Transportation Improvement Program (TIP)
Page 28 * G. Approve Updated Fund Balance Policy

VI. INFORMATION/DISCUSSION ITEMS

- 1:35 A. Status Report – Finance Committee Bob Henry
Bob Henry, Finance Committee chair, will provide a status report on action taken at the July 14, 2016, Finance Committee meeting.
1:40 B. Status Report - US 20/26 Environmental Assessment (EA) Amy Schroeder
Amy Schroeder, ITD-D3, will provide a status report on the US 20/26 EA.
2:00 C. Status Report – Strategic Initiatives Program Amy Schroeder
Amy Schroeder, ITD-D3, will provide a status report on the Strategic Initiatives Program.
2:20 *D. Status Report- End of Year Obligations of Federal Funds Sabrina Minshall
Page 30 Sabrina Minshall will provide a status report on the End-of-Year and obligation programs.

ITEM V-A

**BOARD OF DIRECTORS' MEETING
JUNE 20, 2016
COMPASS, FLOOR BOARD ROOM
700 NE STREET, MERIDIAN, IDAHO**

****MINUTES****

ATTENDEES: Drew Alexander, Boise State University
Rebecca Arnold, Commissioner, Ada County Highway District
Sara Baker, Commissioner, Ada County Highway District, Chair
Nichoel Baird Spencer, City of Eagle
Dave Case, Commissioner, Ada County, Vice Chair
Elaine Clegg, Councilmember, City of Boise
Tom Dale, Commissioner, Canyon County
Tammy de Weerd, Mayor, City of Meridian
John Evans, Mayor, Garden City
Kelli Fairless, Valley Regional Transit
Jim Hansen, Ada County Highway District
Bob Henry, Mayor, City of Nampa, Secretary/Treasurer
Nathan Leigh, Mayor, City of Parma
John McEvoy, Commissioner, Canyon Highway District #4
Garret Nancolas, Mayor, City of Caldwell, Immediate Past Chair
Brent Orton, City of Caldwell
Zach Piepmeyer for Scot Ludwig, Councilmember, City of Boise
Paul Raymond, Councilmember, City of Nampa
Amy Revis, Idaho Transportation Department – District 3
Charlie Rountree, City of Meridian
Steven Rule, Commissioner, Canyon County, Chair Elect
Aaron Scheff, Department of Environmental Quality
Matt Stoll, Executive Director, Community Planning Association, Ex officio
Jim Tibbs, Commissioner, Ada County
Rick Yzaguirre, Commissioner, Ada County
Nikole Zogg, Southwest District Health, Ex officio

MEMBERS ABSENT: Chad Bell, Mayor, City of Star
Dave Bieter, Mayor, City of Boise
John Brunelle, Capital City Development Corporation
Craig Hanson, Commissioner, Canyon County
David Hensley, Governor's Office, Ex officio
Patrick Rice, Greater Boise Auditorium District, Ex officio
Stan Ridgeway, Mayor, City of Eagle
Joe Stear, Mayor, City of Kuna
Darin Taylor, Mayor, City of Middleton

OTHERS: Nancy Brecks, Community Planning Association
Ken Burgess, Veritas Advisors
Julie DeLorenzo, Idaho Transportation Board
Michael Fuss, City of Nampa
Caleb Hood, City of Meridian
Liisa Itkonen, Community Planning Association
Megan Larsen, Community Planning Association
Amy Luft, Community Planning Association
Larry Maneely, Ada County
Sabrina Minshall, Community Planning Association
Amy Schroeder, Idaho Transportation Department
Toni Tisdale, Community Planning Association
Dave Wallace, Ada County Highway District

CALL TO ORDER:

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

AGENDA ADDITIONS/CHANGES

None.

OPEN DISCUSSION/ANNOUNCEMENTS

Amy Schroeder, ITD–D3, provided a status report on four strategic initiatives projects selected for funding in FY2020-2021.

CONSENT AGENDA

- A. Approve April 18, 2016, Board Meeting Minutes**
- B. Receive March 8 and April 12, 2016, Executive Committee Meeting Minutes**
- C. Receive March 30, 2016, Finance Committee Meeting Minutes**
- D. Approve Appointment of Drew Alexander, BSU, to the Regional Transportation Advisory Committee, per RTAC Bylaws Article 2, Committee Structure, 2.4**
- E. Approve Appointment of Ryan Head, ACHD, to the Regional Transportation Advisory Committee, per RTAC Bylaws Article 2, Committee Structure, 2.4**
- F. Confirm Resolution 09-2016 Amending the FY2016-2020 Regional Transportation Improvement Program**

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

INFORMATION/DISCUSSION ITEMS

- A. Status Report - Finance Committee**

Bob Henry, Finance Committee Chair, provided a status report on action taken at the May 19, 2016, Finance Committee meeting.

ACTION ITEMS

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

Tom Dale moved and John McEvoy seconded to move into Executive Session pursuant to Idaho Code 74-206 (b) at 1:45.

Matt Stoll called role. The following Board members were present and voted in the affirmative to move into Executive Session: Drew Alexander, Nichoel Baird Spencer, Sara Baker, Dave Case, Elaine Clegg, Tom Dale, Tammy de Weerd, John Evans, Kelli Fairless, Jim Hansen, Bob Henry, Nathan Leigh, Zach Piepmeyer, John McEvoy, Garret Nancolas, Brent Orton, Paul Raymond, Amy Revis, Charlie Rountree, Steve Rule, Aaron Scheff, Jim Tibbs, Rick Yzaguirre. Motion passed unanimously.

Convened back into regular session at 1:55 pm.

Bob Henry moved and Jim Tibbs seconded to continue to employ Matt Stoll and effective July 1, 2016, award him a 3 percent increase. Motion passed unanimously.

B. Approve Surface Transportation Program (STP) and Transportation Alternatives Program (TAP) Balancing Policy

Toni Tisdale presented the STP/TAP Balancing Policy recommended by the Regional Transportation Advisory Committee for COMPASS Board approval.

After discussion, Elaine Clegg moved and Nichoel Baird Spencer seconded to approve the Surface Transportation Program and Transportation Alternatives Program Balancing Policy as presented with a clarification that all cost overruns are for projects that are consistent with the original scope of the project. Motion passed unanimously.

C. Adopt Resolution 10-2016 Amending *Communities in Motion 2040* (CIM 2040)

Liisa Itkonen presented Resolution 10-2016 amending CIM 2040, modifying the I-84\Karcher Road Intersection, adding a second southbound through-lane on Midland Boulevard, recommended by the Regional Transportation Advisory Committee for COMPASS Board approval.

After discussion, Bob Henry moved and Tom Dale seconded adoption of Resolution 10-2016 amending CIM 2040 as presented. Motion passed unanimously.

D. Adopt Resolution 11-2016 Amending the FY2016-2020 Regional Transportation Improvement Program (TIP)

Toni Tisdale presented Resolution 11-2016 amending the FY2016-2020 TIP as requested by Valley Regional Transit, Idaho Transportation Department, and the City of Kuna.

Bob Henry requested a correction to Key No. 19998, I-84, Karcher Interchange Modification, Nampa, to add \$190,000 under PEC for local contribution for a total amount of \$580,000.

After discussion, Garret Nancolas moved and Bob Henry seconded adoption of Resolution 11-2016 amending the FY2016-2020 TIP, including the correction to Key No. 19998, as presented. Motion passed unanimously.

After discussion regarding the railroad's slow response to requests from the cities, **Matt Stoll will meet with Amy Revis, Julie DeLorenzo, and Ken Burgess to discuss next steps, for discussion at the next Board meeting. Matt requested Board members email him a summary of problems they have had with the railroad.**

E. Adopt Resolution 12-2016 Approving Priorities for the End-of-Year Program

Toni Tisdale presented priorities for the End-of-Year Program for COMPASS Board approval.

After discussion, **Bob Henry moved and Charlie Rountree seconded adoption of Resolution 12-2016 approving priorities for the End-of-Year Program as presented. Motion passed unanimously.**

F. Approve Requests to Extend Project Obligation Deadline

Matt Stoll presented requests from ACHD and the cities of Caldwell and Eagle to extend deadlines for three federally funded projects.

After discussion, **Jim Tibbs moved and Bob Henry seconded extending the project obligation deadlines as requested by ACHD and the cities of Caldwell and Eagle. Motion passed unanimously.**

ADJOURNMENT

Chair Baker adjourned the meeting at 2:36 pm.

Dated this 15th day of August 2016.

Approved:

By: _____
Sara Baker, Chair
Community Planning Association of
Southwest Idaho

Attest:

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

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**EXECUTIVE COMMITTEE MEETING
MAY 10, 2016
COMPASS, FLOOR LARGE CONFERENCE ROOM
MERIDIAN, IDAHO**

Item V-B

****MINUTES****

ATTENDEES: Sara Baker, Commissioner, Ada County Highway District, **Chair**
Dave Case, Commissioner, Ada County, **Vice Chair**, via telephone
Tammy de Weerd, Mayor, City of Meridian
John Evans, Mayor, City of Garden City
Bob Henry, Mayor, City of Nampa, **Secretary/Treasurer**
Nathan Leigh, Mayor, City of Parma
Steve Rule, Commissioner, Canyon County, **Chair Elect**

MEMBERS ABSENT: Dave Bieter, Mayor, City of Boise
Jay Gibbons, Commissioner, Canyon Highway District #4
Garret Nancolas, Mayor, City of Caldwell, **Immediate Past Chair**

OTHERS PRESENT: Nancy Brecks, Community Planning Association
Ken Burgess, Veritas Advisors
Megan Larsen, Community Planning Association
Justin Lucas, Ada County Highway District
Amy Luft, Community Planning Association
Matt Stoll, Executive Director, Community Planning Association

CALL TO ORDER:

Chair Sara Baker called the meeting to order at 2:02 pm.

AGENDA ADDITIONS/CHANGES

After discussion, **John Evans moved and Bob Henry seconded to amend the agenda, move Action Items before Information/Discussion Items, and move the Executive Session to V-A and Establish June 20, 2016, COMPASS Board Meeting Agenda to V-C. Motion passed unanimously.**

OPEN DISCUSSION/ANNOUNCEMENTS

None.

CONSENT AGENDA

A. Approve April 12, 2016, Executive Committee Meeting Minutes

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

ACTION ITEM

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

Bob Henry moved and Steve Rule seconded to adjourn into Executive Session pursuant to Idaho Code 74-206 (b) at 2:24 pm.

Matt Stoll called role. The following Executive Committee members were present and voted in the affirmative: Sara Baker, Dave Case, Tammy de Weerd, John Evans, Bob Henry, Nathan Leigh, and Steve Rule.

Convened back into regular session at 2:35 pm. No action was taken in Executive Session.

After discussion, Bob Henry moved and Dave Case seconded to recommend a 3% salary increase for Matt Stoll to the full Board at the June 20, 2016, Board meeting. Motion passed unanimously.

B. Establish June 20, 2016, COMPASS Board Meeting Agenda

Matt Stoll presented staff proposed Agenda Items 1-11 and 13-18 for the June 20, 2016, COMPASS Board meeting, and requested to move Agenda Item 12 to the August 15, 2016, Board meeting agenda under Consent Agenda items. Matt requested the latitude to amend the agenda as appropriate.

After discussion, Bob Henry moved and Dave Case seconded approval of Agenda Items 1-11 and 13-18 as presented, and to move Agenda Item 12 to the August 2016 Board meeting agenda. Matt Stoll has the latitude to amend the agenda as necessary. Motion passed unanimously.

C. Adopt Resolution 09-2016 Amending the FY2016-2020 Regional Transportation Improvement Program (TIP)

Toni Tisdale presented Resolution 09-2016 amending the FY2016-2020 TIP at the request of ACHD, Valley Regional Transit, and ITD. The Executive Committee is being asked to approve the amendment due to timing constraints, subject to COMPASS Board confirmation at the June 20, 2016, Board meeting.

After discussion, Bob Henry moved and Nathan Leigh seconded to adopt Resolution 09-2016 amending the FY2016-2020 TIP as presented. Motion passed unanimously.

INFORMATION/DISCUSSION ITEMS

A. Review Sample Project Milestone Report

Toni Tisdale reviewed a sample Project Milestone Report, which will be provided in COMPASS Board packets under the Executive Director's Report beginning in June 2016.

B. Status Report - Regional Transportation Advisory Committee (memo only)

ADJOURNMENT

Chair Baker adjourned the meeting at 2:53 pm.

Dated this 12th day of July 2016.

Approved:

By: _____
Sara Baker, Chair
Community Planning Association of
Southwest Idaho

Attest:

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

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ITEM V-C

**FINANCE COMMITTEE MEETING
MAY 19, 2016
COMPASS, FLOOR LARGE CONFERENCE ROOM
MERIDIAN, IDAHO**

****MINUTES****

- ATTENDEES:** John Evans, Mayor, City of Garden City
Bob Henry, Mayor, City of Nampa, **Chair**
John McEvoy, Commissioner, Canyon Highway District #4
Garret Nancolas, Mayor, City of Caldwell
Rick Yzaguirre, Commissioner, Ada County
- MEMBERS ABSENT:** Rebecca Arnold, Commissioner, Ada County Highway District, **Vice Chair**
Craig Hanson, Commissioner, Canyon County
- OTHERS PRESENT:** Nancy Brecks, Community Planning Association
Megan Larsen, Community Planning Association
Amy Luft, Community Planning Association
Sabrina Minshall, Community Planning Association
Matt Stoll, Community Planning Association

CALL TO ORDER:

Chair Bob Henry called the meeting to order at 12:02 pm.

AGENDA ADDITIONS/CHANGES

None.

OPEN DISCUSSION/ANNOUNCEMENTS

None.

CONSENT AGENDA

A. Approve March 30, 2016, Finance Committee Meeting Minutes

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

INFORMATION/DISCUSSION ITEMS

A. Review Report of Disbursements made in the Reporting Period

Megan Larsen noted the Report of Disbursements is provided for information only.

B. Review Draft FY2017 Unified Planning Work Program and Budget (UPWP)

Megan Larsen reviewed the draft FY2017 UPWP. An updated draft will be brought back to the Finance Committee in June 2016 for a recommendation of COMPASS Board adoption in August 2016.

C. Review Fund Balance Policy

Megan Larsen reviewed the Fund Balance Policy, total cash balance by month, and five year projections. Finance Committee recommendations on the use of the fund balance will inform and be incorporated into the FY2017 UPWP and future years.

After discussion, **Matt Stoll stated in June staff will bring to the Finance Committee:**

- **Definitions to provide clarity explaining terminology (i.e., fund balance, cash balance, and cash flow)**
- **Options on how to utilize federal funds that are projected to be available at the end of the fiscal year**
- **Determine whether there are programs currently funded with local dollars only that could be funded in full or in part with federal dollars**
- **Proposed draft revisions to the Fund Balance Policy**

ACTION ITEM

A. Approve Variance Report: January 1, 2016 - March 31, 2016

Megan Larsen presented the Variance Report: January 1 - March 31 2016.

After discussion, **Garret Nancolas moved and John McEvoy seconded approval of the Variance Report: January 1, 2016 – March 31, 2016, as presented. Motion passed unanimously.**

ADJOURNMENT

Chair Henry adjourned the meeting at 1:12 pm.

Dated this 14th day of July 2016.

Approved:

**By: _____
Bob Henry, Chair**

Attest:

**By: _____
Rebecca Arnold, Vice Chair**



COMPASS BOARD AGENDA ITEM V-D

Date: August 15, 2016

Topic: Approve Funding Agreement with Ada County Air Quality Board and Department of Environmental Quality for COMPASS to Oversee the Purchase of Air Quality Public Service Announcements

Request/Recommendation:

COMPASS staff seeks Board authorization for Executive Director Matt Stoll to sign a funding agreement to authorize COMPASS to coordinate and oversee the purchase of air quality public service announcements (PSAs) on behalf of the Ada County Air Quality Board (AQB) and Department of Environmental Quality (DEQ).

Background/Summary:

From October 2013 through the present, COMPASS has coordinated and overseen air quality outreach on behalf of AQB and DEQ through a funding agreement among the three agencies. The 2013 agreement included developing a media kit, overseeing the production of television PSAs, and overseeing the purchase of airtime for the PSAs. The first two tasks were completed in 2014; COMPASS continues to coordinate and oversee the purchase of airtime.

The existing agreement will expire in October 2016. COMPASS was asked to continue in its role as coordinator of the joint AQB/DEQ PSAs. COMPASS developed a proposal for this work, outlining three outreach options, and submitted the proposal to AQB and DEQ in March 2016. A preferred option was agreed upon later the same month and COMPASS developed a draft funding agreement, based upon the preferred option, which was routed for review by AQB and DEQ in March/April 2016.

AQB approved the funding agreement (attached) at its June 27, 2016, Board meeting. The agreement was subsequently signed by DEQ on July 7, 2016, and by the AQB Board chair on July 25, 2016. The agreement is for a two-year period (October 2016 – September 2018), with the option to extend up to two additional years (through September 2020).

Through this agreement, AQB and DEQ will each contribute \$24,999.50 per year for air quality outreach (\$49,999 annual total). \$45,454 will be used to purchase television and radio airtime for PSAs and the remaining \$4,545 (10%) will cover COMPASS staff costs associated with overseeing the program. The revenues and expenses associated with this agreement are included in the draft FY2017 Unified Planning Work Program and Budget (UPWP), under consideration for adoption at today's meeting. The project is program number 702 in the UPWP.

Implication (policy and/or financial):

Idaho Code 39-116B (2)(g) requires that a portion of funds collected through emissions testing be used to fund an air quality public outreach and awareness program. Both AQB and DEQ are subject to this requirement. This agreement makes efficient use of these funds by combining resources in support of one, joint, air quality outreach program that reaches all Treasure Valley residents.

If this agreement is not approved, associated revenues and expenses would be removed in Revision 1 of the UPWP in December 2016.

More Information:

- 1) AQB/DEQ/COMPASS air quality outreach funding agreement
- 2) For detailed information contact Amy Luft, at 475-2229 or @compassidaho.org.

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FUNDING AGREEMENT

THIS AGREEMENT is entered into on the ____ day of _____, 2016, by the Air Quality Board, hereinafter “AQB,” Community Planning Association of Southwest Idaho, hereinafter “COMPASS,” and the State of Idaho, Department of Environmental Quality, hereinafter “DEQ.”

WHEREAS, the AQB and DEQ contemplate a cooperative effort to engage COMPASS as an independent contractor to commission the purchase of television and radio air time for air quality public service announcements (PSAs) as allowed by Policy Directive 11-04 issued by the Idaho Department of Administration, Division of Purchasing; and

WHEREAS, it is advantageous to the AQB and DEQ to have this portion of an overall air quality education awareness and outreach campaign overseen by COMPASS to maximize the benefit derived from the financial resources allocated to the projects by both parties.

NOW THEREFORE, in accordance with their respective authorities, the parties agree as follows:

1. SCOPE OF SERVICES:

COMPASS will seek a service provider to purchase television and radio air time for air quality PSAs. The initial term of the professional services agreement shall end on September 30, 2018, with the option to extend two (2) additional years, to coincide with the option of extending of this funding agreement.

- A. For television, COMPASS will use seven of the eight existing television PSAs developed for the AQB and DEQ in 2014. Most of the air time will focus on three PSAs (ozone [“Science Guy”], inversions [“Fireman”], and the air quality index [“Air Quality Man”]), with lesser emphasis on the remaining four (burning [“Animals”], clean air zone [“Polluter!”], vehicle use [“Dad and Sally”] and yard care [“Heartthrob”]). The eighth PSA (“teaser”) will not be used.
- B. For radio, COMPASS will develop talking points to provide to radio stations for the stations to develop PSAs. COMPASS will provide the talking points and subsequent radio scripts and recorded radio messages to AQB and DEQ for review and approval.
- C. The purchase of air time shall focus on winter and summer months, when air quality issues are typically at their peak. Air time will be divided between television and radio to maximize the reach of the messages. Deliverables shall include the purchase of air time and monthly reports of air time purchased and data on audiences reached though those purchases.

2. PROJECT MANAGEMENT:

- A. Work by COMPASS pursuant to the Scope of Services shall be subject to a periodic review by the AQB and DEQ.
- B. The AQB and DEQ will reimburse COMPASS for the actual cost to purchase television and radio air time, not to exceed a combined total of \$45,454 per year. Additionally, the AQB and DEQ will pay COMPASS 10% of the actual cost to purchase television air time, not to exceed \$4,545 per year, for project management and administrative activities associated with completion of the scope of work. The combined, total, not-to-exceed amount payable to COMPASS for the purchase of air time is \$50,000 per year. This annual, not to exceed amount will be split as follows: 50% AQB (\$25,000 annually) and 50% DEQ (\$25,000 annually) for each of two years from the date of this agreement, for a total not to exceed amount of \$100,000 over two years.

3. PAYMENT PROCEDURES:

- A. COMPASS will invoice the AQB and DEQ once per month for the actual purchases of air time that occurred that month. Invoices shall include actual costs of air time purchases, plus 10% for COMPASS oversight. AQB shall be billed 50% of the actual costs of air time purchases, plus 10% for COMPASS oversight. DEQ shall be billed 50% of the actual costs of air time purchases, plus 10% for COMPASS oversight. Total annual billings to AQB and DEQ shall not exceed \$25,000 each.

All invoices will include a progress report specifying work activities performed and related expenditures made.

4. TERMINATION:

- A. This Agreement will remain in effect through September 30, 2018, unless 4.C is invoked.
- B. By mutual agreement of all parties, this Agreement may be extended for up to two (2) years, with an extension period in effect through no later than September 30, 2020.
- C. Any party may cancel this Agreement at any time with or without cause upon thirty (30) days' written notice to the other parties; the written notice shall specify the date of termination. Cancellation of the Agreement by any party shall terminate the obligations or liabilities of the parties, except that the obligations or liabilities incurred prior to the termination date shall be honored.

Upon receipt of a termination notice, COMPASS shall:

- 1. Promptly discontinue all affected work (unless the notice directs otherwise); and

2. Deliver or otherwise make available to the AQB and DEQ all data, drawings, documents, film footage, photos, specification, reports, estimates, PSAs, summaries, and such other information and materials as may have been accumulated by COMPASS in performing the scope of services relating to the scope of work outline above.

D. Upon termination under paragraphs A. or C. above, the AQB and DEQ may take over any or all of the tasks and may award a contract to complete the work.

5. INDEMNIFICATION AND INSURANCE:

A. COMPASS shall defend, indemnify and hold harmless AQB and DEQ from any and all liability, claims, damages, costs, expenses, and actions, including reasonable attorney fees, caused by or that arise from the negligent or wrongful acts or omissions of COMPASS, its employees, agents, or subcontractors under the funding agreement that cause death or injury or damage to property or arising out of a failure to comply with any state or federal statute, law, regulation or act. COMPASS shall have no indemnification liability under this section for death, injury, or damage arising solely out of the negligence or misconduct of AQB or DEQ.

B. The AQB shall defend, indemnify and hold harmless DEQ and COMPASS from any and all liability, claims, damages, costs, expenses, and actions, including reasonable attorney fees, caused by or that arise from the negligent or wrongful acts or omissions of AQB, its employees, agents, or subcontractors under the funding agreement that cause death or injury or damage to property or arising out of a failure to comply with any state or federal statute, law, regulation or act. AQB shall have no indemnification liability under this section for death, injury, or damage arising solely out of the negligence or misconduct of DEQ or COMPASS.

C. Nothing in this section shall extend the liability of the AQB, DEQ, or COMPASS beyond that provided in the Idaho Torts Claim Act, Idaho Code 6-901 et.seq.

6. APPROPRIATION REQUIRED: It is understood and agreed that COMPASS, the AQB, and DEQ are governmental entities. All parties represent that the funds specified in Paragraph 2 have already been appropriated for this project for Year 1, and this Agreement shall in no way or manner be construed so as to bind or obligate the DEQ, COMPASS, or AQB beyond the particular appropriation of those funds by the State Legislature.

IN WITNESS WHEREOF, the parties have executed this agreement.

AIR QUALITY BOARD:

BY _____
NAME: Kent Goldthorpe

TITLE: Chair

DATE: _____

STATE OF IDAHO:

BY _____
NAME: David Sande

TITLE: Chief Financial Officer
Department of Environmental Quality

DATE: _____

COMMUNITY PLANNING ASSOCIATION:

BY _____
NAME: Matthew J. Stoll

TITLE: Executive Director

DATE: _____

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COMPASS BOARD AGENDA ITEM V-E

Date: August 15, 2016

Topic: Interagency Agreement Updating the Treasure Valley Incident Management Operations Manual

Request/Recommendation:

COMPASS staff seeks COMPASS Board approval of the Interagency Agreement updating the Treasure Valley Incident Management Operations Manual, also known as the "I-84 Detour Plan."

Background/Summary:

This Interagency Agreement sets out responsibilities of COMPASS, ACHD, and ITD to update the detour routing plan for freeway incident management on the I-84/I-184 corridor. The Treasure Valley Incident Management Operations Manual was first completed in 2008. This manual documents primary and secondary detour routes for 43 intersections/interchanges on state highways and interstates. This was a regional effort that included numerous transportation and emergency response agencies.

Significant changes to the transportation network have occurred since the plan was adopted, including the addition of the Ten Mile Interchange, reconfiguration of multiple interchanges, reconstruction and widening of intersections, and additions of travel lanes.

The two-county area has experienced high population growth in the past six years from 581,288 in 2010 to over 640,000 in 2016. The update to the manual will identify and compile roadway changes (configurations, signals, lane additions, etc) impacting detour options and evaluate effectiveness of existing detour routes. It will also establish new detours if necessary. A revised manual is the final product that will include a web interface.

COMPASS will handle the procurement process and manage the consultant contract, including providing monthly billing updates to the parties. COMPASS will also coordinate work group activities and stakeholder outreach.

Implication (policy and/or financial):

The detour plan will be used during incidents on Interstates 84 and 184 as a traffic management resource for transportation agencies and emergency management organizations. The total estimated cost of this project is \$110,000. ACHD will contribute \$50,000, ITD \$25,000, and COMPASS \$35,000. The COMPASS portion was budgeted in Revision 2 of the FY2016 Unified Planning Work Program and Budget.

More Information:

1. Attachment: Treasure Valley Incident Management Operations Manual Interagency Agreement
2. For detailed information contact Walt Satterfield, at 475-2237 or wsatterfield@compassidaho.org.

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**INTERAGENCY AGREEMENT
BETWEEN THE IDAHO TRANSPORTATION DEPARTMENT,
THE ADA COUNTY HIGHWAY DISTRICT, AND THE
COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
FOR THE
TREASURE VALLEY INCIDENT MANAGEMENT OPERATIONS MANUAL/
"I-84/I-184 DETOUR PLAN"**

PARTIES

THIS AGREEMENT is made and entered into this 20th day of July, 2016, by and between the **IDAHO TRANSPORTATION DEPARTMENT**, hereafter called the **STATE**, **ADA COUNTY HIGHWAY DISTRICT**, acting by and through its Board of Commissioners, hereafter called **ACHD**, and **COMMUNITY PLANNING ASSOCIATION OF SOUTH WEST IDAHO**, hereafter called **COMPASS**. The **STATE**, **ACHD**, and **COMPASS** may collectively hereinafter be referred to as "the Parties" or individually as "a Party".

PURPOSE

The purpose of the plan is to determine effective detour routing options for freeway management by maximizing safety and mitigating delay due to incidents on the roadway, focusing on I-84/I-184 as a primary corridor between Ada and Canyon Counties. The Treasure Valley Incident Management Operations Manual, also known as the I-84 Detour Plan, was originally completed in 2008. The manual documented primary and secondary detour routes for 43 segments of I-84/I-184 including the adjoining local road system. Since 2008, the transportation system has undergone significant changes including a new interchange, re-configured or rebuilt interchanges, interstate and highway widenings, a new river crossing and numerous arterial widening and intersection improvements. The purpose of this project is to update this Plan including update of all condition and infrastructure changes, evaluation of effectiveness of detour routes, stakeholder outreach, and online versions of final manual and detour plans for roadway agencies and emergency services personnel.

A scope of services outline is Exhibit "A."

Authority for this Agreement is established by Sections 40-317, 40-1310, 40-1406, and 67-2332 of the Idaho Code.

The Parties agree as follows:

SECTION I. Financial Obligations of the Parties:

1. The total cost of the Project is estimated to be \$110,000 and based upon this estimate, the financial obligations of the Parties shall be:

STATE -	\$ 25,000.00
ACHD -	\$ 50,000.00
COMPASS-	\$ 35,000.00

2. As indicated in the attached Exhibit, the project costs will not exceed \$110,000.

Through the request for proposal process, and subsequent negotiation with the chosen consultant, the cost will remain at or below the \$110,000. If reductions in scope need to be made to remain within this budget, those reductions will be decided through consensus of the parties.

3. In the event that the actual cost of the Project is less than the estimate, the financial obligations will be reduced in the following ways:
 - a. The contribution of ACHD shall be adjusted to the needed amount to reach the project total, but not less than \$35,000.
 - b. If the project total is less than \$95,000, the contribution of each of the parties will be reduced, with each of the Parties sharing in the Project cost savings in excess of the first \$15,000:

Project cost savings in excess of the first \$15,000 will be split using the following percentages, based on committed contributions after the \$15,000 adjustment to ACHD.

STATE -	26%
ACHD -	37%
COMPASS-	37%

4. The funds owed by the State and ACHD shall be paid to COMPASS on or before September 30, 2016.
5. Any funds paid by the State and ACHD that are not ultimately used for the consultant, COMPASS shall reimburse those parties upon completion of the work.

SECTION II. That ACHD shall:

1. Participate as a primary stakeholder and work group participant in crafting the needs and goals of the project, and advise on detour routes and mapping needs.

SECTION III. That the STATE shall:

1. Participate as a primary stakeholder and work group participant in crafting the needs and goals of the project, and advise on detour routes and mapping needs.

SECTION IV. That COMPASS shall:

1. Coordinate work group activities and other stakeholder outreach as needed.
2. Use COMPASS procurement procedures when hiring the consultant.
3. Act as Agreement Administrator with the following duties and responsibilities.
 - a. Execute a Professional Services Agreement on behalf of the parties on the terms and at the direction of the parties;
 - b. Receive all submittals from the consultant;
 - c. Review billings for correctness and pay the consultant for work performed.
 - d. Provide monthly work summary reports by electronic mail to the State and ACHD.

SECTION V. The Parties agree as follows:

1. The effective date of this Agreement will be immediately after all entities have approved such Agreement and official signatures have been affixed.
2. No Party shall assign its interest in whole or in part in this Agreement without the written consent of the other Party.
3. This Agreement shall be governed by the laws of the State of Idaho.
4. This Agreement may be amended only by written instrument signed by each of the Parties or an authorized representative of each.
5. Should any portion of this Agreement be found to be unenforceable by a court of competent jurisdiction such determination shall not void the entire Agreement, but will be limited only to those unenforceable provisions.
6. In the event of any controversy, claim, suit, proceeding or action being filed or instituted between the Parties to enforce the terms and conditions of this Agreement, or arising from the breach of any provision hereof, the prevailing party or parties will be entitled to receive from the other party or parties all costs, damages, and expenses, including reasonable attorneys' fees including fees on appeal, incurred by the prevailing party or parties. The prevailing party or parties will be that party or parties who was awarded judgment as a result of trial or arbitration.
7. This Agreement shall be binding upon and inure to the benefit of the Parties, their successors and assigns.
8. The person(s) executing this Agreement on behalf of each of the Parties represent(s) and warrant(s) due authorization to do so on behalf of the respective entity, and that upon execution of this Agreement, the same is binding upon, and shall ensure to the benefit of the Parties to this Agreement.
9. Except as provided otherwise herein, this Agreement and any attachments hereto constitute the entire agreement between the Parties concerning the subject matter hereof.
10. This Agreement is not intended to create, nor shall it in any way be interpreted or construed to create, any third party beneficiary rights in any person not a party hereto.
11. The Parties hereto agree that nothing herein contained shall be construed to create a joint venture, partnership, or other similar relationship which might subject any party to liability for the debts and/or obligations of the others, except as otherwise expressly agreed in this Agreement.
12. Each Party to this Agreement shall cooperate fully with the others and execute such further instruments, documents and agreements and give such further written assurances, as may be reasonably requested by the others to better evidence and reflect the transactions described herein and contemplated hereby, and to carry into

effect the intents and purposes of this Agreement. The Parties shall in all instances cooperate and act in good faith in compliance with the terms, covenants and conditions of this Agreement and each shall deal fairly with the other.

13. The terms, covenants and conditions set forth herein shall survive the termination of this Agreement.
14. Nothing in this Agreement shall be construed to obligate either Party to any indebtedness or liability, in any manner, or for any purpose that would be in violation of the yearly debt limitation imposed by Article VIII, Section 3 of the Idaho Constitution.

EXECUTION

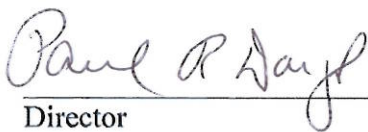
This Agreement is executed for the STATE by its District Three Engineer and executed for ACHD by the President, attested to by the Director, with the imprinted corporate Seal of the ADA COUNTY HIGHWAY DISTRICT, and executed by COMPASS, by its President and attested to by its Executive Director.

IDAHO TRANSPORTATION DEPARTMENT



Amy Revis, District Three Engineer

ATTEST:



Director

(Seal)

By regular meeting
on July 20, 2016

ADA COUNTY HIGHWAY DISTRICT



President

ATTEST:

Executive Director

COMPASS:

President, Board of Directors

EXHIBIT A

General Scope of Services Treasure Valley Incident Management Operations Manual -I-84/I-184 Detour Plan

The three main components to this project are the following:

- 1 – Determine Required Changes.
 - a) Identified new roadways and interchanges
 - b) Identified roadway changes (configuration, signals, lane additions, etc.) that would affect detours
 - c) Identified detour routes from the 2008 plan that haven't been working well, weren't used at all, or have some other issue that prevent them from further consideration.

- 2 – Prepare Revised Manual.
 - a) Establish needs and goals for the identification of detour routes and map elements to be included in the manual.
 - b) Identification of detour route options and mapping elements
 - c) Stakeholder outreach to review initial products and promote input
 - d) Engage agency staff in identifying desired custom products related to the detour manual.
 - e) Prepare revised Detour Manual – draft and final

The first and second components would have limited engagement of stakeholders to gain the insight required.

- 3 – Develop New Internet Based Electronic Version of Mapped Detour Routes.
 - a) Identification of needs to host and support the products to ensure products will be accessible through the internet by all participating agencies.
 - b) Develop criteria for internet accessible maps of detour routes
 - c) Develop criterial for compatible version of user manual for access and use of product
 - d) Develop options for online access to other desired products (where applicable)

Project Deliverables

The project deliverables and acceptable formats for each task are shown below:

Task 1 – Overall Work Plan and Project Schedule

- a. Project work plan, including Consultant staffing plan and assignments, and schedule for tasks and deliverables (Word, PDF)
- b. Regional Operations and Management Workgroup engagement strategy defining how workgroup input will be incorporated into subsequent tasks (Word, PDF).

Task 2- Existing Conditions Report

- a. Summary of infrastructure changes and ITS/signal changes that would impact detour options.
- b. Analysis of previous detour routes summarizing use, capacity, and condition.

Task 3- Updated Treasure Valley Incident Management Operations Manual

- a. Stakeholder outreach and input.
- b. Determination of segments and detour routes
- c. Develop maps for routes
- d. Finalized incident management operations manual.
- e. Develop or recommend custom products to meet operational needs for agencies.

Task 4- Develop online maps and supporting online documentation.

- a. Develop detour maps that can be displayed online including traffic signal and stop signs on detour routes..
- b. Develop a management plan to support online documents.
- c. Strategy for including other desired custom products online.

COMPASS BOARD AGENDA ITEM V-F

Date: August 15, 2016

Topic: Resolution 13-2016 Amending the FY2016-2020 Regional Transportation Improvement Program (TIP)

Request/Recommendation:

COMPASS staff seeks COMPASS Board confirmation of Resolution 13-2016 (attachment 1) amending the FY2016-2020 TIP. The COMPASS Executive Committee approved the resolution at its July 12, 2016, meeting subject to COMPASS Board confirmation.

Background/Summary:

The amendment was requested by the Idaho Transportation Department (ITD) for the Meridian Maintenance Yard Replacement Facilities (GARVEE) (Key Number 19772), to add funds for land purchase. Due to timing constraints, the Regional Transportation Advisory Committee (RTAC) was notified of ITD's request via email on June 30, 2016, and requested to respond by July 6, 2016, with comments. No comments were received.

This amendment enables the project to move forward in a timely manner. ITD requested an expedited approval timeline as they were trying to complete a real estate transaction by the end of July 2016.

Per ITD:

Increase Meridian Maintenance Yard Replacement Facilities (GARVEE) (Key Number 19772) to add funds for land purchase. This project was originally part of the GARVEE project at the I-84, Meridian Interchange location, which required moving the ITD maintenance yard to a new location. The project was split into a separate key number in January 2016 because the timing of the project extended beyond the life of the GARVEE program. State funds are programmed for this project.

Details of all changes are provided in Resolution 13-2016 (attachment 1).

Implication (policy and/or financial):

This amendment allows the project to proceed for obligation of funding and ITD to complete the purchase of the land for the maintenance yard.

More Information:

- 1) Attachment 1: Resolution 13-2016
- 2) For detailed information contact: Toni Tisdale, Principal Planner, at 475-2238 or @compassidaho.org.

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RESOLUTION NO. 13-2016

**FOR THE PURPOSE OF AMENDING THE FY2016-2020 REGIONAL
TRANSPORTATION IMPROVEMENT PROGRAM**

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

WHEREAS, the Fixing America's Surface Transportation (FAST) Act, Title 23 United States Code Section 134, and Title 49 United States Code Section 5303 requires metropolitan planning organizations to develop and approve a Transportation Improvement Program;

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

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

WHEREAS, no additional review for air quality conformity is necessary for this action;

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

WHEREAS, no additional public comment is necessary for this action;

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

WHEREAS, the Community Planning Association of Southwest Idaho developed this amendment to the FY2016-2020 Regional Transportation Improvement Programs in compliance with all applicable state and federal regulations; and

WHEREAS, the attached table dated June 24, 2016, details the amendment to the FY2016-2020 Regional Transportation Improvement Programs.

NOW, THEREFORE, BE IT RESOLVED, that the Community Planning Association of Southwest Idaho Board of Directors approves the amendment to the FY2016-2020 Regional Transportation Improvement Programs.

DATED this 12th day of July 2016.

APPROVED:

By: 
Sara Baker, Chair
Community Planning Association
of Southwest Idaho Board of Directors

ATTEST:

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

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Amendment #8
FY2016-2020 Regional Transportation Improvement Program

Per ITD Staff, June 24, 2016

Key No	Project	Scheduled Costs (including Match) (costs in \$1,000)								
		Cost year	PE	PEC	RW	UT	CE	CN	SUM	
19772	Meridian Maintenance Yard Replacement Facilities (GARVEE)	2016							0	
	Funding Source: Restoration	2017	10	170	0		15	215	410	
	During the design stage of the Meridian Interchange (GARVEE-funded) project, ITD received approval from FHWA to replace the maintenance facilities that currently exist at the Meridian Yard in-kind at another location. This action will take longer than the GARVEE program will be open, so a new project was set up to manage these funds separately. (Federal = \$0)		2018			1500				1910
			2019							0
			2020							0
			PD							0
			SUM	10	170	0	1500	0	15	215
									1910	
	Increase RW by \$1,500,000 to purchase land for the new maintenance yard location. Funds from available state funds. (funds shown in 2017 – state fiscal year starts July 1, 2016) (366% increase)									

PE = Preliminary Engineering

PEC = Preliminary Engineering Consultant

RW = Right-of-Way

UT = Utilities

CE = Construction Engineering

CN = Construction

FY = Fiscal Year

KN = Key Number

FHWA = Federal Highway Administration

GARVEE = Grant Anticipation Revenue Vehicle

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COMPASS BOARD AGENDA ITEM V-G DATE: AUGUST 15, 2016

Topic: Fund Balance Policy

Request/Recommendation:

COMPASS staff seeks COMPASS Board approval of the updated fund balance section of the COMPASS Financial Policy and Procedures.

Background/Summary:

The current COMPASS Financial Policy and Procedures, reviewed and approved by the Board at its February 22, 2016, meeting, stipulate that "COMPASS shall maintain a fund balance reserve equivalent to not less than three months' expenses." Fund balance is cash plus short term assets (accounts receivable and prepaids) less short term liabilities (accounts payable). Total fund balance reported on COMPASS' annual audited financial statements includes the required reserve. Total fund balance as of September 30, 2015, including the required reserve, was \$1,318,964.

On average, three months of expenses is about \$700,000, but this amount can vary from year to year. The Finance Committee had concerns over the adequacy of this fund balance reserve requirement. At its meeting on July 14, 2016, the Finance Committee recommended an update to the fund balance section of the Financial Policy and Procedures such that the fund balance reserve would be the greater of \$1,000,000 or 33% of the next year's budgeted expenditures.

The recommended update to the fund balance section of the COMPASS Financial Policy and Procedures is provided in Attachment 1.

Implication (policy and/or financial):

COMPASS Board action on fund balance requirements will determine the amount of fund balance retained and direct future UPWP decisions.

More Information:

- 1) Attachments: Attachment 1 Proposed amendment to fund balance policy
- 2) For detailed information contact: Megan Larsen, at 475-2228 or @compassidaho.org.

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**Proposed Revision to SECTION XIII: FUND BALANCE of the
COMPASS Financial Policy and Procedures**

As of September 30 of each year, COMPASS shall ~~have on hand maintain~~ a fund balance reserve equivalent to 33% of total expenses in the next fiscal year's Unified Planning Work Program and Budget (UPWP), or \$1,000,000, whichever is greater. ~~not less than three months' expenses.~~ Use of fund balance in excess of the ~~three months' required~~ reserve, if any, shall be recommended by the Finance Committee as part of the annual UPWP process.

COMPASS BOARD AGENDA ITEM VI-D

Date: August 15, 2016

Topic: Status Report- End of Year Obligations of Federal Funds

Request/Recommendation:

Information only

Background/Summary:

The COMPASS Application Guide, approved by the COMPASS Board on August 17, 2015, includes a deadline of March 1 for obligation of all federal funds for local projects. This deadline was established to allow time for reprogramming of funds if the sponsor is unable to obligate the funds or provide time to solve problems. The intent of this deadline was to preserve funding in the region; as the Idaho Transportation Department (ITD) has strict deadlines if funds are not obligated by local agencies, and they will "sweep" the funds and reprogram them into projects in other areas.

At the June 2016 COMPASS Board meeting, three projects funded directly through COMPASS had not yet achieved obligation of the federal funds. Two additional projects funded through ITD Statewide Transportation Alternatives Program (TAP) had also not been obligated.

The COMPASS Board approved extensions on the projects funded through COMPASS until August 1, 2016. Two projects were fully obligated by the deadline. A third project was not on track by the last week in July to receive all required approvals to obligate by the deadline. COMPASS staff took programming action to trade the project with a 2017 project to preserve funding for our region. The status of obligation of all five projects (including those funded directly by ITD) is provided below.

- **KN 12368; Franklin Road, Black Cat Road to Ten Mile Road, Meridian (ACHD)**
Total construction funds = \$7,126,000 • Funding Source = STP-TMA •
Fully obligated. \$362,000 requested through end of year funds for right of way.
- **KN 13052; 21st Avenue, Chicago Street to Cleveland Boulevard, Caldwell**
Total construction funds = \$2,381,000 • Funding Source = STP-Urban •
All documents submitted; State and Local Agreement executed on August 2, 2016; Obligation underway. The railroad crossing portion of this project was removed to allow timely obligation. Details will be provided at the Board meeting.
- **KN13916; Pathway, Dry Creek Trail and Underpass, Eagle**
Total construction funds = \$302,000 • Funding Source = TAP-TMA •
As of July 26, 2016, the project did not have proper approvals to receive obligation. Multiple items were outstanding that are required by the Idaho Transportation Department before obligation can occur, including approval of environmental documents and 404 permit, right of way agreements, and execution of a state and local agreement.

To prevent this from occurring, COMPASS took steps necessary to trade funding years between the Eagle Dry Creek Trail and Underpass Project and the VRT- Safe Routes to School Project (originally funded in FY2017) that could immediately obligate the funds. Final resolution requires IT Board approval of the modification at their August Board meeting and an amendment to VRT's 2016 State and Local Agreement.

- Statewide TAP- funded projects not administered through COMPASS:
 - **KN18954 Pedestrian Improvements, Middleton Heights Elementary, Middleton**
Total construction funds = \$281,000 • Funding Source = ITD Statewide TAP •
All documents submitted; Obligation underway.
 - **KN18867 Pedestrian Improvements, Stoddard Pathway/Greenhurst Road, Nampa**
Total construction funds = \$220,000 • Funding Source = ITD Statewide TAP •
All documents submitted; Obligation underway.

Implication (policy and/or financial):

If obligation, or actions did not occur by ITD deadlines, funding would be “swept” out of the project and program and re-allocated to other areas of the state. The programmed amount of the projects trading are not identical; the VRT- Safe Routes to Schools project is slightly less than the Eagle Dry Creek Trail project. VRT-Safe Routes to Schools project will have some remaining funds in FY2017 (\$12,000). In addition, due to limited obligation authority of 93.5% of the programmed amount, if 100% of the programmed amount is not reached through distribution of the End-of-Year Program, this project will have a gap in funding remaining that will be a high priority to fund in the beginning of FY2017.

This trade will delay the Dry Creek Trail project to FY2017. The entire original programmed amount of \$302,000 is not available in FY2017; thus, \$38,000 will be needed in FY2018. This creates an “advance construct” situation unless additional funds become available in FY2017 before the project is bid. The City of Eagle must provide local match (7.34%) for the FY2017 funds, as well as front the FY2018 funds when the construction agreement is signed. ITD will return the FY2018 funds after October 1, 2017.

More Information:

- 1) For detailed information contact: Sabrina Minshall, Director of Planning at (208) 475-2234 or sminshall@compassidaho.org

COMPASS BOARD AGENDA ITEM VII-A

Date: August 15, 2016

Topic: FY2017 Unified Planning Work Program and Budget

Request/Recommendation:

Adopt Resolution 14-2016 approving the FY2017 Unified Planning Work Program and Budget (UPWP).

Background/Summary:

The Finance Committee recommended Board approval of the attached FY2017 UPWP at its July 14, 2016, meeting.

The documents included in the FY2017 UPWP include the following items.

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

Revenue and Expense Summary by Year of Expenditure – A one-page summary showing revenue and costs in the anticipated year of expenditure.

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

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

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

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

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

The FY2017 UPWP contains the following assumptions for revenues and expenses:

1. Total membership dues shown reflect the amount approved by the Board at its April 18, 2016, meeting. Total dues increase compared to the prior year. The per capita rate remained the same as FY2016. The increase reflects year over year population growth in the jurisdictions.

2. Staff has included \$26,250 of FY2016 Consolidated Planning Grant (CPG) funds as carry over into FY2017. This is the same amount that was shown as CPG carry over in Revision 2 of the FY2016 UPWP, approved by the Board at its April 18, 2016, meeting. Staff anticipates that there will be approximately \$196,000 in *additional* unspent federal dollars from FY2016. A recommendation for the disposition of those dollars shall be determined by the Finance Committee at a later date.
3. Projected revenue from the FY2017 CPG reflects the amount included in the FY2016-FY2020 Regional Transportation Improvement Program (TIP).
4. Revenue of \$306,705 from off-the-top STP-TMA funds, as approved by the COMPASS Board on April 19, 2010, continues.
5. Staff estimates there will be approximately \$74,128 of unspent STP-TMA revenues from FY2016 for the *Communities in Motion 2.0 (CIM)* update. There are corresponding expenses associated with these revenues.
6. Staff estimates there will be approximately \$53,115 of unspent STP-TMA funds from FY2016 for the onboard transit survey that will carry into FY2017. There are corresponding expenses associated with these revenues.
7. Staff estimates there will be approximately \$12,000 of unspent FHWA-SHRP2 funds from FY2016 that will carry into FY2017. There are corresponding expenses associated with these revenues.
8. The UPWP includes \$277,980 of STP-TMA funding for a freight study in FY2017, as shown in the FY2016-FY2020 TIP. There are corresponding expenses associated with these revenues.
9. Revenues include the funds committed by the Department of Environmental Quality and Air Quality Board for the air quality outreach program. There are corresponding expenses associated with these revenues.
10. Revenues include the funds committed by the Idaho Transportation Department and Ada County Highway District for the I-84 Detour Plan that will be carried over from FY2016. There are corresponding expenses associated with these revenues.
11. Staff estimates interest income to be approximately \$2,100 in FY2017.
12. Revenues include \$65,000 set-aside from fund balance to be used in the future orthophotography update.
13. Revenues include \$50,000 from fund balance for the CIM Implementation Grant Program.
14. Salary costs include a 3% overall increase pool. Distribution of individual salary adjustments will be determined by the Executive Director.
15. Direct expenses include \$300,000 for the freight study. \$187,000 of these expenses are expected to be incurred in FY2017, with the remaining \$113,000 incurred in FY2018. There are corresponding STP-TMA revenues for this project.
16. The Project Development Program is proposed to be funded in FY2017, its third year, at \$75,000. Due to staff transitions during FY2016, outreach for this program was less robust than in prior years, leading to the lowered funding level. This program is anticipated to ramp back up to typical funding levels in FY2018.
17. The CIM Implementation Grant Program is funded at \$50,000. Funding for this program is drawn from fund balance.
18. Expenses of \$90,000 are included for the I-84 Detour Plan project. This project is expected to get underway in FY2016, with most of the work occurring in FY2017. ACHD and ITD have committed a substantial portion of the funding for this project.
19. Direct expenses include \$56,868 in costs to complete the onboard transit survey, which got under way in FY2016. There are corresponding revenues for these expenses.
20. Direct expenses for all other programs are fairly stable and consistent with current year activities.

Implication (policy and/or financial):

Federal approval of the UPWP by October 1, 2016, is required in order to begin work in FY2017.

More Information:

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

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Working together to plan for the future

FY2017 Unified Planning Work Program and Budget

Report No.
Adopted by the COMPASS Board on
Resolution No. 14-2016



**RESOLUTION NO. 14-2016
FOR THE PURPOSE OF APPROVING FY2017 UNIFIED
PLANNING WORK PROGRAM AND BUDGET**

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

WHEREAS, the Community Planning Association of Southwest Idaho staff prepared the draft FY2017 Unified Planning Work Program and Budget and submitted it to the Finance Committee for their review; and

WHEREAS, the Community Planning Association of Southwest Idaho desires to incorporate final funding and program allocations in the Unified Planning Work Program and Budget prior to the beginning of FY2017.

NOW, THEREFORE, BE IT RESOLVED, that the Community Planning Association of Southwest Idaho Board of Directors adopts the FY2017 Unified Planning Work Program and Budget, including reference to all transportation planning studies;

BE IT FURTHER RESOLVED, that the Community Planning Association of Southwest Idaho assures the appropriate necessary local matching funds are budgeted for the Unified Planning Work Program and Budget, Federal Transit Administration grants, Federal Highway Administration grants and all other grants and contracts as noted in the FY2017 Unified Planning Work Program and Budget of the Community Planning Association of Southwest Idaho, a copy of which is attached hereto and incorporated as an integral part of the Resolution; and

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

DATED this 15th day of August, 2016.

APPROVED:

By: _____
**Sara Baker, Chair
Community Planning Association
of Southwest Idaho Board of Directors**

ATTEST:

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

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FY2017 UNIFIED PLANNING WORK PROGRAM AND BUDGET

INTRODUCTION

The development of the Community Planning Association of Southwest Idaho's (COMPASS) Unified Planning Work Program and Budget includes COMPASS Board involvement and acceptance of the Planning Factors and Program Objectives as identified within this document. COMPASS serves as the Metropolitan Planning Organization for Ada and Canyon Counties in Southwest Idaho.

The following steps represent the review process and adoption of this document:

- The Finance Committee, a standing committee of the COMPASS Board, reviews the financial information contained in the Unified Planning Work Program and Budget, and presents a recommendation to the COMPASS Board.
- The Unified Planning Work Program and Budget is then presented to the full Board for adoption. With formal adoption, the Unified Planning Work Program and Budget is forwarded to the Idaho Transportation Department and the Federal Highway Administration for approval.

The FY2017 Unified Planning Work Program consists of four parts:

- Detailed descriptions by Program Number;
- Financial budget documents that address the components by funding sources and expenditures. These documents include: Revenue and Expense Summary (total); Revenue and Expense Summary (by year of expenditure); Direct Expense Summary; Expenses by Work Program Number and Funding Source; Indirect Operations and Maintenance Expense Summary; and the Workday Allocation;
- A Transportation Supplement showing funding sources for Valley Regional Transit, the public transportation authority for Ada and Canyon counties; and
- Documentation of other significant transportation planning projects occurring within the COMPASS planning area.

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**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
FY2017 UNIFIED PLANNING WORK PROGRAM
PLANNING FACTORS**

Work Program Number	Work Program Description	Support economic vitality of metropolitan area	Increase the safety and security of the transportation system for motorized and non-motorized users	Increase the accessibility and mobility options available to people and for freight	Protect and enhance the environment, promote energy conservation, and improve the quality of life	Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight	Promote efficient system management and operation	Emphasize the preservation of the existing transportation system
601	UPWP Budget Development and Monitoring						x	
620	Demographics and Growth Monitoring	x	x	x	x	x	x	x
653	Communication and Education				x		x	
661	Long Range Plan	x	x	x	x	x	x	x
685	Resource Development/Funding	x	x	x	x	x	x	x
701	General Membership Services	x	x	x	x	x	x	x
702	Air Quality Outreach				x			
703	General Public Services						x	
705	Transportation Liaison Services						x	
760	Legislative Services	x	x	x	x	x	x	x
761	Growth Incentives	x	x	x	x	x	x	x
801	Staff Development						x	
820	Committee Support						x	
836	Regional Travel Demand Model	x		x	x	x	x	
838	On-Board Transit Survey	x	x	x	x	x	x	x
842	Congestion Management Process	x	x	x	x	x	x	x
860	Geographic Information System Maintenance						x	
990	Direct Operations & Maintenance						x	
991	Support Services Labor						x	

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PROGRAM NO.	601				CLASSIFICATION:	Project
TITLE:	UPWP Budget Development and Monitoring					
TASK / PROJECT DESCRIPTION:	Monitor and amend, as necessary, the FY2017 Unified Planning Work Program and Budget (UPWP) and related transportation grants for the metropolitan planning organization (MPO). Develop and obtain COMPASS Board approval for the FY2018 UPWP. Attain compliance on all federal requirements of transportation planning implemented under applicable federal transportation bills.					
PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:	The UPWP is a comprehensive work plan that coordinates federally funded transportation planning and transportation related planning activities in the region and identifies the related planning budget.					
FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW, REFERENCE TO STRATEGIC PLAN:	<p>Federal Code 23 CFR § 450.314 -- Metropolitan transportation planning process: Unified planning work programs. (a) In Transportation Management Areas (TMA), the MPOs in cooperation with the state and operators of publicly owned transit shall develop UPWPs that meet the requirements of 23 CFR part 420, subpart A.</p> <p>Tasks are included to complete the following objectives in the COMPASS FY2015-2017 Strategic Plan: 2.1, evaluate the effective use of agency resources to provide the best value for members; 4.2, implement adopted plans; 4.3, establish a process for integrating tasks identified in <i>Communities in Motion</i> into the UPWP; and 4.4, update planning documents.</p>					
FY2017 BENCHMARKS						
MILESTONES / PRODUCTS						
FY2017 UPWP						
Process and track revenues and expenditures for the FY2017 UPWP and related transportation grants						Ongoing
Process required state and local agreements and other required paperwork for transportation grants						As Needed
Process and obtain Board approval of FY2017 UPWP revisions						
Distribute revisions of the FY2017 UPWP to the Idaho Transportation Department for tracking purposes						As Needed
Distribute revisions of the FY2017 UPWP to the Federal Highway Administration and the Federal Transit Administration for approval						As Needed
FY2018 UPWP Development						
Develop process and schedule for the FY2018 UPWP						Oct
Solicit membership input on possible transportation planning projects and associated needs for FY2018						Nov-Jan
Submit initial revenue assessment for FY2018 to the Finance Committee for input						Mar
Obtain Board approval on FY2018 general and special membership dues						Apr
Present FY2018 UPWP						
Present draft FY2018 UPWP to Finance Committee for input and feedback						May
Present draft FY2018 UPWP to Finance Committee for approval						Jun
Submit FY2018 UPWP to Board for adoption						Aug
Submit and obtain approval from Federal Highway Administration of FY2018 UPWP						Aug
Distribute FY2018 UPWP to the Idaho Transportation Department and Federal Transit Administration						Aug
Track Federal requirements as related to Self-Certification						
Compliance with federal requirements						Ongoing
Track federal requirements as related to Transportation Improvement Program and the Regional Long-Range Transportation Plan						
Document and prepare for Federal Certification Review						Ongoing
Monitor federal changes through the Federal Register						Ongoing
LEAD STAFF: Megan Larsen						
END PRODUCT: FY2017 UPWP revisions; FY2018 UPWP; Self-Certification; Maximize funding opportunities.						
						Expense Summary
						Total Workdays: 196
						Salary \$ 86,641
						Fringe 35,757
						Overhead 15,128
						Total Labor Cost: \$ 137,525
ESTIMATED DATE OF COMPLETION: September-2017						
Funding Sources					Participating Agencies	
	Ada	Canyon	Special	Total	Member Agencies	
CPG, k13495	\$ 2,057	\$ 723		2,780	Federal Highway Administration	
CPG, k13496	55,242	19,409		74,651	Federal Transit Administration	
STP-TMA, k12374			50,000	50,000		
STP-TMA, k13047						
SHRP2, k19175						
STP-TMA, k18948						
Local	4,539	1,595	3,961	10,094		
Total:	\$ 61,838	\$ 21,727		137,525		
						DIRECT EXPENDITURES:
						Professional Services \$ -
						Legal / Lobbying
						Equipment Purchases
						Travel / Education
						Printing
						Public Involvement
						Meeting Support
						Other
						Total Direct Cost: \$ -
						601 Total Cost: \$ 137,525

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PROGRAM NO.	620				CLASSIFICATION:	Project
TITLE:	Demographics and Growth Monitoring					
TASK / PROJECT DESCRIPTION:	To collect, analyze, and report on growth and transportation patterns related to goals in the regional long-range transportation plan. To develop population estimates by city, county, and highway district. Population estimates are developed each year for use in setting COMPASS member dues. The estimates are also posted on the COMPASS website and are used by many member agencies and citizens. Estimates are based on residential building permits and factored by vacancy rates and household sizes. Mapping and distribution of census data and support for member agencies for using census information, including for projects and grants.					
PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:	Tracking and monitoring growth and system demands are critical to several planning efforts: 1) <i>Communities in Motion</i> as well as other corridor, subarea, and alternative analyses depend on accurate data and assumptions about current and future transportation, housing, and infrastructure demands; 2) The travel demand model also requires current and accurate housing and employment data; 3) Accessing, mapping, and disseminating census data and training enables member agencies to have data for studies, grants, land use allocation demonstration modeling, and other analyses, and is an often requested member service; 4) Development review enables local decision-makers to bridge regional and local planning efforts to provide growth supportive of <i>Communities in Motion</i> ; and 5) Census preparation enables the most accurate counts during the 2020 Census and enables local governments to receive a variety of federal					
FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW, REFERENCE TO STRATEGIC PLAN:	Federal Code 23 CFR § 450.322 (f) -- Long range plans require valid forecasts of future demand for transportation services that are based on existing conditions that can be included in the travel demand model. In updating the transportation plan, the MPO shall use the latest available estimates and assumptions for population, land use, travel, employment, congestion, and economic activity. "The metropolitan transportation plan shall, at a minimum, include (1) The projected transportation demand of persons and goods in the metropolitan planning area over the period of the transportation plan...." Tasks are included to complete the following <i>Communities in Motion</i> 2040 tasks: 1.1.1.a. Annually monitor local land use plans and transportation agencies subarea and corridor plans; identify gaps in meeting goals of linking land use and transportation. 2.1.1.c. Annually compile a development monitoring report.					
FY2017 BENCHMARKS						
MILESTONES / PRODUCTS						
Population and Employment Estimates Collect and geocode employment data from Idaho Department of Labor Data collection and geocoding of building permits Complete 2016 Development Monitoring Report Complete 2017 population estimates and receive Board acceptance						Oct-Jan Ongoing Feb Apr
Census Liaison/Clearinghouse Integrate Census data in related projects Complete the Census Boundary and Annexation Survey (BAS) Develop census plan and coordinate stakeholder workgroup for the preparation for 2020 Census.						Ongoing Apr Summer
Development Review Provide development and policy reviews and checklists Conduct area of influence analysis						Ongoing Ongoing
Development Tracking and Reconciliation Update preliminary plat files and other entitled development Update vacant lot inventory Conduct reconciliation and report to workgroup/committee						Ongoing May Summer
Demographics Support Provide refined demographics inputs for the land use allocation demonstration model Integrate Census data in related projects Respond to member requests for census data						Oct - Mar Ongoing Ongoing
LEAD STAFF: Carl Miller					Expense Summary	
END PRODUCT: Six products: 1) 2017 Population estimates by jurisdiction; 2) 2016 Employment estimates by jurisdiction; 3) Census clearinghouse for COMPASS and member agency planning; 4) A Census Advisory Workgroup and workplan to lead preparation of the 2020 Census; 5) Development reviews, area of influence analysis, and other local land use support; and 6) Annual reconciliation of the CIM 2040 Vision with entitled developments.					Total Workdays: 180	
					Salary	\$ 63,954
					Fringe	26,394
					Overhead	11,167
					Total Labor Cost:	\$ 101,515
ESTIMATED DATE OF COMPLETION: September-2017					DIRECT EXPENDITURES:	
Funding Sources				Participating Agencies		
	Ada	Canyon	Special	Total	Member Agencies	
CPG, k13495	\$ 2,057	\$ 723		2,780		
CPG, k13496	15,750	5,534		21,284		
STP-TMA, k12374			70,000	70,000		
STP-TMA, k13047						
SHRP2, k19175						
STP-TMA, k18948						
Local	1,411	496	5,545	7,451		
Total:	\$ 19,218	\$ 6,752		101,515		
					620	Total Cost: \$ 101,515

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PROGRAM NO.	653			CLASSIFICATION:	Project	
TITLE:	Communication and Education					
TASK / PROJECT DESCRIPTION:	The Communication and Education task broadly includes external communications, public relations, public involvement, public education, and ongoing COMPASS Board education. Specific elements of the task include managing the ongoing COMPASS education series, the annual COMPASS 101 workshop, periodic Board workshops, and the Leadership in Motion awards program; writing the annual report, <i>Keeping Up With COMPASS</i> newsletter, brochures, web content, news releases, and other documents; supporting the Public Participation Workgroup and representing COMPASS at open houses and other events.					
PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:	The Communication and Education program helps COMPASS facilitate public involvement in, and understanding of, transportation and related planning efforts by planning and implementing an integrated communications/education and public involvement strategy.					
FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW, REFERENCE TO STRATEGIC PLAN:	<p>Federal Code 23 CFR § 450.316 requires public input and involvement in metropolitan planning organization planning activities. Public involvement for specific programs (e.g., Regional Transportation Improvement Program, regional long-range transportation plan [<i>Communities in Motion</i>]) is planned/budgeted under those programs. The Communication and Education task supports that outreach and involvement through developing /updating the COMPASS <i>Integrated Communication Plan</i> and Public Involvement Plan every three years, coordinating outreach efforts, and providing more general (non-program specific) opportunities for the public to learn about transportation, planning, financial, and related issues to provide the background to assist the public in becoming involved in COMPASS programs and projects.</p> <p>Tasks are included to complete the following objectives in the COMPASS FY2015-2017 Strategic Plan: Objective 1.2, Implement Integrated Communication Plan; Objective 3.2, Facilitate the Sharing of Data and Information; and Objective 4.2, Implement Adopted Plans.</p>					
FY2017 BENCHMARKS						
MILESTONES / PRODUCTS						
General						
Continue work with media -- set up interviews, develop story ideas, respond to inquiries, write/distribute news releases. Support work of Public Participation Committee. Provide outreach/public speaking support and training to staff. Conduct annual update of social media audit. Complete update of COMPASS Strategic Plan for adoption in December 2016.					Ongoing Ongoing Ongoing October Oct - Dec	
Develop tools such as electronic and print materials designed for most effective means of communication						
Maintain and enhance COMPASS social media channels (Facebook, blog, Twitter, YouTube, Flickr). Continually update COMPASS website to keep content up to date; continue to track COMPASS website traffic. Develop FY2017 annual report. Write and distribute monthly update handout. Write and distribute monthly Keeping Up With COMPASS newsletter. Use results of FY2015 random household survey to evaluate success and continually improve programs.					Ongoing Ongoing Jul-Sep Ongoing Ongoing Ongoing	
Education and community outreach						
Develop and implement FY2017 public education series to include four speakers; focus on new issues from the FAST Act. Support and collaborate with other agencies' outreach and education efforts and programs. Participate in community events to share planning-related information. Attend/support member agencies at public meetings. Manage/support <i>Leadership in Motion</i> awards program. Plan and host annual "COMPASS 101" workshop. Sponsor "Look! Save a Life" bicycle/pedestrian safety campaign (coordinated through the City of Boise Police Department).					Ongoing Ongoing Ongoing Ongoing Fall Jan - Feb Spring	
Transportation Funding Outreach Campaign ("Don't Let the Treasure Valley Fall through the Cracks")						
Promote the need for increased transportation funding/funding options through paid and earned media, social media, education series, etc.					Ongoing	
Access Mangement Brochure for Businesses						
Research local effects of access management on businesses and develop outreach brochure for members to share					Jan - Jun	
LEAD STAFF: Amy Luft					Expense Summary	
END PRODUCT: Public involvement in, and understanding of, transportation planning and related issues.						
Total Workdays: 266						
Salary \$ 89,878 Fringe 37,093 Overhead 15,693 Total Labor Cost: \$ 142,664						
ESTIMATED DATE OF COMPLETION: September-2017					DIRECT EXPENDITURES:	
Funding Sources				Participating Agencies		
	Ada	Canyon	Special	Total		Highway Districts
CPG, k13495				\$ -		Member Agencies
CPG, k13496						Federal Highways Administration
STP-TMA, k12374						Idaho Transportation Department
STP-TMA, k13047						Valley Regional Transit
SHRP2, k19175						Department of Environmental Quality
STP-TMA, k18948					Ada County Air Quality Board	
Local			209,464	209,464		
Total:	\$ -	\$ -		\$ 209,464		
					653	Total Direct Cost: \$ 66,800
						Total Cost: \$ 209,464

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PROGRAM NO.	661				CLASSIFICATION:	Project
TITLE:	Long Range Planning					
TASK / PROJECT DESCRIPTION:	This project encompasses the activities to identify regional transportation needs and solutions, and prepares a regional long-range transportation plan, <i>Communities in Motion</i> (CIM), for Ada and Canyon Counties. This task also incorporates implementation support for the adopted long-range transportation plan and ongoing long range planning activities.					
PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:	<i>Communities in Motion</i> (CIM) is developed in cooperation with member agencies, local governments and the Idaho Transportation Department by a continuing, cooperative, and comprehensive planning process. This performance and outcome-based planning will help guide resources to infrastructure and service projects that collectively help achieve the regional (CIM) goals.					
FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW, REFERENCE TO STRATEGIC PLAN:	Federal Code 23 CFR § 450 "Fixing America's Surface Transportation Act" (FAST Act) requires that the regional long-range transportation plan be updated every four years in areas with more than 200,000 people or with air quality issues. Since the area meets the test on both criteria, a new plan has to be adopted by 2019. 23 USC 150-- establishes national goals and a performance program, in consultation with stakeholders, including metropolitan planning organizations. The purpose is to provide a means to the most efficient investment of federal transportation funds. Tasks are included to complete the following objectives in the COMPASS FY2015-2017 Strategic Plan: 3.2., facilitate the sharing of data and information; 4.1, lead a process to coordinate local land use planning, transportation planning, and development; 4.2, implement adopted plans; 4.3, establish a process for integrating tasks identified in CIM into the UPWP; and, 4.4, update planning documents.					
FY2017 BENCHMARKS						
MILESTONES / PRODUCTS						
661.101 General Project Management						Oct-Sept
Complete SHRP2 grant work, documentation, and draft the case study Update functional classification map Compile transportation system options ("strategies") Facilitate environmental review process Evaluate potential long term air quality impacts Prepare materials for public outreach process and tool Draft plan chapters and supporting documents						
661.102 Roadways						Oct-Sept
Determine current and projected transportation demand of vehicles Map and summarize to identify potential trade offs Prepare cost estimates for components						
661.103 Freight						Oct-Sept
Administer Freight Study consultant contract Identification of freight transfer centers and generators, Industrial Lands Inventory, Freight Stakeholder Interviews, Commodity Flow Evaluation Data processing and mapping Determine current and projected freight needs Host Freight and Land Use Workshop						
661.104 Bicycle and Pedestrian						Oct-Sept
Stakeholder Coordination: Active Transportation Workgroup, support local municipality bicycle and pedestrian committees/FACTS Planning, Analysis, and Decision Support: Conduct Rail With Trail project Develop the CIM 2040 2.0 Regional Bike and Pedestrian plan Data Collection: Bike/Ped Counting Program Install additional portable counters Strava data Update						
661.105 Public Transportation						Oct-Sept
Refine cost assumptions and develop planning level cost estimates for operating and capital costs estimate Develop criteria for service prioritization and develop a master list of investments in priority categories. Data development for online dashboard Participation in development of and implementation of MAP-21 rule making Select consultant to develop calibrated cost estimation calculator Develop planning-level cost estimates for components (public transportation is separate) Conduct cross-prioritization of CIM 2040 2.0 projects						
LEAD STAFF: Liisa Itkonen						Expense Summary
END PRODUCT: Completed roadway, freight, public transportation and bicycle/pedestrian components; draft of compiled future transportation system for <i>Communities in Motion 2040 2.0</i> ; Regional Bicycle and Pedestrian Plan; SHRP2 Grant completion.						Total Workdays: 767
						Salary \$ 284,978
						Fringe 117,610
						Overhead 49,758
						Total Labor Cost: 452,346.42
ESTIMATED DATE OF COMPLETION: September-2017						DIRECT EXPENDITURES:
Funding Sources				Participating Agencies		
	Ada	Canyon	Special	Total	Member Agencies	Professional Services \$ 258,000
CPG, k13495	\$ 6,171	\$ 2,168		\$ 8,339	ITD	Legal / Lobbying
CPG, k13496	338,760	119,024		457,783	FHWA	Equipment Purchases 29,200
STP-TMA, k12374					FTA	Travel / Education
STP-TMA, k13047			74,128	74,128		Printing 500
SHRP2, k19175			12,000	12,000		Public Involvement 42,000
STP-TMA, k18948			277,980	277,980		Meeting Support
Local	27,323	9,600	27,892	64,816		Other
Total:	\$ 372,254	\$ 130,792	\$ 392,000	\$ 895,046		FY2018 Carry Forward \$ 113,000
						Total Direct Cost: \$ 442,700
						661 Total Cost: \$ 895,046

PROGRAM NO.	685				CLASSIFICATION:	Project
TITLE:	Resource Development/Funding					
TASK / PROJECT DESCRIPTION:	Develop a FY2018-2022 Regional Transportation Improvement Program (TIP) for Ada and Canyon Counties that complies with all federal, state, and local regulations and policies for the purpose of funding transportation projects. Process amendments and provide project tracking and monitoring for the FY2017-2021 TIP. Staff, with consultant assistance, will assist member agencies in taking project ideas and translating them into well-defined projects with cost estimates, purpose and need statements, environmental scans and public information plans. New projects will be prepared for the ITD chartering process to ensure readiness for state and federal funding. Grant research, development and grant administration will be done to secure additional funding into the region. CIM Implementation Grants will be awarded to member agencies after appropriate outreach, prioritization and contract due diligence.					
PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:	Implement requested projects by member agencies, and leverage local dollars. Well defined and scoped projects with accurate project costs and schedules allow grant applications to be strong, linked closely with CIM 2040 goals and performance measures, and increase probability of funded projects to be delivered on time and on budget. These efforts provide the necessary federal documentation for member agencies to obtain federal funding for transportation projects. Staff provides assistance to member agencies to ensure projects are meeting deadlines and do not lose federal funding through project monitoring and committee participation.					
FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW, REFERENCE TO STRATEGIC PLAN:	<p>The task is designed to help identify additional revenue sources for member agencies to assist in funding improvements and on-going maintenance of the transportation system; also assists member agencies in implementing the regional long-range transportation plan, <i>Communities in Motion</i>, and the annual Transportation Improvement Program (TIP). Under Federal Code 12 CFR § 450.306. Federal Code 23 CFR § 450.324 --COMPASS is required to develop a TIP in cooperation with ITD and public transit operators. Certain additional requirements are required in the Boise Urbanized Area because it is considered to be a Transportation Management Area (TMA). The TIP is required to be updated at least every four years; however, COMPASS follows the update cycle of ITD's Idaho Transportation Investment Program (ITIP), which is updated annually. All projects receiving federal funding must be consistent with the regional long-range transportation plan. The TIP is tied to the Air Quality Conformity Demonstration to ensure funded projects do not violate budgets set in the State Implementation Plan (SIP) (the document that sets air quality budgets for the State of Idaho). The TIP is also scrutinized in the Certification Review.</p> <p>Tasks are included to complete the following objectives in the COMPASS FY2015-2017 Strategic Plan: 4.2, Implement adopted plans; and 4.4, Update planning documents.</p>					
FY2017 BENCHMARKS						
MILESTONES / PRODUCTS						
685.101 Transportation Improvement Program Solicit projects for the FY2018-2022 Regional Transportation Improvement Program Prioritize projects for the FY2018-2022 Project List Develop the final FY2018-2022 Regional Transportation Improvement Program Update Federal-Aid Map for FY2017-2021 Regional Transportation Improvement Program Monitor and track FY2017-2021 Regional Transportation Improvement Program Revise application and outreach process Provide assistance to Valley Regional Transit (VRT)						Oct-Sept
685.102 Project Development Program Member outreach- revise application process Solicit projects needing project development Develop projects and build consensus on project outcomes Consultant management Project management/Planning Report creation and dissemination						Oct-Sept
685.103 Grant Research and Development Follow-up quarterly with sponsors to maintain needs list and unfunded project portfolio Update member needs list. Monitor grant sources, share grant information Seek grants to match portfolio and other member needs Write/assist member agencies with grant application(s)- TIGER/FASTLANE/CDBG						Oct-Sept
685.104 CIM Implementation Grants Member outreach- revise application process Solicit project applications Prioritize applications Contract and project development Project management						Oct-Sept
LEAD STAFF: Toni Tisdale					Expense Summary	
END PRODUCT: Pre-Concept reports including purpose and need statement, public involvement plan, environmental scan, planning level design sketches of early alternatives, and cost estimates. Grant applications. CIM Implementation Grants/ Member Projects.					Total Workdays: 656	
					Salary \$ 244,954	
					Fringe 101,092	
					Overhead 42,770	
					Total Labor Cost: \$ 388,816	
ESTIMATED DATE OF COMPLETION: September-2017					DIRECT EXPENDITURES:	
Funding Sources				Participating Agencies		
	Ada	Canyon	Special	Total	Member Agencies	
CPG, k13495	\$ 4,114	\$ 1,446		\$ 5,560		
CPG, k13496	227,528	79,942		307,470		
STP-TMA, k12374			36,705	36,705		
STP-TMA, k13047						
SHRP2, k19175						
STP-TMA, k18948						
Local/FB	18,349	6,447	144,284	169,081		
Total:	\$ 249,992	\$ 87,835		\$ 518,816		
					Total Direct Cost: \$ 130,000	
					685	Total Cost: \$ 518,816

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PROGRAM NO.	701	CLASSIFICATION:			Service
TITLE:	General Membership Services				
TASK / PROJECT DESCRIPTION:	Provides assistance to COMPASS members, including demographic data, mapping, geographic information system assistance/education, travel demand modeling, and other support to agency projects.				
PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:	This service can promote implementation of the regional long-range transportation plan. COMPASS staff are engaged in the members' studies and can become more familiar with their assumptions and recommendations. Use of consistent data and methodologies in the various studies and plans conducted by member agencies is beneficial to the region as well.				
FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW, REFERENCE TO STRATEGIC PLAN:	<p>There are no federal or state requirements concerning provision of services to member agencies. There are no certification review comments, corrective actions or recommendations related to this program. Member support can provide assistance to agencies fulfilling activities related to <i>Communities in Motion 2040</i>, air quality evaluations, and more detailed transportation planning activities such as corridor studies.</p> <p>Tasks are included to complete the following objectives in the COMPASS FY2015-2017 Strategic Plan: 3.1, Establish quarterly meetings with member agency staff to enhance communication outside a formal committee structure; and 3.2, Facilitate the sharing of data and information.</p>				
FY2017 BENCHMARKS					
MILESTONES / PRODUCTS					
<p>Provide general assistance to member agencies as requested in the areas of:</p> <p>Specific assistance determined when member agency requests are received, may include:</p> <ul style="list-style-type: none"> Geographic Information Systems (GIS) (maps, data, and analyses). Data and travel demand modeling. Demographic, development, and related information. Traffic counts and related information. Other various requests as budget allows. <p>Specific requested assistance:</p> <p>City of Nampa Transportation Plan- requested through UPWP- RTAC recommended.</p>					Ongoing
<p>LEAD STAFF: Sabrina Minshall</p> <p>END PRODUCT: Data, mapping, and modeling assistance to COMPASS members. Support for member agency studies and planning activities.</p>					<p style="text-align: center;">Expense Summary</p> <p style="text-align: right;">Total Workdays: 72</p> <p style="text-align: right;">Salary \$ 27,938</p> <p style="text-align: right;">Fringe 11,530</p> <p style="text-align: right;">Overhead 4,878</p> <p style="text-align: right;">Total Labor Cost: \$ 44,346</p>
ESTIMATED DATE OF COMPLETION: September-2017					DIRECT EXPENDITURES:
Funding Sources				Participating Agencies	
	Ada	Canyon	Special	Total	Member Agencies
CPG, k13495	\$ 2,057	\$ 723		\$ 2,780	
CPG, k13496	28,350	9,961		38,311	
STP-TMA, k12374					
STP-TMA, k13047					
SHRP2, k19175					
STP-TMA, k18948					
Local	2,409	846		3,255	
Total:	\$ 32,816	\$ 11,530		\$ 44,346	
					<p style="text-align: right;">Professional Services \$ -</p> <p style="text-align: right;">Legal / Lobbying</p> <p style="text-align: right;">Equipment Purchases</p> <p style="text-align: right;">Travel / Education</p> <p style="text-align: right;">Printing</p> <p style="text-align: right;">Public Involvement</p> <p style="text-align: right;">Meeting Support</p> <p style="text-align: right;">Other</p> <p style="text-align: right;">Total Direct Cost: \$ -</p>
					701 Total Cost: \$ 44,346

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PROGRAM NO.	702			CLASSIFICATION:	Service
TITLE:	Air Quality Outreach				
TASK / PROJECT DESCRIPTION:	The Air Quality Outreach project will support the Idaho Department of Environmental Quality (DEQ) and the Air Quality Board in their outreach efforts regarding air quality in the Treasure Valley through managing a contract to cover the airing of television public service announcements.				
PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:	Air quality has been an ongoing issue in the Treasure Valley for over 30 years. While many steps have been taken to limit the release of air quality pollutants, individual behaviors must also change to achieve an improvement, or even a lack of degradation, in air quality. Outreach and education on air quality issues and steps individuals can take to curb individual air quality emissions are necessary to bring about this change.				
FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW, REFERENCE TO STRATEGIC PLAN:	COMPASS will assist DEQ and the Air Quality Board in fulfilling requirements for outreach and education as outlined in Title 39, Section 116B of Idaho code, which states, (1) The board shall...provide for the implementation of a motor vehicle inspection and maintenance program...[and]...provide for: ...(g) A fee, bond or insurance which is necessary to carry out the provisions of this section and to fund an air quality public awareness and outreach program. (http://www.legislature.idaho.gov/idstat/Title39/T39CH1SECT39-116B.htm).				
FY2017 BENCHMARKS					
MILESTONES / PRODUCTS					
Public Service Announcements Work with service provider to purchase radio and television air time for public service announcements.					Ongoing
LEAD STAFF: Amy Luft					Expense Summary
END PRODUCT: Increased public understanding of air quality issues and an individual's role in curbing air emissions, through assisting DEQ and the Air Quality Board in reaching out to the public via public service announcements.					Total Workdays: 7
					Salary \$ 2,864
					Fringe 1,182
					Overhead 500
					Total Labor Cost: \$ 4,545
ESTIMATED DATE OF COMPLETION: September-2017					DIRECT EXPENDITURES:
Funding Sources				Participating Agencies	
	Ada	Canyon	Special	Total	Department of Environmental Quality
CPG, k13495				\$ -	Ada County Air Quality Board
CPG, k13496					
STP-TMA, k12374					
STP-TMA, k13047					
DEQ			25,000	25,000	
AQB			25,000	25,000	
Local					
Total:	\$ -	\$ -		\$ 50,000	
					Professional Services \$ 45,455
					Legal / Lobbying
					Equipment Purchases
					Travel / Education
					Printing
					Public Involvement
					Meeting Support
					Other
					Total Direct Cost: \$ 45,455
					702 Total Cost: \$ 50,000

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PROGRAM NO.	703	CLASSIFICATION:			Service
TITLE:	General Public Services				
TASK / PROJECT DESCRIPTION:	To provide data, mapping, demographic, and other assistance to the public and non-member entities, as appropriate. For some products, such as maps, there is a charge for the product. When data or other information are not "off-the-shelf" and staff time is needed for research, a labor charge may be applied consistent with COMPASS policy.				
PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:	COMPASS provides a number of products to the public and other entities: demographic data, development information, traffic counts and projections, maps, and geographic information system analyses.				
FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW, REFERENCE TO STRATEGIC PLAN:	This task supports the COMPASS Strategic Plan goal of "Planning Excellence and Collaboration" and Strategic Plan Objective 3.2, "Facilitate the sharing of data and information" by sharing technical data and products with the public and other entities to assist in regional collaboration and help ensure all entities are using consistent data and information in their planning efforts.				
FY2017 BENCHMARKS					
MILESTONES / PRODUCTS					
Provide assistance to public and non-member entities, as requested, in the areas of: Specific assistance determined when requests are received, may include: Geographic Information Systems (GIS) (maps, data, and analyses). Data and travel demand modeling. Demographic, development, and related information. Traffic counts and related information. Other various requests as budget allows.					Ongoing
LEAD STAFF: Amy Luft					Expense Summary
END PRODUCT: Information assistance to the general public.					
					Total Workdays: 29
					Salary \$ 10,836
					Fringe 4,472
					Overhead 1,892
					Total Labor Cost: \$ 17,200
ESTIMATED DATE OF COMPLETION: September-2017					DIRECT EXPENDITURES: \$ -
Funding Sources				Participating Agencies	
	Ada	Canyon	Special	Total	Member Agencies Professional Services Legal / Lobbying Equipment Purchases Travel / Education Printing Public Involvement Meeting Support Other
CPG, k13495				\$ -	
CPG, k13496					
STP-TMA, k12374					
STP-TMA, k13047					
SHRP2, k19175			17,200	17,200	
STP-TMA, k18948					
Local					
Total:	\$ -	\$ -		\$ 17,200	
					703 Total Cost: \$ 17,200

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PROGRAM NO.	705	CLASSIFICATION:	Service
TITLE:	Transportation Liaison Services		
TASK / PROJECT DESCRIPTION:	To provide adequate staff liaison time at member agency meetings and coordinate transportation-related planning activities with member agencies.		
PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:	Transportation liaison services ensures staff representation and coordination with membership on transportation-related planning. Requests that exceed four days may require Board approval of a new work program.		
FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW, REFERENCE TO STRATEGIC PLAN:	Achieve better inter-jurisdictional coordination of transportation and land use planning. Documentation of other significant transportation planning projects occurring within the Treasure Valley through the Unified Planning Work Program and Budget.		
FY2017 BENCHMARKS			
MILESTONES / PRODUCTS			
Attend member agency meetings and coordinate transportation-related planning activities with member agencies.			Ongoing
LEAD STAFF: Matt Stoll		Expense Summary	
END PRODUCT: Ongoing staff liaison role to member agencies.		Total Workdays: 62	
		Salary \$ 27,997	
		Fringe 11,554	
		Overhead 4,888	
		Total Labor Cost: \$ 44,439	
ESTIMATED DATE OF COMPLETION: September-2017		DIRECT EXPENDITURES:	
Funding Sources		Participating Agencies	
	Ada	Canyon	Special
	Total	Member Agencies	
CPG, k13495	\$ 2,057	\$ 723	\$ 2,780
CPG, k13496	28,414	9,983	38,397
STP-TMA, k12374			
STP-TMA, k13047			
SHRP2, k19175			
STP-TMA, k18948			
Local	2,414	848	3,262
Total:	\$ 32,885	\$ 11,554	\$ 44,439
			Professional Services \$ -
			Legal / Lobbying
			Equipment Purchases
			Travel / Education
			Printing
			Public Involvement
			Meeting Support
			Other
			Total Direct Cost: \$ -
			705 Total Cost: \$ 44,439

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PROGRAM NO.	760			CLASSIFICATION:	Service
TITLE:	Legislative Services				
TASK / PROJECT DESCRIPTION:	Work with and manage the Professional Service contract for legislative services. Identify, review, monitor, advocate and report to the COMPASS Board on pending state and federal legislation that directly or indirectly relates to COMPASS priorities and activities.				
PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:	To secure funding and influence policies on relevant transportation-related legislation at the federal and state levels.				
FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW, REFERENCE TO STRATEGIC PLAN:	There is no federal requirement for this process. The Board works together to identify and prioritize needs and projects.				
FY2017 BENCHMARKS					
MILESTONES / PRODUCTS					
Federal Legislative Priorities Work with COMPASS Executive Committee to identify priorities and position statements for federal legislation Obtain COMPASS Board approval of federal legislative priorities Educate and advocate on federal legislative priorities Evaluate possible legislative priorities for next federal legislative session					Oct-Nov Nov-Dec Dec-Sep May-Sep
State Legislative Priorities Work with Executive Committee to identify possible priorities and position statements for FY2016 legislative session Obtain Board endorsement of FY2017 legislative priorities Educate and advocate on FY2017 legislative priorities Evaluate possible legislative priorities for FY2017 legislative session					Oct-Nov Nov-Dec Dec-Apr May-Sep
LEAD STAFF: Matt Stoll				Expense Summary	
END PRODUCT: An effective advocacy program for legislative issues and positions that have been approved by the Board.				Total Workdays: 62	
				Salary \$ 34,866	
				Fringe 14,389	
				Overhead 6,088	
				Total Labor Cost: \$ 55,343	
ESTIMATED DATE OF COMPLETION: September-2017				DIRECT EXPENDITURES:	
Funding Sources				Participating Agencies	
	Ada	Canyon	Special	Total	Member Agencies
CPG, k13495				\$ -	Professional Services \$ -
CPG, k13496					Legal / Lobbying 85,950
STP-TMA, k12374					Equipment Purchases
STP-TMA, k13047					Travel / Education 18,000
SHRP2, k19175					Printing
STP-TMA, k18948			170,393	170,393	Public Involvement
Local					Meeting Support
Total:	\$ -	\$ -		\$ 170,393	Other 11,100
				Total Direct Cost: \$ 115,050	
				760 Total Cost: \$ 170,393	

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PROGRAM NO.	761	CLASSIFICATION:	Service		
TITLE:	Growth Incentives				
TASK / PROJECT DESCRIPTION:	Provides assistance to COMPASS members, by evaluating growth incentive policies, reviewing best practices with stakeholders, and reporting to workgroup or committees.				
PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:	This service can promote linkage of the regional long-range transportation plan and local land use planning, as well as provide necessary information to land use agencies for evaluating policies, plans, and strategies for developing the employment market.				
FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW, REFERENCE TO STRATEGIC PLAN:	Several <i>Communities in Motion</i> 2040 goals and objectives support this program, including: Goal 2.3 "Encourage infill development and more compact growth near community- identified activity centers." Goal 4.1 "Promote land use patterns that provide Treasure Valley residents with safe, reliable, and cost-efficient infrastructure services." Goal 6.1 "Develop a regional transportation system that connects communities, provides access to employment centers, and provides efficient truck, rail, and/or air freight movement throughout the Treasure Valley" Objective 6.1.3 "Maintain adequate land for industrial uses near freight routes and transfer centers."				
FY2017 BENCHMARKS					
MILESTONES / PRODUCTS					
Policy Analysis Evaluate growth incentive policies (best practices, legal requirements) Review strategies with stakeholders and development community Report to workgroup/committee and identify pilot study			Oct-Sept Jan-Mar Oct-Sept		
LEAD STAFF: Sabrina Minshall			Expense Summary		
END PRODUCT: The policy analysis would work with land use and transportation agencies in identifying growth incentive strategies that could be implemented locally to meet the Communities in Motion 2040 Vision by encouraging infill, redevelopment, and Major Activity Centers. Future fiscal years would measure the efficacy of these strategies and their overall impact on the multimodal transportation system.			Total Workdays: 4 Salary \$ 1,932 Fringe 797 Overhead 337 Total Labor Cost: \$ 3,067		
ESTIMATED DATE OF COMPLETION: September-2018			DIRECT EXPENDITURES:		
Funding Sources			Participating Agencies		
	Ada	Canyon	Special	Total	Ada County Member Agencies
CPG, k13495				\$ -	
CPG, k13496	2,842			2,842	
STP-TMA, k12374					
STP-TMA, k13047					
SHRP2, k19175					
STP-TMA, k18948					
Local	225			225	
Total:	\$ 3,067	\$ -		\$ 3,067	
			Total Direct Cost: \$ -		
			761	Total Cost: \$ 3,067	

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PROGRAM NO.	801			CLASSIFICATION:	System Maintenance
TITLE:	Staff Development				
TASK / PROJECT DESCRIPTION:	To provide staff with resources necessary to keep them informed of federal and state regulations, current transportation planning technologies and the best practices and activities nationally.				
PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:	The activities of the task are part of the overall continuous process to enhance technical and professional capacity. It is important that staff be informed and educated on new regulations and practices to develop and maintain a responsive transportation program.				
FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW, REFERENCE TO STRATEGIC PLAN:	<p>There are no federal or state requirements concerning provision of staff training; however, COMPASS provides staff with opportunities for training and education. Training examples include attending workshops and conferences sponsored by Federal Highway Administration, National Association of Regional Councils, American Planning Association, Western Planners, Association of Metropolitan Planning Organizations and the Transportation Research Board, etc. to keep staff well informed.</p> <p>Tasks are included to complete the following objectives in the COMPASS FY2015-2017 Strategic Plan: 2.2, Increase knowledge and skill sets of existing staff to remain on the cutting edge of best practices and technologies in planning and related fields; 2.3, Develop and promote leadership skills and professional development for COMPASS Board members and staff; and 4.2, Implement adopted plans.</p>				
FY2017 BENCHMARKS					
MILESTONES / PRODUCTS					
Staff training and development.					Ongoing
LEAD STAFF: Megan Larsen					Expense Summary
END PRODUCT: Maintain staff knowledge of federal grant requirement needs and changes and build a strong team through national and local seminars, workshops, conferences, and educational classes.					Total Workdays: 133
					Salary \$ 50,541
					Fringe 20,858
					Overhead 8,825
					Total Labor Cost: \$ 80,223
ESTIMATED DATE OF COMPLETION: September-2017					DIRECT EXPENDITURES:
Funding Sources				Participating Agencies	
	Ada	Canyon	Special	Total	
CPG, k13495	\$ 912	\$ 320		\$ 1,232	Federal Highway Administration
CPG, k13496	75,706	27,598		103,303	Federal Transit Administration
STP-TMA, k12374					
STP-TMA, k13047					
SHRP2, k19175					
STP-TMA, k18948					
Local	11,609	4,079		15,688	
Total:	\$ 88,226	\$ 31,997		\$ 120,223	
					Professional Services \$ -
					Legal / Lobbying
					Equipment Purchases
					Travel / Education 40,000
					Printing
					Public Involvement
					Meeting Support
					Other
					Total Direct Cost: \$ 40,000
					801 Total Cost: \$ 120,223

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PROGRAM NO.	820			CLASSIFICATION:	System Maintenance	
TITLE:	Committee Support					
TASK / PROJECT DESCRIPTION:	To provide support to the COMPASS Board and standing committees as defined by the COMPASS Bylaws and Joint Powers Agreement. As lead agency, COMPASS also provides support to the Interagency Consultation Committee.					
PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:	Provide coordination and communication among member agencies' staff and elected officials in transportation and land use planning, through meeting materials, agendas, and minutes, which are a historical record of events leading to the decision-making processes.					
FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW, REFERENCE TO STRATEGIC PLAN:	COMPASS Joint Powers Agreement states, Section 6. Articles of Reformation and Organization of a Nonprofit Association Part 6.1.7 (K) Open Meeting Law: All meetings of the Board of Directors shall be governed under the provisions of what is known as the "Open Meeting Law" including any amendments and/or recodification of said law that is presently codified at Idaho Code § 67-2340-2345.					
FY2017 BENCHMARKS						
MILESTONES / PRODUCTS						
Provide meeting coordination, materials, and follow-up to the Board and standing committees.					Ongoing	
LEAD STAFF:	Megan Larsen				Expense Summary	
END PRODUCT:	Ongoing support of committees to promote involvement and communication.				Total Workdays: 218	
					Salary \$ 81,618	
					Fringe 33,683	
					Overhead 14,251	
					Total Labor Cost: \$ 129,552	
ESTIMATED DATE OF COMPLETION:	September-2017				DIRECT EXPENDITURES:	
Funding Sources				Participating Agencies		Professional Services \$ -
	Ada	Canyon	Special	Total	Member Agencies Legal / Lobbying Equipment Purchases Travel / Education Printing Public Involvement Meeting Support 2,000 Other	
CPG, k13495				\$ -		
CPG, k13496	90,203	31,693		121,896		
STP-TMA, k12374						
STP-TMA, k13047						
SHRP2, k19175						
STP-TMA, k18948						
Local	7,145	2,511		9,656		
Total:	\$ 97,348	\$ 34,203		\$ 131,552	Total Direct Cost: \$ 2,000	
					820 Total Cost: \$ 131,552	

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PROGRAM NO.	836			CLASSIFICATION:	System Maintenance	
TITLE:	Technical Support: Regional Travel Demand Model					
TASK / PROJECT DESCRIPTION:	Upkeep of the regional travel demand model is an ongoing task to maintain it as a useful tool in many planning activities. It also provides vital information for the required process of air quality conformity demonstration and all benefit-cost evaluations.					
PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:	The model outputs are used to test and plan transportation projects, support Ada County Highway District's impact fee program, conduct air quality conformity of the Regional Transportation Improvement Program (TIP) and regional long-range transportation plan, review of proposed developments and traffic impact studies, provide area of influence, and respond to various special member requests.					
FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW, REFERENCE TO STRATEGIC PLAN:	Federal Code 23 CFR § 450.322 (f) -- 'Long-range transportation plans require valid forecasts of future demand for transportation services which are provided by a travel demand model. Outputs from the model are also necessary for transportation conformity determinations of the TIP and long-range plan and evaluating the impacts of alternative transportation investments. In updating the transportation plan, the MPO shall use the latest available estimates and assumptions for population, land use, travel, employment, congestion, and economic activity. "The metropolitan transportation plan shall, at a minimum, include (1) The projected transportation demand of persons and goods in the metropolitan planning area over the period of the transportation plan...."					
FY2017 BENCHMARKS						
MILESTONES / PRODUCTS						
Key Elements						
Maintain and update traffic count database.					Ongoing	
Maintain the structure and integrity of the regional travel demand model for air quality conformity and use in TREDIS.					Ongoing	
Provide travel demand modeling assistance to support member agency needs and special projects					Ongoing	
Maintain the input and output files for air quality conformity process and model (MOVES) and conduct conformity for regional TIP and/or long range transportation plan					Mar - Jul	
Provide project and program evaluations using TREDIS (Transportation Economic Development Impact System) for grant applications and per member agency needs					Ongoing	
Reconcile demographic data and integrate in the current and all forecast years of the regional model					Apr - Jun	
CIM 2040 2.0 support						
Use the regional travel demand model to provide current and projected vehicle demand					Oct - Feb	
Use the regional travel demand model to analyze potential future public transportation service					Oct - Nov	
Use the regional travel demand model to inform bike and ped implementation and planning efforts					Oct - Feb	
Use the regional travel demand model to conduct a full/complete transportation system evaluation					Mar - May	
Update planning functional classification map					Nov - Feb	
Special Tasks and Model Improvements						
Refine land use allocation demonstration model, calibrate with local data and integrate into the regional model structure					Oct - Mar	
Implement model refinements (generalized cost, work trips for schools, trips for parks, feedback loop) and re-estimate the model					Feb - Sept	
Finish calibrating AM peak model					Dec - Mar	
Develop scripts to more efficiently provide model output data for TREDIS					Oct - Dec	
Modify model inputs and structure to better integrate area of influence model runs into the regional model (currently post-process)					Jan - Mar	
Provide technical assistance to City of Nampa for the update of the Master Transportation Plan					Oct - Feb	
Provide technical analysis on unexpected member agency requests					Ongoing	
Provide technical support to the I-84 Detour Plan					Oct - Jan	
LEAD STAFF:	MaryAnn Waldinger				Expense Summary	
END PRODUCT:	Reasonable and reliable regional travel demand model using the latest available information and forecasts for various types of projects, studies, and analyses.				Total Workdays: 310	
					Salary \$ 102,413	
					Fringe 42,266	
					Overhead 17,882	
					Total Labor Cost: \$ 162,561	
ESTIMATED DATE OF COMPLETION:				September-2017		
Funding Sources				Participating Agencies		
	Ada	Canyon	Special	Total	Highway Districts Member Agencies Federal Highways Administration Idaho Transportation Department Valley Regional Transit Department of Environmental Quality	
CPG, k13495				\$ -		
CPG, k13496	95,036	33,391		128,427		
STP-TMA, k12374			50,000	50,000		
STP-TMA, k13047						
SHRP2, k19175						
STP-TMA, k18948				-		
Local	7,528	2,645	3,961	14,134		
Total:	\$ 102,564	\$ 36,036		\$ 192,561	Total Direct Cost: \$ 30,000	
				836	Total Cost: \$ 192,561	

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PROGRAM NO.	838			CLASSIFICATION:	System Maintenance
TITLE:	On-Board Transit Survey				
TASK / PROJECT DESCRIPTION:	Gathering data for the upkeep of the regional travel demand model is an ongoing task in order for it to continue as a useful tool in many planning activities. It also provides vital information for the required process of air quality conformity demonstration.				
PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:	The data are used to update and verify model parameters to ensure reasonable model results. The model outputs are used to test and plan transportation projects, support Ada County Highway District's impact fee program, conduct air quality conformity of the Regional Transportation Improvement Program (TIP) and regional long-range transportation plan, review of proposed developments and traffic impact studies, provide area of influence, and respond to various special member requests.				
FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW, REFERENCE TO STRATEGIC PLAN:	Federal Code 23 CFR § 450.322 (f) -- 'Long-range transportation plans require valid forecasts of future demand for transportation services which are provided by a travel demand model. Outputs from the model are also necessary for transportation conformity determinations of the TIP and long-range plan and evaluating the impacts of alternative transportation investments. In updating the transportation plan, the MPO shall use the latest available estimates and assumptions for population, land use, travel, employment, congestion, and economic activity. "The metropolitan transportation plan shall, at a minimum, include (1) The projected transportation demand of persons and goods in the metropolitan planning area over the period of the transportation plan...."				
FY2017 BENCHMARKS					
MILESTONES / PRODUCTS					
Completion of On Board Transit Survey started in FY 2016 Data collection on under-surveyed routes will begin spring 2017 Final on board transit survey data delivery Final on board transit survey report					Jan - May Jul Aug
LEAD STAFF: MaryAnn Waldinger					Expense Summary
END PRODUCT: Public transportation data necessary for the upkeep of the mode choice component of the regional travel demand model.					
ESTIMATED DATE OF COMPLETION: September-2017					Total Workdays: 32
					Salary \$ 12,741
					Fringe 5,258
					Overhead 2,225
					Total Labor Cost: \$ 20,223
Funding Sources					DIRECT EXPENDITURES:
				Participating Agencies	
CPG, k13495	Ada	Canyon	Special	Total	Highway Districts
CPG, k13496	14,043	4,934		\$ -	Member Agencies
STP-TMA, k12374				18,977	Federal Highways Administration
STP-TMA, k13047					
SHRP2, k19175			53,115	53,115	
STP-TMA, k18948			3,495	4,998	
Local	1,112	391			
Total:	\$ 15,156	\$ 5,325		\$ 77,091	
					Total Direct Cost: \$ 56,868
					838 Total Cost: \$ 77,091

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PROGRAM NO.	842	CLASSIFICATION:	System Maintenance
TITLE:	Congestion Management Process		
TASK / PROJECT DESCRIPTION:	Maintain a functional congestion management system (CMS) for the Treasure Valley. Conduct data collection, update the Congestion Management Process as needed, produce an annual Transportation System Monitoring Report, maintain regional intelligent transportation system (ITS) architecture. Research, provide, and monitor transportation demand management (TDM) strategies. Develop strategy for congestion management data collection.		
PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:	Provides annual CMS report of the congestion levels on major corridors that compares previous year results, and explains the reason for the change, typically, improvements needed such as signal timing and ITS. Periodic needs are: baseline data collection of vehicle occupancy rates, additional research and evaluation of possible transportation demand management strategies.		
FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW, REFERENCE TO STRATEGIC PLAN:	Federal Code 23 CFR § 450.320 -- Congestion Management Process is one of the Planning Factors and required in Transportation Management Areas (TMA). COMPASS and ITD have been collecting travel time data since 2003 which provides a summary of how the major roads are functioning during the am and pm peak hours based on congestion levels. This process and its results have been integrated into the transportation improvement program prioritization process. Travel time data collection and a data management plan is also required for MPO's in new federal legislation. Furthermore, FHWA Final Rule and FTA Policy on ITS requires that all ITS projects funded by highway trust fund or Mass Transit Account conform to the National ITS Architecture.		
FY2017 BENCHMARKS			
MILESTONES / PRODUCTS			
CMS Report and Travel Time Data Collection Review collected travel time data (out-sourced) Review and format 2017 CMS travel time data Develop a Project Tracking List for Regional Transportation Improvement Program projects Analyze current and historic regional travel time data Establish process for downloading and processing raw data from sensors - if ACHD deploys sensors in 2017 Analyze and report on the travel time data from pilot test Update ITS inventory and project list Miscellaneous CMS/ITS tasks Transportation Project Coordination. Transportation Studies and Construction Coordination. Develop congestion management data collection strategy with partner agencies for FY2018-FY2022 Project Management of I-84 Detour Plan			Mar - Apr Jul Aug Ongoing Ongoing Ongoing October-March October-June
LEAD STAFF: Walt Satterfield		Expense Summary	
END PRODUCT: Update of the Congestion Management Process and 2017 travel time data collection, analysis and report. Complete the update to the I-84 Detour Plan		Total Workdays: 59	
		Salary \$ 23,454	
		Fringe 9,680	
		Overhead 4,095	
		Total Labor Cost: \$ 37,229	
ESTIMATED DATE OF COMPLETION: September-2017		DIRECT EXPENDITURES:	
Funding Sources		Participating Agencies	
	Ada	Canyon	Special
			Total
CPG, k13495			\$ -
CPG, k13496			
STP-TMA, k12374			48,389
STP-TMA, k13047			48,389
ACHD			40,909
ITD			20,455
Local			17,476
Total:	\$ -	\$ -	\$ 127,229
			Highway Districts
			Member Agencies
			Federal Highways Administration
			Professional Services \$ 90,000
			Legal / Lobbying
			Equipment Purchases
			Travel / Education
			Printing
			Public Involvement
			Meeting Support
			Other
			Total Direct Cost: \$ 90,000
			842 Total Cost: \$ 127,229

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PROGRAM NO.	860	CLASSIFICATION:	System Maintenance
TITLE:	Geographical Information System Maintenance (GIS)		
TASK / PROJECT DESCRIPTION:	Planning activities depend on current and accurate geographic information. For data to be available in a quality suitable for planning, continual data acquisition is necessary. This involves partnering with other GIS stakeholders, data maintenance, editing, and creating new data from GPS and orthophotography.		
PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:	GIS data and technology are used for internal budget support. COMPASS also provides this geographic information to its members and the general public in the form of maps, data, and analysis. COMPASS works in conjunction with its member agencies via the Regional Geographic Advisory Workgroup (RGAW) to create regional data that can be used for many purposes.		
FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW, REFERENCE TO STRATEGIC PLAN:	Federal Code 23 CFR § 450.322 (f)-- In updating the transportation plan, the MPO shall use the latest available estimates and assumptions for population, land use, travel, employment, congestion, and economic activity. "The metropolitan transportation plan shall, at a minimum, include (1) The projected transportation demand of persons and goods in the metropolitan planning area over the period of the transportation plan..." GIS also serves the directive under 23 CFR § 450.322 (i)(6) that the MPO "employ visualization techniques to describe plans; and make public information available in electronically accessible format and means, such as the World Wide Web..."		
FY2017 BENCHMARKS			
MILESTONES / PRODUCTS			
Provide GIS Data Maintenance and Support for COMPASS Projects. Data Analysis, ped count analysis, crash analysis, Enterprise database creation Data integration GIS Technology			Ongoing
Provide CommunityViz Maintenance and Support for COMPASS and member agency projects.			As Needed
GIS Cooperation Continue participation in the Canyon Spatial Data Cooperative (SDC) and Ada County Special Interest Group (SIG) meetings.			Quarterly/as needed
Regional Geographic Advisory Committee Host the Regional Geographic Advisory Workgroup to enable regional cooperation of GIS data.			Quarterly/as needed
Regional Data Center Expand and maintain authoritative regional GIS data. COMPASS staff will conduct data accuracy checks and metadata on regional data sets. Documentation and training for staff and member agencies on the RDC and data maintenance. As needed.			Ongoing
CIM Bike/Ped data collection, storage, and mapping. Continue to plan for future orthophotography acquisition and funding Environmental Review Transportation System Analysis Outreach Materials Database and dashboard/reporting development			CIM Schedule
TIP TIP online comment application			
Orthophotography Provide orthophotography data to private sector as needed Continue to plan for future orthophotography acquisition and funding			Ongoing Ongoing
LEAD STAFF: Eric Adolfson			
END PRODUCT: 1. An expanded use of GIS technology and data for regional planning. 2. Continued GIS coordination and development of the most accurate and up-to-date information possible.			
			Expense Summary
			Total Workdays: 410
			Salary \$ 133,128
			Fringe 54,942
			Overhead 23,245
			Total Labor Cost: \$ 211,315
ESTIMATED DATE OF COMPLETION: September-2017			
Funding Sources		Participating Agencies	
	Ada	Canyon	Special
			Total
CPG, k13495			\$ -
CPG, k13496			
STP-TMA, k12374			51,611
STP-TMA, k13047			51,611
SHRP2, k19175			
STP-TMA, k18948			
Local		201,404	201,404
Total:	\$ -	\$ -	\$ 253,015
			DIRECT EXPENDITURES:
			Professional Services \$ -
			Legal / Lobbying
			Equipment Purchases 40,500
			Travel / Education
			Printing
			Public Involvement
			Meeting Support
			Other 1,200
			Total Direct Cost: \$ 41,700
			860 Total Cost: \$ 253,015

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PROGRAM NO.	990			CLASSIFICATION:	Indirect / Overhead
TITLE:	Direct Operations & Maintenance				
TASK / PROJECT DESCRIPTION:	To provide local dollars for expenditures that do not qualify for reimbursement under the federal guidelines. Program dollars for professional services for Board related events, meeting expenses, and equipment/software needs.				
PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:	Adequately cover expenses needed to support the Board, Executive Director, and agency outside of federally funded projects.				
FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW, REFERENCE TO STRATEGIC PLAN:	<p>There are no federal or state requirements concerning these provisions; however, the Finance Committee oversees and approves these accounts and expenditures.</p> <p>Tasks are included to complete the following objective in the COMPASS FY2015-2017 Strategic Plan: 2.1, evaluate the effective use of agency resources to provide the best value for members.</p>				
FY2017 BENCHMARKS					
				MILESTONES / PRODUCTS	
Provide local dollars for expenditures not federally funded.					Ongoing
LEAD STAFF: Megan Larsen					
END PRODUCT: Adequately cover the direct expenses needed to support the Board, Executive Director, equipment needs, and COMPASS operations.					
Expense Summary					
Total Workdays: 0					
Salary \$ -					
Fringe -					
Overhead -					
Total Labor Cost: \$ -					
ESTIMATED DATE OF COMPLETION:				September-2017	
Funding Sources				Participating Agencies	
	Ada	Canyon	Special	Total	Member Agencies
CPG, k13495				\$ -	
CPG, k13496				-	
STP-TMA, k12374					
STP-TMA, k13047					
SHRP2, k19175					
STP-TMA, k18948				-	
Local					
Total:	\$ -	\$ -		\$ -	
					DIRECT EXPENDITURES:
					Professional Services \$ -
					Legal / Lobbying
					Equipment Purchases 31,500
					Travel / Education
					Printing
					Public Involvement
					Meeting Support 7,000
					Other
					FY2018 Carry Forward \$ 65,000
					Total Direct Cost: \$ 103,500
					990 Total Cost: \$ 103,500

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PROGRAM NO.	991	CLASSIFICATION:			Indirect / Overhead
TITLE:	Support Services Labor				
TASK / PROJECT DESCRIPTION:	To provide labor to support the ongoing administrative functions related to the operations of COMPASS. Areas include: personnel management, financial management, information technology management, and general administration. Work with independent auditor on annual audit. Provide administrative assistance for agency needs including public workshops, hearings, open houses, etc.				
PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:	To maintain payroll, accounts payable/receivable, benefits, recruitment, building and vehicle maintenance leases, general ledger bank reconciliation, cash flow, annual audit, and development of the computer system and website.				
FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW, REFERENCE TO STRATEGIC PLAN:	<p>The Single Audit Act of 1984 (with amendment in 1996) and OMB Circular A-133 ("Audits of State, Local Governments, and Non-Profit Organizations") provide audit requirements for ensuring that these funds are expended properly.</p> <p>Memorandum of Understanding 04-01 Operation and Financing of the Metropolitan Planning Organization in the Boise and Nampa Urbanized Areas -- between COMPASS and the Idaho Transportation Department states and agrees to allowable indirect costs as outlined in agreement.</p>				
FY2017 BENCHMARKS					
MILESTONES / PRODUCTS					
General Administration Review standing agreements. Update COMPASS operational policies as needed. Monitor general workplace and personnel needs. Provide administrative assistance for agency needs.					Aug As needed Ongoing Ongoing
Personnel Management Prepare and complete recruitment processes. Conduct employee annual evaluations. Renew insurance policies. Pursue FY2016 benefit options.					As needed As needed As needed As needed
Financial Management Close FY2016 financial records and begin FY2017. Provide annual audit support and complete financial reports. Complete COMPASS annual Audit Report. Prepare and distribute year-end payroll reports. Complete budget variance information and report to the Finance Committee quarterly. Maintain inventory of furniture, equipment, hardware and software.					Oct-Nov Oct-Dec Jan Jan Quarterly Ongoing
Information Technology Manage Information Technology consultant and coordinate work efforts. Prioritize needs, analyze costs, make recommendations and implement system improvements. Coordinate with staff to configure equipment and software to meet the needs of each position. Document and educate staff with system issues and changes. Coordinate systems with member agencies. Provide and retain daily, monthly and annual system backups.					Ongoing Ongoing Ongoing Ongoing Ongoing Ongoing
LEAD STAFF: Megan Larsen					Expense Summary
END PRODUCT: An agency where administrative support, personnel management, financial management, and general administrative needs are fully met and whose activities are effectively monitored and communicated to the Board.					
ESTIMATED DATE OF COMPLETION: September-2017					DIRECT EXPENDITURES: Professional Services \$ - Legal / Lobbying Equipment Purchases Travel / Education Printing Public Involvement Meeting Support Other Total Direct Cost: \$ -
Funding Sources				Participating Agencies	
	Ada	Canyon	Special	Total	
CPG, k13495				\$ -	
CPG, k13496				-	
STP-TMA, k12374					
STP-TMA, k13047					
SHRP2, k19175					
STP-TMA, k18948				-	
Local					
Total:	\$ -	\$ -		\$ -	
					991
					Total Cost: \$ -

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**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
FY2017 UNIFIED PLANNING WORK PROGRAM and Budget - Draft
REVENUE AND EXPENSE SUMMARY (total)**

REVENUE	FY2016 Revision 2	FY2017 Draft
GENERAL MEMBERSHIP		
Ada County	207,033	208,703
Ada County Highway District	207,033	208,703
Canyon Highway District No. 4	38,363	38,180
City of Boise	98,618	100,042
City of Caldwell	22,874	23,201
Canyon County	103,472	103,112
City of Eagle	10,846	11,248
City of Garden City	5,317	5,035
City of Kuna	7,637	8,126
City of Meridian	40,259	40,308
City of Middleton	3,135	3,342
City of Nampa	39,333	40,061
City of Parma	944	930
City of Star	3,496	3,593
City of Wilder	723	723
Subtotal	789,083	795,307
SPECIAL MEMBERSHIP		
Boise State University	8,440	7,950
Capital City Development Corporation	8,440	7,950
Department of Environmental Quality	8,440	7,950
Idaho Transportation Department	8,440	7,950
Valley Regional Transit	8,440	7,950
Subtotal	42,200	39,750
GRANTS AND SPECIAL PROJECTS		
FHWA/FTA - Consolidated Planning Grants		
CPG - FY2015 K# 12381 Ada County	176,625	
CPG - FY2015 K# 12381 Canyon County	63,047	
CPG - FY2016 K# 13495 Ada County	1,023,162	19,425
CPG - FY2016 K# 13495 Canyon County	359,489	6,825
CPG - FY2017 K# 13496 Ada County		971,873
CPG - FY2017 K# 13496 Canyon County		341,469
Sub Total CPG Grants	1,622,323	1,339,592
STP TMA - K# 12373, FY15-16 off-the-top funds for Planning	515,508	
STP TMA - K# 12374, FY17 off-the-top funds for Planning		306,705
STP TMA - K# 13047, <i>Communities in Motion</i> Update	284,466	74,128
STP TMA - K# 13048, On Board Transit Survey	146,403	53,115
FHWA - SHRP2 Implementation Assistance Program	225,000	12,000
STP TMA - K# 18948, Freight Study		277,980
Subtotal	1,171,377	723,928
OTHER REVENUE SOURCES		
Idaho Department of Environmental Quality	18,150	25,000
Ada County Air Quality Board	64,350	25,000
Idaho Transportation Department, I-84 Detour Plan	50,000	40,909
Ada County Highway District, I-84 Detour Plan	25,000	20,455
Interest Income	3,500	2,100
Subtotal	161,000	113,464
TOTAL REVENUE; Dues, Federal Funds, and Other miscellaneous	3,785,982	3,012,041
Draw From Fund Balance (future Regional Orthophotography)	131,500	65,000
Draw From Fund Balance (CIM Implementation Grants)	48,129	50,000
Draw From Fund Balance (match for k#13048 transit survey)		3,496
Draw From Fund Balance (to fund revenue shortfall)	4,267	66,444
Draw From Fund Balance (additional CPG funds)	9,798	-
TOTAL REVENUE, ALL RESOURCES	3,979,677	3,196,981

EXPENSE	FY2016 Revision 2	FY2017 Draft
SALARY, FRINGE & CONTINGENCY		
Salary	1,216,783	1,253,286
Fringe	522,847	529,522
Salary Contingency (Overtime and Bonus)	20,000	20,000
Sick Time Trade	10,000	10,000
Subtotal	1,769,630	1,812,808
INDIRECT OPERATIONS & MAINTENANCE		
Indirect Costs	218,100	220,100
Subtotal	218,100	220,100
DIRECT OPERATIONS & MAINTENANCE		
620, Growth and Transportation Monitoring	7,000	-
653, Communication and Education	71,325	66,800
661, Long Range Planning	331,930	442,700
685, Resource Development/Funding	252,406	130,000
702, Air Quality Outreach	75,000	45,455
760, Legislative Services	106,050	115,050
801, Staff Development	28,500	40,000
820, Committee Support	2,000	2,000
836, Regional Travel Demand Model	73,619	30,000
838, On Board Transit Survey	145,602	56,868
842, Congestion Management Process	134,800	90,000
860, Geographic Information System Maintenance	45,499	41,700
990, Direct Operations and Maintenance	31,500	103,500
Subtotal	1,305,231	1,164,073
TOTAL EXPENSE	3,292,961	3,196,981

(1) Set-aside "change in fund balance" to cover increased revenues' for approved overhead rate of 80.6% (potential of \$329,500 in FY2016)

REVENUE AND EXPENSE SUMMARY		
TOTAL REVENUE	3,979,676	3,196,981
LESS: TOTAL EXPENSES	3,292,961	3,196,981
CHANGE IN FUND BALANCE	(1) 686,715	-

**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
FY2017 UNIFIED PLANNING WORK PROGRAM and Budget - Draft
DIRECT EXPENSE SUMMARY (by year of expenditure)**

REVENUE	YEAR OF EXPENDITURE	
	FY2017	FY2018
GENERAL MEMBERSHIP		
Ada County	208,703	
Ada County Highway District	208,703	
Canyon Highway District No. 4	38,180	
City of Boise	100,042	
City of Caldwell	23,201	
Canyon County	103,112	
City of Eagle	11,248	
City of Garden City	5,035	
City of Kuna	8,126	
City of Meridian	40,308	
City of Middleton	3,342	
City of Nampa	40,061	
City of Parma	930	
City of Star	3,593	
City of Wilder	723	
Subtotal	787,013	8,294
SPECIAL MEMBERSHIP		
Boise State University	7,950	
Capital City Development Corporation	7,950	
Department of Environmental Quality	7,950	
Idaho Transportation Department	7,950	
Valley Regional Transit	7,950	
Subtotal	39,750	-
GRANTS AND SPECIAL PROJECTS		
FHWA/FTA - Consolidated Planning Grants		
CPG - FY2015 K# 12381 Ada County		
CPG - FY2015 K# 12381 Canyon County		
CPG - FY2016 K# 13495 Ada County	19,425	
CPG - FY2016 K# 13495 Canyon County	6,825	
CPG - FY2017 K# 13496 Ada County	971,873	
CPG - FY2017 K# 13496 Canyon County	341,469	
Sub Total CPG Grants	1,339,592	-
STP TMA - K# 12373, FY15-16 off-the-top funds for Planning		
STP TMA - K# 12374, FY17 off-the-top funds for Planning	306,705	
STP TMA - K# 13047, <i>Communities in Motion</i> Update	74,128	
STP TMA - K# 13048, On Board Transit Survey	53,115	
FHWA - SHRP2 Implementation Assistance Program	12,000	
STP TMA - K# 18948, Freight Study	173,274	104,706
Subtotal	619,222	104,706
OTHER REVENUE SOURCES		
Idaho Department of Environmental Quality	25,000	
Ada County Air Quality Board	25,000	
Idaho Transportation Department, I-84 Detour Plan	40,909	
Ada County Highway District, I-84 Detour Plan	20,455	
Interest Income	2,100	
Subtotal	113,464	-
TOTAL REVENUE; Dues, Federal Funds, and Other miscellaneous	2,899,041	113,000
Draw From Fund Balance (future Regional Orthophotography)		65,000
Draw From Fund Balance (CIM Implementation Grants)	50,000	
Draw From Fund Balance (match for k#13048 transit survey)	3,496	
Draw From Fund Balance (to fund revenue shortfall)	66,444	
Draw From Fund Balance (additional CPG funds)		
TOTAL REVENUE, ALL RESOURCES	3,018,981	178,000

EXPENSE	YEAR OF EXPENDITURE	
	FY2017	FY2018
SALARY, FRINGE & CONTINGENCY		
Salary	1,253,286	
Fringe	529,522	
Salary Contingency (Overtime and Bonus)	20,000	
Sick Time Trade	10,000	
Subtotal	1,812,808	-
INDIRECT OPERATIONS & MAINTENANCE		
Indirect Costs	220,100	
Subtotal	220,100	-
DIRECT OPERATIONS & MAINTENANCE		
620, Growth and Transportation Monitoring	-	
653, Communication and Education	66,800	
661, Long Range Planning	329,700	113,000
685, Resource Development/Funding	130,000	
702, Air Quality Outreach	45,455	
760, Legislative Services	115,050	
801, Staff Development	40,000	
820, Committee Support	2,000	
836, Regional Travel Demand Model	30,000	
838, On Board Transit Survey	56,868	
842, Congestion Management Process	90,000	
860, Geographic Information System Maintenance	41,700	
990, Direct Operations and Maintenance	38,500	65,000
Subtotal	986,073	178,000
TOTAL EXPENSE	3,018,981	178,000

REVENUE AND EXPENSE SUMMARY	YEAR OF EXPENDITURE	
	FY2017	FY2018
TOTAL REVENUE	3,018,981	178,000
LESS: TOTAL EXPENSES	3,018,981	178,000
CHANGE IN FUND BALANCE	(0)	0

**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
FY2017 UNIFIED PLANNING WORK PROGRAM and Budget - Draft
DIRECT EXPENSE SUMMARY**

DESCRIPTION	TOTAL DIRECT	PROFESSIONAL SERVICES (830)	EQUIPMENT / SOFTWARE (834)	TRAVEL / EVENTS / EDUCATION (840)	PRINTING (860)	OTHER (863)	PUBLIC INVOLVEMENT (864)	MEETING SUPPORT (865)	LEGAL / LOBBYING (872)	FY2018 CARRY- FORWARD
620.100 Demographics and Growth Monitoring	-	-								
653.100 Communication and Education	66,800	16,700			5,500		44,600			
661.100 Long Range Planning	95,500	53,000			500		42,000			
661.117 Freight	300,000	187,000								113,000
661.118 Bicycles/Pedestrians	35,200	6,000	29,200							
661.120 Performance Measurement	12,000	12,000								
685.122 Transportation Improvement Program	5,000						5,000			
685.123 Project Development Program	75,000	75,000								
685.125 CIM Implementation Grants	50,000	50,000								
702.100 Air Quality Outreach	45,455	45,455								
760.100 Legislative Services	115,050			18,000		11,100			85,950	
801.100 Staff Development	40,000			40,000						
820.100 Committee Support	2,000							2,000		
836.100 Regional Travel Demand Model	30,000	30,000								
838.100 On Board Transit Survey	56,868	56,868								
842.100 Congestion Management Process	90,000	90,000								
860.100 Geographic Information System Maintenance	41,700		40,500			1,200				
990.100 Direct Operations / Maintenance	25,000		18,000					7,000		
990 - Amazon 3yr. License	13,500		13,500							
990 - Ortho Project	65,000									65,000
GRAND TOTAL	1,164,073	622,023	101,200	58,000	6,000	12,300	91,600	9,000	85,950	178,000

FY2017 - Draft

DIRECT EXPENSE SUMMARY

**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
FY2017 UNIFIED PLANNING WORK PROGRAM and Budget - Draft
EXPENSES BY WORK PROGRAM NUMBER AND FUNDING SOURCE**

WORK PROGRAM NUMBER	EXPENSES				FEDERAL FUNDING SOURCES									MATCH, LOCAL & OTHER FUNDING				TOTAL FUNDING SOURCES	
	Work Days	Labor & Indirect Cost	Direct Cost	Total Cost	FY16 CPG Ada County K# 13495	FY16 CPG Canyon County K# 13495	FY17 CPG Ada County K# 13496	FY17 CPG Canyon County K# 13496	STP-TMA Off The Top K# 12374	STP-TMA CIM K# 13047	FHWA SHRP2 no match K# 19175	STP-TMA On Board Transit K# 13048	STP-TMA Freight Study K# 18948	Total Federal Funds	Required Match	Local Funds/FB	Other Revenue		Total Local & Other
601.100 UPWP/Budget Development and Federal Assurances	196	137,525	-	137,525	2,057	723	55,242	19,409	50,000					127,431	10,094			10,094	137,525
620.100 Demographics and Growth Monitoring	99	60,164	-	60,164	2,057	723	13,297	4,672	35,000					55,748	4,416			4,416	60,164
620.104 Development Monitoring	81	41,350	-	41,350			2,453	862	35,000					38,315	3,035			3,035	41,350
653.100 Communication and Education	266	142,664	66,800	209,464										-		209,464		209,464	209,464
661.100 Long Range Planning	-	-	95,500	95,500			55,123	19,367		14,000				88,490	7,010			7,010	95,500
661.100 General Project Management	275	169,815	-	169,815			106,079	37,271		14,000				157,350	12,464			12,464	169,815
661.107 SHRP2	10	6,131	-	6,131			4,204	1,477						5,681	450			450	6,131
661.116 Roadways	41	26,162	-	26,162	2,057	723	5,521	1,940		14,000				24,241	1,920			1,920	26,162
661.117 Freight	72	47,657	300,000	347,657	2,057	723	30,621	10,759				277,980		322,139	25,518			25,518	347,657
661.118 Bicycles/Pedestrians	194	98,372	35,200	133,572	2,057	723	79,171	27,817		14,000				123,767	9,804			9,804	133,572
661.119 Public Transportation	86	54,601	-	54,601			24,024	8,441		18,128				50,593	4,008			4,008	54,601
661.120 Performance Measurement	47	30,780	12,000	42,780			21,106	7,415			12,000			40,521	2,259			2,259	42,780
661.121 Bike Counter Management	42	18,830	-	18,830			12,911	4,536						17,448	1,382			1,382	18,830
685.100 Resource Development/Funding	-	-	-	-										-				-	-
685.122 Transportation Improvement Program	443	250,062	5,000	255,062	2,057	723	145,673	51,182	36,705					236,340	18,722			18,722	255,062
685.123 Project Development Program	50	34,292	75,000	109,292	2,057	723	72,883	25,608						101,270	8,022			8,022	109,292
685.124 Grant Research and Development	144	91,377	-	91,377										-		91,377		91,377	91,377
685.125 CIM Implementation Grants	19	13,085	50,000	63,085			8,972	3,152						12,125	960	50,000		50,960	63,085
TOTAL PROJECTS	2,065	1,222,866	639,500	1,862,366	14,399	5,059	637,280	223,909	156,705	74,128	12,000	-	277,980	1,401,460	110,065	350,840	-	460,906	1,862,366
701.100 General Membership Services	72	44,346	-	44,346	2,057	723	28,350	9,961						41,091	3,255			3,255	44,346
702.100 Air Quality Outreach	7	4,545	45,455	50,000										-		50,000		50,000	50,000
703.100 General Public Services	29	17,200	-	17,200										-	17,200			17,200	17,200
705.100 Transportation Liaison Services	62	44,439	-	44,439	2,057	723	28,414	9,983						41,177	3,262			3,262	44,439
760.100 Legislative Services	62	55,343	115,050	170,393										-		170,393		170,393	170,393
761.100 Growth Incentives	4	3,067	-	3,067			2,842							2,842	225			225	3,067
TOTAL SERVICES	236	168,939	160,505	329,444	4,114	1,445	59,606	19,944	-	-	-	-	-	85,110	6,742	187,593	50,000	244,334	329,444
801.100 Staff Development	133	80,223	40,000	120,223	912	320	75,706	27,598						104,535	8,824	6,864		15,688	120,223
820.100 Committee Support	218	129,552	2,000	131,552			90,203	31,693						121,896	9,656			9,656	131,552
836.100 Regional Travel Demand Model	310	162,561	30,000	192,561			95,036	33,391	50,000					178,427	14,134			14,134	192,561
838.100 On-Board Transit Survey	32	20,223	56,868	77,091			14,043	4,934				53,115		72,093	1,503	3,495		4,998	77,091
842.100 Congestion Management Process	59	37,229	90,000	127,229			-	-	48,389					48,389	3,840	13,636	61,364	78,840	127,229
860.100 Geographic Information System Maintenance	410	211,315	41,700	253,015			-	-	51,611					51,611	4,088	197,316		201,404	253,015
TOTAL SYSTEM MAINTENANCE	1,162	641,103	260,568	901,671	912	320	274,988	97,616	150,000	-	-	60,276	-	584,111	42,045	222,590	61,364	325,999	901,671
990.100 Direct Operations / Maintenance	-	-	103,500	103,500										-		101,400	2,100	103,500	103,500
991.100 Support Services Labor	907	-	-	-										-				-	-
999.100 Indirect Operations/Maintenance	-	-	-	-										-				-	-
TOTAL INDIRECT/OVERHEAD	907	-	103,500	103,500	-	-	-	-	-	-	-	-	-	-	-	101,400	2,100	103,500	103,500
GRAND TOTAL	4,370	2,032,908	1,164,073	3,196,981	19,425	6,825	971,873	341,469	306,705	74,128	12,000	60,276	277,980	2,070,681	158,853	862,423	113,464	1,134,740	3,205,421

**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
 FY2017 UNIFIED PLANNING WORK PROGRAM and Budget - Draft
 INDIRECT OPERATIONS AND MAINTENANCE EXPENSE SUMMARY**

CATEGORY	ACCOUNT CODE	FY2016 Revision 2	FY2017 Draft
Professional Services	930	30,000	32,500
Equipment Repair / Maintenance	936	2,000	500
Travel / Education	940	2,500	2,000
Publications	943	1,500	1,500
COMPASS Membership	944	12,000	12,000
Employee Professional Membership	945	9,500	7,000
Postage	950	1,500	900
Telephone	951	13,100	11,550
Building Maintenance and Reserve for Major Repairs	955	41,300	40,000
Printing	960	2,000	1,500
Advertising	962	5,000	2,000
Audit	970	16,000	16,000
Insurance	971	13,000	12,000
Legal Services	972	10,000	10,000
General Supplies	980	4,500	7,000
Computer Supplies	982	10,500	19,500
Computer Software / Maintenance	983	24,200	28,900
Commuting Incentive	990	500	250
Vehicle Maintenance	991	3,000	1,500
Utilities	992	12,000	11,000
Local Travel	993	2,500	1,000
Other / Miscellaneous	995	1,500	1,500
TOTAL		218,100	220,100

**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
FY2017 UNIFIED PLANNING WORK PROGRAM and Budget - Draft
WORKDAY ALLOCATION**

WORK PROGRAM DESCRIPTION		LEAD STAFF	DIRECTORS	PLANNING TEAM	COMMUNICATIONS	OPERATIONS	TOTAL
601.100	UPWP/Budget Development and Federal Assurances	ML	82	32	4	78	196
620.100	Demographics and Growth Monitoring	CM	3	85	11	-	99
620.104	Development Monitoring	CM	3	61	17	-	81
653.100	Communication and Education	AL	10	13	243	-	266
661.100	Long Range Planning	LI	-	-	-	-	-
661.100	General Project Management	LI	23	192	60	-	275
661.107	SHRP2	LI	1	7	2	-	10
661.116	Roadways	LI	4	37	-	-	41
661.117	Freight	WS	8	64	-	-	72
661.118	Bicycles/Pedestrians	TL	10	184	-	-	194
661.119	Public Transportation	WS	4	82	-	-	86
661.120	Performance Measurement	CM	4	43	-	-	47
661.121	Bike Counter Management	TL	-	42	-	-	42
685.100	Resource Development/Funding	SM	-	-	-	-	-
685.122	Transportation Improvement Program	TT	49	375	19	-	443
685.123	Project Development Program	KP	10	40	-	-	50
685.124	Grant Research and Development	KP	15	120	9	-	144
685.125	CIM Implementation Grants	KP	4	15	-	-	19
TOTAL PROJECTS			230	1,392	365	78	2,065
701.100	General Membership Services	SM	8	55	9	-	72
702.100	Air Quality Outreach	AL	-	-	7	-	7
703.100	General Public Services	AL	3	20	6	-	29
705.100	Transportation Liaison Services	MS	25	22	15	-	62
760.100	Legislative Services	MS	60	-	2	-	62
761.100	Growth Incentives	SM	2	2	-	-	4
TOTAL SERVICES			98	99	39	-	236
801.100	Staff Development	ML	20	82	21	10	133
820.100	Committee Support	ML	24	74	10	110	218
836.100	Regional Travel Demand Model	MW	3	307	-	-	310
838.100	On-Board Transit Survey	MW	-	32	-	-	32
842.100	Congestion Management Process	WS	10	49	-	-	59
860.100	Geographic Information System Maintenance	EA	3	407	-	-	410
TOTAL SYSTEM MAINTENANCE			60	951	31	120	1,162
TOTAL DIRECT			388	2,442	435	198	3,463
991.100	Support Services Labor	ML	302	88	25	492	907
TOTAL INDIRECT/OVERHEAD			302	88	25	492	907
TOTAL LABOR			690	2,530	460	690	4,370



COMPASS BOARD AGENDA ITEM VII-B

Date: August 15, 2016

Topic: Resolution 15-2016 Amending the FY2016-2020 Regional Transportation Improvement Program (TIP)

Request/Recommendation:

COMPASS staff seeks COMPASS Board adoption of Resolution 15-2016 (attachment 1) amending the FY2016-2020 TIP, as requested by the Local Highway Technical Assistance Council (LHTAC) and the Idaho Transportation Department (ITD). The Regional Transportation Advisory Committee recommended the amendments for COMPASS Board approval on July 27, 2016.

Background/Summary:

The changes below were requested in order to make the projects eligible for the End-of-Year and redistribution programs. The Nampa project can advance from FY2017 to FY2016, if funds become available. The ITD project is a new project that could obligate immediately if funds become available.

Per LHTAC:

LHTAC proposes to amend the ITS, Northside Boulevard/Kings Road Signal Upgrades, Nampa (Key Number 18702) to remove one of the three signal improvements from the original scope of work. The City of Nampa anticipates a larger intersection project in the future on Kings Road that would necessitate removing the signal improvements if it was done now. The two remaining signal upgrades (Northside Boulevard at Karcher Road and Street North) will use all available funding due to a new cost estimate.

Per ITD:

ITD proposes to add new intelligent transportation systems (ITS) on the east and west-bound lanes at the Boise Port of Entry. The project, ITS, Port of Entry License Plate Readers, Ada County (Key Number NEW), will allow faster truck movement through the port for trucks not compatible with weigh-in-motion technology. The project includes cameras to read license plates of passing vehicles and changeable message signs to provide direction for truck drivers as they enter the port.

Details of all changes are provided in Resolution 15-2016 (attachment 1). Public involvement is scheduled from July 28 through August 12, 2016. Comments received will be handed out at the COMPASS Board meeting.

Implication (policy and/or financial):

This amendment makes the City of Nampa project eligible to advance through the End-of-Year and redistribution programs if funds become available, and allows timely obligation of the new ITD Ports of Entry ITS project.

More Information:

- 1) Attachment 1: Resolution 15-2016
- 2) For detailed information contact: Toni Tisdale, Principal Planner, at 475-2238 or [@compassidaho.org](mailto:toni@compassidaho.org).

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RESOLUTION NO. 15-2016

**FOR THE PURPOSE OF AMENDING THE FY2016-2020 REGIONAL
TRANSPORTATION IMPROVEMENT PROGRAM**

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

WHEREAS, the Fixing America's Surface Transportation (FAST) Act, Title 23 United States Code Section 134, and Title 49 United States Code Section 5303 requires metropolitan planning organizations to develop and approve a Transportation Improvement Program;

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

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

WHEREAS, no additional review for air quality conformity is necessary for this action;

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

WHEREAS, public comment was open July 28 through August 12, 2016 for these actions;

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

WHEREAS, the Community Planning Association of Southwest Idaho developed this amendment to the FY2016-2020 Regional Transportation Improvement Programs in compliance with all applicable state and federal regulations; and

WHEREAS, the attached table dated July 13, 2016, details the amendment to the FY2016-2020 Regional Transportation Improvement Programs.

NOW, THEREFORE, BE IT RESOLVED, that the Community Planning Association of Southwest Idaho Board of Directors approves the amendment to the FY2016-2020 Regional Transportation Improvement Programs.

DATED this 15th day of August 2016.

APPROVED:

By: _____
Sara Baker, Chair
Community Planning Association
of Southwest Idaho Board of Directors

ATTEST:

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

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Amendment #9
FY2016-2020 Regional Transportation Improvement Program

Per LHTAC, July 13, 2016

Key No	Project	Scheduled Costs (including Match) (costs in \$1,000)							
		Cost year	PE	PEC	RW	UT	CE	CN	SUM
18702	ITS, Northside Boulevard/ Kings Road Signal Upgrades, Nampa	2016	3	40					43
	Funding Source: HSIP (Local)	2017					44	204	248
	Install traffic signal crash reduction counter measures at two signalized intersections by updating signalization hardware and technology to improve turning movement efficiency and safety. Locations: Karcher Road and Northside Boulevard and Northside Boulevard and Street. and Kings Road at Garrity Boulevard/Airport Road. (Federal = \$291,000)	2018							0
		2019							0
		2020							0
		PD							0
	SUM	3	40	0	0	44	204	291	
Remove the signal update on Kings Road. The city anticipates a larger intersection project in the future that would remove changes made now. No change to funding, as the costs are higher on the other two intersections than anticipated.									

Per Staff Review, July 25, 2016

Key No	Project	Scheduled Costs (including Match) (costs in \$1,000)							
		Cost year	PE	PEC	RW	UT	CE	CN	SUM
NEW	ITS, Port of Entry License Plate Readers, Ada County	2016						ϕ	ϕ
	Funding Source: Freight	2017						500	500
	Install license plate reader systems on the east and west bound lanes of the Boise Port of Entry to allow faster truck movement through the port for trucks that are not compatible with weigh-in-motion technology. The project includes changeable message signs for information and direction. (Federal = \$461,300)	2018							0
		2019							0
		2020							0
		PD							0
	SUM	0	0	0	0	0	0	ϕ	ϕ
Add new project.									

PE = Preliminary Engineering

PEC = Preliminary Engineering Consultant

RW = Right-of-Way

UT = Utilities

CE = Construction Engineering

CN = Construction

FY = Fiscal Year

KN = Key Number

ITS = Intelligent Transportation System

LHTAC = Local Highway Technical Assistance Council

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COMPASS BOARD AGENDA ITEM VII-C

DATE: August 15, 2016

Topic: Workgroup Charters for FY2017

Request/Recommendation:

COMPASS staff seeks COMPASS Board approval of the workgroup charters for FY2017 activities.

Background/Summary:

The Board approved the Bylaws at its September 21, 2015, meeting. Section 7.2.10 (b) specifies that:

“Each task force or workgroup shall have a charter recommended by the Executive Committee for final approval by the Board, specifying the type of members to include, the tasks to accomplish and the timeline for completion of those tasks.”

The proposed workgroup charters that meet the requirements of Section 7.2.10 (b) are attached:

- Active Transportation
- Census Advisory
- Demographic Advisory
- Environmental Review
- Freight Advisory
- Performance Measure Framework
- Public Participation
- Public Transportation
- Rails with Trails
- Regional Geographic Advisory
- Regional Operations
- Rural Prioritization

The Executive Committee recommended Board approval of the workgroup charters at its July 12, 2016, meeting.

Implication (policy and/or financial):

In the absence of Board approval, the workgroup activities would be suspended until revised charters could be brought forward to the Board for approval.

More Information:

- 1) Attachments: workgroup charters
- 2) For detailed information contact: Matt Stoll, at 475-2266 or [@compassidaho.org](mailto:compassidaho.org)

T:\Operations\Board & Committees\7-12-16 Executive Committee\1.Memo

Work Group: Active Transportation Workgroup (ATWG)
Staff Liaison: Tom Laws

Purpose:

The purpose of the Active Transportation Workgroup (ATWG) is to provide guidance into the development and implementation of the regional bicycle/pedestrian component of the *Communities in Motion 2040 2.0* (CIM 2040 2.0). The component includes stakeholder coordination, planning and analysis, data collection, member agency decision support, and regional infrastructure mapping.

Tasks:

1. Provide input to the Regional Transportation Advisory Committee (RTAC) on the bicycle/pedestrian component of the CIM 2040 2.0 plan, including infrastructure maps for right of way preservation, level of service maps, bicycle/pedestrian demand, public transportation connectivity maps, and freight conflict map(s).
2. Review acquisition and deployment plan of bicycle/pedestrian counting technology with COMPASS staff.
3. Review and provide feedback to COMPASS staff of the bicycle/pedestrian data results, examining demand on system, characteristics, seasonality/weather, etc.
4. Review and provide feedback to COMPASS staff of bicycle/pedestrian forecasting tools and model development.
5. Review and provide additional direction to COMPASS staff on Complete Streets Level of Service results.
6. Review and provide additional direction to RTAC on the crash data analysis, examining high risk locations, countermeasures evaluation, and recommendations.
7. Provide guidance to RTAC on metrics for prioritization of Transportation Alternatives Program and CIM 2040 2.0 priorities for bicycles/pedestrians.
8. Identify, coordinate, and help prioritize applications for active transportation grants to COMPASS staff (as needed).
9. Review and provide input to RTAC of bicycling and walking performance measures to be included in the COMPASS Development Checklist and CIM 2040 2.0.
10. Provide feedback to RTAC on selecting routes, implementation strategies, and next steps on regional pathway planning.
11. Identify, coordinate, and review special projects and studies to RTAC (Canyon County bikeway mapping, canal trail evaluation, rails with trails feasibility study, economic assessment, etc.).

Deliverables, Schedule:

1. Bicycle/pedestrian counting technology deployment (additional counters may be deployed in the future, if funding becomes available).
2. Transportation Alternatives Program metrics (Fall FY2017).
3. Complete Streets Level of Service maps (FY2017).
4. Bicycle/pedestrian component of the CIM 2040 2.0 plan, including infrastructure map, level of service maps, bicycle/pedestrian demand, public transportation connectivity, and freight conflict map (FY2017).
5. Regional pathway feasibility study (FY2017).

The Active Transportation Workgroup is expected to meet six times in FY2017.

Membership:

Membership in the ATWG will be drawn from: member agency staff from ACHD, ITD, City of Boise, City of Meridian, City of Nampa, and Valley Regional Transit. Others will include health-related organization staff, representation from the Foundation for Ada/Canyon Trails System (FACTS), advocacy group representatives, and at least one member of the Public Participation Workgroup. One member of the ATWG shall serve on the Rails with Trails Workgroup.

Charter recommended by Executive Committee: July 12, 2016

Charter approved by COMPASS Board: _____
Date

Next planned review of charter by Executive Committee: June 2017

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



Working together to plan for the future

Work Group: Census Advisory Workgroup (CAWG)
Staff Liaison: Carl Miller

Purpose:

The purpose of the Census Advisory Work Group is to assist COMPASS and local organizations to prepare for, encourage participation in, and review the results of the 2020 Census. Census counts are used to establish political boundaries and to calculate a large share of federal assistance and federal grant funding. The work in FY2017 will lead to additional Census 2020 preparation in FY2018-FY2021.

Tasks:

1. Provide recommendation to the Regional Transportation Advisory Committee (RTAC) on the Census 2020 work plan, including strategies for stakeholder and community outreach, data development, identifying geographic boundaries, and post-census data dissemination.

Deliverables, Schedule:

1. Census 2020 work plan (September 2017)

The Census Advisory Workgroup is expected to meet one time in FY2017.

Membership:

Membership in the CAWG will be drawn from: member agency staff with appropriate expertise, agencies serving ethnic minorities and other traditionally under-represented communities, school districts, organizations serving housing and homeless needs, public media, and chambers of commerce. May extend beyond Ada and Canyon Counties to capture needs and expertise of organizations and individuals.

Charter recommended by Executive Committee: July 12, 2016

Charter approved by COMPASS Board: _____
Date

Next planned review of charter by Executive Committee: June 2017

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



Working together to plan for the future

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

Purpose:

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

Tasks:

1. Review and provide recommendations on methodology and results of population estimates to the COMPASS Board.
2. Review and provide feedback on the Development Monitoring Report to COMPASS staff.
3. Review and provide feedback to COMPASS staff on the development reconciliation demographic forecast dataset.
4. Review and provide feedback to COMPASS staff on the real estate model.
5. Review and provide feedback to COMPASS staff on the results of employment datasets.

Deliverables, Schedule:

1. FY2017 population estimates recommendation to COMPASS Board; March 2017
2. Development Monitoring Report; March 2017
3. Development reconciliation demographic forecast dataset; July 2017
4. Real estate model documentation; July 2017
5. FY2017 employment data; September 2017.

The Demographic Advisory Workgroup is expected to meet three times in FY2017.

Membership:

Membership in the DAWG will be drawn from: member agency staff with appropriate expertise, chambers of commerce, major utilities, and the development community.

Charter recommended by Executive Committee: July 12, 2016

Charter approved by COMPASS Board: _____
Date

Next planned review of charter by Executive Committee: June 2017

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

Work Group: Environmental Review Workgroup (ERWG)
Staff Liaison: Liisa Itkonen

Purpose:

The purpose of the Environmental Review Workgroup is to share data, consider environmental and community values early in the long-range planning process, and identify potential environmental mitigation strategies to help restore and maintain environmental functions affected by the long-range transportation plan.

Tasks:

1. Share with the workgroup the most up-to-date, available regional data about the environment and natural resources.
2. Advise staff and the Regional Transportation Advisory Committee (RTAC) on environmental suitability analysis of the future transportation system for *Communities in Motion 2040 2.0* (CIM 2040 2.0).
3. Review and revise draft maps, analyses, and documents about transportation system-related effects on the environment and/or natural resources.
4. Identify potential mitigation strategies to be included in CIM 2040 2.0; provide to RTAC.
5. Share information about CIM 2040 2.0 with constituents; encourage participation in comment opportunities; provide feedback to COMPASS staff.

Deliverables, Schedule:

1. Completed environmental suitability analysis of draft transportation system for 2040 and identification of potential environmental issues by May 2017.
2. Documentation (maps/narrative) of future transportation system-related effects on the environment and/or natural resources by May 2018.
3. Documentation of potential mitigation strategies by May 2018.

The Environmental Review Workgroup is expected to meet two times in FY2017.

Membership:

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

Charter recommended by Executive Committee: July 12, 2016

Charter approved by COMPASS Board: _____
Date

Next planned review of charter by Executive Committee: June 2017

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

Work Group: Freight Advisory Workgroup (FAWG)
Staff Liaison: Walt Satterfield

Purpose:

The purpose of the Freight Advisory Workgroup is to advise and provide input on freight-related issues and needs, and help integrate freight into *Communities in Motion 2040 2.0* (CIM 2040 2.0). The workgroup will facilitate information sharing and coordination among organizations, and advocate for freight considerations in transportation project prioritization and implementation.

Tasks:

1. Identify freight needs and deficiencies.
2. Advise on the development and products of the FY2017 freight study scope and work plan as well as corresponding consultant support.
3. Advise on integration of freight considerations into CIM 2040 2.0.
4. Provide input into freight improvement priorities and projects, and implementation.
5. Share information about regional freight and the long-range transportation plan with constituents; provide feedback to COMPASS.
6. Make recommendations to the Regional Transportation Advisory Committee (RTAC). Staff liaison will coordinate communication between the COMPASS Freight Advisory Workgroup and RTAC.

Deliverables, Schedule:

1. Provide input on freight transfer centers and generators project/scope by November 2016.
2. Freight component needs of the regional transportation system for CIM 2040 2.0 system by February 2017.
3. Provide input on industrial lands inventory project/scope by April 2017.
4. Provide input on freight providers selected for the supply chain evaluation by April 2017.
5. Provide input on freight stakeholder interviews by July 2017.
6. Host Freight and Land Use Workshop by September 2017.

The Freight Advisory Workgroup is anticipated to meet four times in FY2017.

Membership:

Membership in the FAWG will be drawn from: local/regional producers and processors, trucking companies and major shippers, rail companies, chambers of commerce, highway districts, and other agencies as appropriate.

Charter recommended by Executive Committee: July 12, 2016

Charter approved by COMPASS Board: _____
Date

Next planned review of charter by Executive Committee: June 2017

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



Working together to plan for the future

Work Group: Performance Measure Framework Workgroup (PMFWG)
Staff Liaison: Carl Miller

Purpose:

The purpose of the Performance Measure Framework Workgroup is to provide feedback throughout the performance measure framework project funded by SHRP2. The project’s goal is to prioritize projects in the context of the *Communities in Motion 2040 2.0* (CIM 2040 2.0) goals and convey impacts of the projects to stakeholders and the public.

Tasks:

1. Recommend the final Performance Measure Framework report to the Regional Transportation Advisory Committee (RTAC), which includes documentation of framework development, best practices, lessons learned, data requirements, available tools, and next steps.
2. Recommend the revised development review checklist to RTAC.
3. Review and recommend performance measures for CIM 2040 2.0.
4. Review and provide the COMPASS Performance Dashboard, an online mapping tool to provide data to stakeholders and the public.

Deliverables, Schedule:

1. Final Performance Measure Framework report to RTAC (November 2016).
2. Revised development review checklist to RTAC (November 2016).
3. *Communities in Motion* 2040 2.0. performance measures list (February 2017).
4. Review COMPASS Performance Dashboard (February 2017).

The Performance Measure Framework Workgroup is anticipated to meet three times in FY2017.

Membership:

Membership in the PMFWG will be drawn from: organizations representing each of the CIM 2040 elements, including transportation (freight, public transportation, bicycle/pedestrian, and commuter), land use, housing, community infrastructure, health, economic development, open space, farmland, FHWA, and other agencies as appropriate.

Charter recommended by Executive Committee: July 12, 2016

Charter approved by COMPASS Board: _____
Date

Next planned review of charter by Executive Committee: June 2017

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

Work Group: Public Participation Workgroup (PPWG)
Staff Liaison: Amy Luft

Purpose:

The purpose of the Public Participation Workgroup (PPWG) is to assist and advise COMPASS staff on COMPASS public involvement and outreach activities, from the perspective of the general public and interested stakeholders.

Tasks:

1. Review and provide input into usability of online funding application.
2. Provide input into ways to meaningfully engage youth in COMPASS planning processes.
3. Review and test online tutorials for revised COMPASS Performance Dashboard.
4. Review draft transportation “systems” and priorities/values to be used in spring 2017 public outreach for ease of public understanding.
5. Beta test public involvement tool for draft systems.
6. Assist in promoting public involvement on draft systems.
7. Review and provide input into web-based map of projects in the Regional Transportation Improvement Program (TIP)
8. Participate in the Census Workgroup to develop a Census 2020 work plan, including stakeholder participation and identifying funding options for marketing Census 2020 participation.
9. Review, provide input, and assist with COMPASS outreach, education, and public participation activities as requested.

Deliverables, Schedule:

1. Input into online funding application (Fall 2016).
2. Input into youth engagement (Fall 2016).
3. Review/test online dashboard tutorials (Fall 2016).
4. Review draft systems and priorities/values for public outreach (December 2016).
5. Beta test online outreach tool (February 2017).
6. Assist in promoting public involvement on transportation systems (April 2017).
7. Review web-based TIP map (Spring 2017).

The Public Participation Workgroup is anticipated to meet three times in FY2017.

Membership:

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

Charter recommended by Executive Committee: July 12, 2016

Charter approved by COMPASS Board: _____
Date

Next planned review of charter by Executive Committee: June 2017

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

Work Group: Public Transportation Workgroup (PTWG)
Staff Liaison: Walt Satterfield

Purpose:

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

Tasks:

1. Review thresholds that identify when major milestones will be implemented.
2. Address the relationship between land use decisions and an integrated regional transportation system.
3. Develop components and sequencing (timeline) for developing/implementing regional public transportation system.
4. Present to the Regional Transportation Advisory Committee (RTAC) for recommendation to COMPASS Board.
5. Review options for local funding.
6. Share information about public transportation component of the long-range transportation plan with constituents; provide feedback to COMPASS.

Deliverables, Schedule:

1. Develop planning cost assumptions. (October - December 2016)
2. Advise integration of public transportation component into CIM 2040 2.0. (December 2016 - February 2017)
3. Continue to advise development of public transportation component for *Communities in Motion 2040 2.0* (CIM 2040 2.0). (February 2017)
4. Identification of planned priority corridors and mode preferences justified through the service evaluation. (October - February 2017)
5. Identify areas where land use is deficient for service options. (October - February 2017).
6. Develop Master Map of Priority Corridors for preservation (March - June 2017).
7. Make recommendations to RTAC. Staff liaison will coordinate communication between the workgroup and RTAC. (Ongoing, 2017)

The Public Transportation Workgroup is anticipated to meet eight times in FY2017.

Membership:

Membership in the PTWG will be drawn from: member agency staff from Ada County, ACHD, Canyon County, City of Boise, City of Eagle, City of Meridian, City of Nampa, City of Middleton, Boise State University, City of Garden City, ITD, Valley Regional Transit, and other member agencies planning for public transportation.

Charter recommended by Executive Committee: July 12, 2016

Charter approved by COMPASS Board: _____
Date

Next planned review of charter by Executive Committee: June 2017

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

Work Group: Rails with Trails Workgroup (RTWG)
Staff Liaison: Tom Laws

Purpose:

The purpose of the Rails with Trails Workgroup is to develop a unified strategy among member agencies for the development of a continuous rails with trails system within the Union Pacific corridor to be adopted by the COMPASS Board into *Communities in Motion 2040 2.0* (CIM 2040 2.0).

Tasks:

1. Research and summary of best practices for rails with trails across the United States in the following areas: liability, safety, and implementation steps; location of trails; maintenance practices, agreements, and costs; funding sources; how agreements were put in place; implementation strategies used.
2. Creation of best route analysis with definition of end points, spur rails into a map layer, including options where available, existing easements and right of way, street crossings, land uses, and connections to other pedestrian and bicycle networks.
3. Build consensus around vision for the rail with trails project, incorporate into CIM 2040 2.0.
4. Development of cross section options, identifying a typical cross section, including fencing, landscaping, and lighting options for the corridor based upon mapping effort in task 2; identification of constraints for cross section by geographical areas or land use classification.
5. Analysis of the rail corridor as identified in task 2 for freight conflicts. Identification and mapping of existing and planned land uses along the corridor, ownership identification, and business and key contact identification with a focus on those using the rail for business uses or on spur lines, quantification of freight (both in tonnage and value) currently being accessed from the rail corridor and a projection of the freight that could be accessed from the rail corridor with land use zoning. Analysis will identify conflicts with rails with trails project and recommend mitigation options.
6. Creation of estimate of probable costs for design, land (providing range for fee simple acquisition, easements, or other options), pathway construction and development, and ongoing maintenance.
7. Creation of funding strategy and options including phasing plan.
8. Creation of timeline.
9. Stakeholder and public outreach strategy including creation of visual materials to aid in presentation to interested parties, member agencies, stakeholders, and public.
10. Wayfinding strategy.
11. Provide updates to the COMPASS Board on the effort and deliverables.

The Rails with Trails Workgroup is anticipated to meet six times in FY2017.

Deliverables, Schedule:

1. Summary document of best practices and implementation strategies (May-August 2016)
2. Map (May-August 2016)

3. Narrative and Storyboards for section in Pedestrian/Bicycle Chapter in CIM 2040 2.0 describing Rails with Trails Plan/Vision (May 2016- October 2018).
4. Cross section options, with preferred sections by geography due to applicable constraints. Include options and preferred section for roadway and water crossings as applicable. (September 2016-May 2017).
5. a. Technical memorandum, maps and summary plan of rail corridor freight interaction and conflict assessment with rails with trails project (Oct 2016-September 2017).
b. Identification list of adjacent property owners, business owners, and their overall use on the system with a focus on current users of the rail line (Oct 2016-September 2017).
6. Technical summary of opinion of probable cost with phasing options (completion by October 2018).
7. Technical document of funding strategy with phasing options (completion by Oct 2018).
8. Timeline for implementation (completion by October 2018)
9. Visual materials to be used covering above tasks (October 2017-May 2018).
10. Narrative and storyboards for wayfinding strategy including phasing and implementation strategy (2018).
11. Updates to the COMPASS Board at key milestones.

Membership:

Membership in the regional RTWG will be drawn from: member agencies interested in rails with trails efforts including but not limited to City of Meridian, City of Boise, City of Nampa, City of Caldwell, Ada County, Canyon County, and ACHD. Membership will also include a member of the COMPASS Active Transportation Workgroup and a member representing the Foundation for Ada and Canyon Trails System (FACTS), ITD, irrigation/canal companies, members of the business community, and user or advocacy groups. Other members may include the cities of Wilder, Greenleaf, Middleton, Parma, Notus, and Kuna pending examination of spur routes and ultimate desired regional system.

Charter recommended by Executive Committee: July 12, 2016

Charter approved by COMPASS Board: _____
Date

Next planned review of charter by Executive Committee: June 2017

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



Working together to plan for the future

Work Group: Regional Geographic Advisory Workgroup (RGAWG)
Staff Liaison: Eric Adolfson

Purpose:

The purpose of the Regional Geographic Advisory Workgroup is to provide input and guidance on regional Geographic Information System (GIS) issues and tasks such as orthophotography and the Regional Data Center.

Tasks:

1. Assist with the maintenance/development of the COMPASS SWIDRDC (Southwest Idaho Regional Data Center) central data repository.
2. Advise on future orthophotography flight needs given new technology options.
3. Provide a forum in which to continue to improve regional GIS cooperation while forming GIS policy and technical solutions.
4. Advise COMPASS staff, workgroups, and Board about GIS investments and policies.
5. On a periodic basis, workgroup may report to either the Regional Transportation Advisory Committee (RTAC) or Executive Committee on topics such as investments and policies related to improving GIS outputs.
6. Provide feedback to COMPASS on regional GIS planning activities.

Deliverables, Schedule:

1. Review 2016 orthophotography project and create report for improvements for next acquisition and recommended requirements and products (October 2016).
2. Review new technology options for orthophotography (January 2017).
3. Coordinate use and updates of InfoUSA data and regional address points (March 2017).
4. Regional roadway routing dataset for emergency services cooperative input (May 2017).

The Regional Geographic Advisory Workgroup is anticipated to meet three times in FY2017.

Membership:

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

Charter recommended by Executive Committee: July 12, 2016
Date

Charter approved by COMPASS Board: _____
Date

Next planned review of charter by Executive Committee: June 2017

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

Work Group: Regional Operations Workgroup (ROWG)
Staff Liaison: Walt Satterfield

Purpose:

The purpose of the Regional Operations Workgroup is to promote awareness and integration of transportation operations and management, which will focus on multimodal transportation system efficiency, reliability, safety, and ease of use. The workgroup support will focus on the regional planning process including planning for operations through a coordinated approach to multimodal system operations, ITS data management, and maintenance of related planning documents.

Tasks:

1. Provide input/advise on the update to the [Valley Incident Management Operations Manual](#), also known as I-84 Detour Plan, by providing data, review and feedback.
2. Provide information necessary to update the Treasure Valley ITS Architecture Plan.
3. Participate in the update of the inventories of regional ITS and communications infrastructure by providing information on recently added infrastructure, review and feedback
4. Review and provide feedback to COMPASS staff on travel time data collection:
 - a. Evaluation of current collection methods and available technologies, including overview of ACHD's review of technology tests.
 - b. Provide input on data needs and performance analysis for the region.
 - c. Evaluate costs of data collection and analysis options
 - d. Develop funding recommendations for data collection.
 - e. Develop a strategy to collect and maintain a region-wide travel time data collection and analysis

Deliverables, Schedule:

1. Recommend travel time data collection methodology and performance analysis approach (January 2017).
2. Update inventory of the ITS Architecture, ITS devices and communications inventory (January 2017).
3. Complete ITS Architecture, ITS devices and communications inventory and post information on website (June 2017).
4. Review final I-84 Detour Plan and online map (September 2017).

The Regional Operations Workgroup is anticipated to meet five times in FY2017.

Membership:

Membership in the ROWG will be drawn from: representatives of transportation and emergency management agencies from across Ada and Canyon Counties that are active in the planning, funding, design, operation, and maintenance of the region's multi-modal transportation infrastructure.

Charter recommended by Executive Committee: July 12, 2016
Date

Charter approved by COMPASS Board: _____
Date

Next planned review of charter by Executive Committee: June 2017

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



Working together to plan for the future

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

Purpose:

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

Tasks:

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

Deliverables, Schedule:

1. Provide priority recommendations to RTAC for rural project priorities in each LHTAC rural program. The recommendation will include a signature from each participating agency (September 2017).

The Rural Prioritization Process Workgroup is anticipated to meet one time in FY2017.

Membership:

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

Charter recommended by Executive Committee: July 12, 2016
Date

Charter approved by COMPASS Board: _____
Date

Next planned review of charter by Executive Committee: June 2017

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

COMPASS BOARD AGENDA ITEM VII-D

Date: August 15, 2016

Topic: 2016 Change in Motion Report

Request/Recommendation:

COMPASS staff seeks COMPASS Board acceptance of the *2016 Change in Motion Report*.

Background/Summary:

Historically, a key component in COMPASS' performance reporting has been an annual, or bi-annual report, illustrating regional progress on implementation of the long-range transportation plan. The *2016 Change in Motion Report* highlights progress toward meeting the goals and targets established in *Communities in Motion 2040*. The report tracks the 56 performance measures adopted in *Communities in Motion 2040* (CIM 2040), community snapshots, and implementation reports. The *2016 Change in Motion Report* is available online at:

www.compassidaho.org/documents/people/board/2016/BoardDraft.pdf

COMPASS staff is evaluating more efficient methods in providing performance measurement information for the CIM 2040 2.0 update, and will be moving away from a "report" and towards "reporting." The updated COMPASS Performance Monitoring Dashboard is expected to be unveiled in early FY2018.

The *2016 Change in Motion Report* was reviewed and recommended by the COMPASS Regional Transportation Advisory Committee for COMPASS Board acceptance on July 27, 2016.

Implication (policy and/or financial):

The *2016 Change in Motion Report* describes how we are meeting the goals and performance measures established in *Communities in Motion 2040*. The report also documents COMPASS's readiness for MAP-21 and the FAST Act performance measure requirements. While it is primarily a technical report it identifies policy issues needing additional resources, funding, or planning efforts.

More Information:

- 1) For detailed information contact: Carl Miller, Principal Planner, at 475-2239 or cmiller@compassidaho.org.

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PROGRAM NO.	
601	<p>UNIFIED PLANNING WORK PROGRAM DEVELOPMENT AND FEDERAL ASSURANCES</p> <p style="text-align: right;">MEGAN LARSEN</p> <ul style="list-style-type: none"> • Finalized draft of the FY2017 UPWP for review and recommendation by the Finance Committee. • Processed and tracked revenues and expenditures associated with the FY2016 UPWP. • Tracked changes and announcements in the Federal Register and the Daily Digest.
620	<p>GROWTH AND TRANSPORTATION SYSTEM MONITORING</p> <p style="text-align: right;">CARL MILLER</p> <ul style="list-style-type: none"> • Completed 13 development checklists for cities of Ada County, Boise, Canyon County, Eagle, Kuna, Meridian, and Nampa. Presented the Development Checklist to the City of Boise and City of Meridian Planning and Zoning Commissions to discuss opportunities to better use the information. • Completed the <i>2016 Change in Motion Report</i> for RTAC and Board review • Began development of <i>Communities in Motion 2040</i> demographics reconciliation #3 by meeting with land use agencies. • Completed Transportation Agency Data Program Self-Assessment (FHWA best practice) to identify strengths, weaknesses, and next steps in data, processes, and standard operating procedures. • Hosted five Census Summer Camp webinars to promote demographics knowledge building for member agencies and other stakeholders.
653	<p>COMMUNICATION AND EDUCATION</p> <p style="text-align: right;">AMY LUFT</p> <ul style="list-style-type: none"> • Updated the COMPASS web site. • Tracked issues related to COMPASS and transportation in the news media. • Hosted John Martin on June 21, 2016, to speak on how the millennial generation will impact transportation needs, as part of the 2016 COMPASS education series; continued planning for remainder of 2016 COMPASS education series and began planning for 2017 education series. • Posted 16 Facebook messages, 6 Instagram posts, and 43 Tweets. • Continued to update the COMPASS strategic plan. • Continued sponsorship of Boise Police Department's "Look! Save a Life!" television public service announcements (PSAs) on bike safety. • Wrote and distributed monthly "Keeping Up With COMPASS" newsletter. • Began preparations to solicit nominations for Leadership in Motion awards. • Met with Ellen Campfield Nelson on June 8, 2016, to discuss potential membership in the Public Participation Workgroup.

PROGRAM NO.	
661	<p data-bbox="302 128 704 159">LONG RANGE PLANNING</p> <p data-bbox="1279 163 1539 195" style="text-align: right;">LIISA ITKONEN</p> <ul style="list-style-type: none"> <li data-bbox="302 205 1484 300">• Continued work with consultant on the performance measure framework (SHRP2 component); a technical team and a design team are developing the specified deliverables. <li data-bbox="302 310 1484 373">• Continued work on <i>Communities in Motion 2040 2.0</i> (CIM 2040 2.0) financial forecast of revenues and expenditure projections. <li data-bbox="302 384 1507 447">• Formed a subcommittee to provide input and recommendation to RTAC on the CIM 2040 2.0 funding policy. <li data-bbox="302 457 1484 520">• Continued the "Treasure Valley On the Go!" photo contest to generate public interest in the four components of CIM 2040 2.0. <li data-bbox="302 531 1533 625">• Received COMPASS Board approval of CIM 2040 amendment to add a project to modify the I-84/Karcher Road interchange and provide a second southbound through-lane on Midland Boulevard. <li data-bbox="302 636 1516 699">• Complete camera calibration of Jamar permanent bicycle counters June 6-June 9, 2016. <li data-bbox="302 709 1516 772">• Refined the designated critical urban freight corridors and submitted to ITD for inclusion into the statewide freight plan. <li data-bbox="302 783 1516 877">• Attended ACHD Bike Advisory Committee meeting on June 6, 2016. Committee discussed upcoming Bicycle Friendly Community liaison visit, application process, and Commuteride's new Share the Ride Idaho commuting platform. <li data-bbox="302 888 1507 1014">• Attended City of Nampa's Bicycle and Pedestrian Advisory Committee meeting on June 9, 2016. Committee announced the upcoming completion of the Edwards Pathway, from Middleton RD to Midland Blvd, south of Iowa Ave, as well as provided updates on several upcoming projects. <li data-bbox="302 1024 1484 1161">• Participated in the City of Boise/ACHD joint visit of the League of American Bicyclist, Bicycle Friendly Community liaison on June 13, 2016. Presented on the bicycle and pedestrian counting effort and reviewed results from May's Shamrock Bikeway installation. <li data-bbox="302 1171 1533 1329">• Hosted and participated in the Foundation for Ada/Canyon Trails System meeting on June 15, 2016. Discussed the finalization of the transfer of greenbelt easements to Ada County, proposed an application for the Idaho Community Foundation for City of Caldwell pathway signage, and announced an effort to catalogue land easements along the Boise River. <li data-bbox="302 1339 1516 1402">• Participated on Valley Regional Transit's Regional Coordination Council on June 21, 2016. <li data-bbox="302 1413 1500 1476">• Installed automatic transmission antennas at the eight permanent bicycle and pedestrian Eco-Counters on June 23, 2016. <li data-bbox="302 1486 1533 1549">• Met with City of Caldwell to finalize location of additional permanent bicycle and pedestrian counter along the Caldwell Greenbelt on June 28, 2016. <li data-bbox="302 1560 1500 1623">• Presented at the Caldwell Pathways and Bike Committee meeting on June 21, 2016, on bicycle and pedestrian route mapping. <li data-bbox="302 1633 1386 1696">• Hosted APBP Webinar series titled 'Economic Impacts of Street Design Decisions' on June 15, 2016. <li data-bbox="302 1707 1208 1728">• Participated in ITD Freight Plan meeting on June 27, 2016.

PROGRAM NO.	
685	<p style="text-align: right;">TONI TISDALE</p> <p>RESOURCE DEVELOPMENT/FUNDING</p> <ul style="list-style-type: none"> • Reviewed and prepared letters of support for Statewide Transportation Alternative Program (TAP) applications for member agencies to submit to ITD • Held one public comment period for proposed TIP amendments: May 26, 2016 through June 9, 2016. • Processed one TIP amendment and one administrative modification. • Presented the recommended draft policy for balancing Surface Transportation Program and Transportation Alternatives Program funding, which was approved by the COMPASS Board. • Presented the recommended priorities for the End-of-Year Program and redistribution, which was approved by the COMPASS Board in June 2016. • Continued working on development of the Draft FY2017-2021 TIP. • Developed an RTAC subcommittee to assist COMPASS staff in developing analysis methods and prioritization improvements to enhance the paired comparison methodology in the COMPASS Application Guide. • Continued work on an online interactive TIP map, which will provide information about TIP projects in an easy-access format. • Tracked obligations for federal funds and followed up with member agencies on outstanding projects. • Continued internal discussions on options for downtown Boise bicycle parking. • Worked with sponsor agencies regarding project needs and readiness in preparation for the July 7, 2016, Urban Balancing Committee meeting. • Submitted an FTA <i>Transit-Oriented Development Planning Pilot Program</i> grant application in conjunction with the City of Boise and Valley Regional Transit for planning of the State Street corridor bus rapid transit project. • Submitted a USDOT <i>Advanced Transportation and Congestion Management Technologies Deployment Initiative</i> grant application with ACHD to upgrade traffic signals at 82 intersections along 5 major corridors. • Provided partial review of VRT grant application to FTA's Public Transportation Innovation Funding Opportunity; Mobility on Demand Sandbox Demonstration Program for a GoBOI application that supports current mobility supportive technology by creating a single interface for customers to reserve, track, and pay for a ride on any mobility service that meets their needs. • Prepared letter of support for VRT Mobility on Demand Grant • Presented to the Meridian Transportation Commission and received comments on Phase I of the Eagle Road Bicycle and Pedestrian project development effort on June 6, 2016. • Participated in the consultant selection process and interviews for the Kuna Downtown Revitalization process on June 23, 2016.
701	<p style="text-align: right;">SABRINA MINSHALL</p> <p>GENERAL MEMBERSHIP SERVICES</p> <ul style="list-style-type: none"> • Participated in the City of Eagle Comprehensive Plan Steering Committee meeting on June 21, 2016. • Participated with VRT staff in the Capital Sub-Recipient Workshop, a training on the use of Federal Transit Administration funding, on June 28, 2016. • Hosted the APA webinar, "2016 Planning Law Review," on June 29, 2016 • Provided migration flow data and maps to the City of Nampa to support with their long-range water planning efforts.

PROGRAM NO.	
702	<p data-bbox="302 130 711 159">AIR QUALITY OUTREACH</p> <p data-bbox="1373 163 1536 193" style="text-align: right;">AMY LUFT</p> <ul data-bbox="321 201 1516 407" style="list-style-type: none"> • Ran five air quality public service announcements on local television stations. • Provided a status report to the Air Quality Board and Idaho Department of Environmental Quality. • Continued work on an MOU to continue COMPASS' air quality outreach efforts on behalf of the Department of Environmental Quality and the Air Quality Board upon expiration of the current MOU, which expires in October 2016.
703	<p data-bbox="302 415 760 445">GENERAL PUBLIC SERVICES</p> <p data-bbox="1373 449 1536 478" style="text-align: right;">AMY LUFT</p> <ul data-bbox="321 487 1406 550" style="list-style-type: none"> • Presented Treasure Valley Growth Trends to the Treasure Valley YMCA Strategic Planning Team on June 14, 2016.
705	<p data-bbox="302 558 935 588">TRANSPORTATION LIAISON SERVICES</p> <p data-bbox="1334 592 1536 621" style="text-align: right;">MATT STOLL</p> <ul data-bbox="321 625 1523 1365" style="list-style-type: none"> • Met with District Engineer Amy Revis on June 9, 2016 to coordinate efforts between ITD District 3 and COMPASS. • Met with Councilmember Elaine Clegg on June 14, 2016 to coordinate on AMPO, COMPASS and City of Boise issues. • Met with Board Chair Sara Baker to review June 2016 Board Packet on June 14, 2016. • Participated in the Caldwell Chamber Transportation Committee meeting on June 6, 2016. • Participated in the Meridian Transportation Commission meeting on June 6, 2016. The main topics included discussions on current traffic problem areas in the City of Meridian, Master Mobility Map, the Eagle Road Bike and Pedestrian Plan (COMPASS presentation), and ACHD Capital Improvements Plan. • Participated in the APA Idaho Board meeting on June 9, 2016; Chair the APA Idaho Conference committee. • Attended the Idaho Transportation Board meeting on June 16, 2016. • Attended the Greater Boise Chamber of Commerce Transportation Committee meeting on June 21, 2016. • Met with ACHD staff for a quarterly coordination meeting on June 22, 2016. • Attended the WTS Lunch and Learn meeting on June 23, 2016, with guest speaker, Christy Jordan, Director of Capital Planning and Space at Boise State University, who spoke about the new Boise State University Master Plan.
760	<p data-bbox="302 1373 695 1402">LEGISLATIVE SERVICES</p> <p data-bbox="1325 1407 1536 1436" style="text-align: right;">MATT STOLL</p> <ul data-bbox="321 1444 1523 1963" style="list-style-type: none"> • Participated in relevant activities in support of Board legislative position statements. • Tracked and reported significant activity in federal and state transportation-related legislative issues. • Monitored <i>Moving Ahead for Progress in the 21st Century Act (MAP-21)</i> proposed rule-making to determine implications to COMPASS and its membership. • Continued reviewing <i>Fixing America's Surface Transportation (FAST) Act</i> and its impact upon COMPASS and its' membership. • Participated in National Association of Regional Councils' Finance Committee meeting on June 7, 2016. • Participated in Idaho Transportation Board Tour of District 3 on June 15, 2016. • Attended National Association of Regional Councils' Annual Conference in Salt Lake City, UT from June 26 to 29, 2016.

PROGRAM NO.	
761	<p data-bbox="302 128 667 159">GROWTH INCENTIVES</p> <p data-bbox="1198 163 1539 195" style="text-align: right;">SABRINA MINSHALL</p> <ul data-bbox="321 201 862 233" style="list-style-type: none"> • No significant activity this month.
801	<p data-bbox="302 239 656 270">STAFF DEVELOPMENT</p> <p data-bbox="1268 275 1531 306" style="text-align: right;">MEGAN LARSEN</p> <ul data-bbox="321 338 1531 1039" style="list-style-type: none"> • Completed one-on-one public speaking coaching sessions for COMPASS staff with Dr. Heidi Reeder. • Attended “Organizational Frameworks for TAM” webinar sponsored by AASHTO/FHWA on June 8, 2016. • Attended the Idaho Environmental Forum presentation “It’s Not Easy Being Green! Trees, Conservation and Healthy Living in the Treasure Valley,” on June 15, 2016. • Attended “Building an Effective Workplace” sponsored by HRATV on June 15, 2016, in Boise, ID. • Attended “Economic Impact of Street Design Decisions” webinar on June 15, 2016. • Attended the COMPASS Education Series, “What’s Attracting Millennials?” on June 21, 2016. • Attended the Association of Idaho Cities annual conference, June 22–24, 2016. • Attended WTS Treasure Valley Lunch and Learn on June 23, 2016, in Boise. • Attended the ESRI GIS User’s Conference in San Diego, CA on June 27 to July 1, 2016. • Attended “Amazing Place: Six Cities Using the New Recipe for Economic Development” webinar by Smart Growth America on June 28, 2016. • Attended the APA webinar, “2016 Planning Law Review,” on June 29, 2016.
820	<p data-bbox="302 1052 664 1083">COMMITTEE SUPPORT</p> <p data-bbox="1273 1087 1536 1119" style="text-align: right;">MEGAN LARSEN</p> <ul data-bbox="321 1125 1422 1178" style="list-style-type: none"> • Provided staff support to the COMPASS Board of Directors and standing committees.
836	<p data-bbox="302 1194 889 1226">REGIONAL TRAVEL DEMAND MODEL</p> <p data-bbox="1149 1230 1539 1262" style="text-align: right;">MARYANN WALDINGER</p> <ul data-bbox="321 1268 1520 1999" style="list-style-type: none"> • Continued to provide modeling assistance to member agencies. • Provided write up and model results to Boise City staff on the East Columbia area plan. • Provided additional modeling support to City of Nampa for the Southwest Idaho Treatment Center area (a.k.a SWITC), which is located north of I-84 and west of Idaho Center Boulevard. • Completed the regional emission assumptions and project list for the air quality conformity demonstration for the draft FY2017-2021 TIP for ICC meeting on July 12. • Completed special model runs on Ustick Road and Homedale Road for Canyon Highway District. • Provided modeling support for the City of Eagle on potential access to SH 44. • Continued cleanup of the regional traffic count database in preparation of making the data more accessible to the public and member agencies through the COMPASS website. • Participated in the AMPO Technical Committee review and selection of conference proposals for the annual AMPO conference scheduled for October 2016. • Began the development of the data foundation for the performance measure framework and other COMPASS data sources. • Continued to make progress on model calibration report.

PROGRAM NO.	
838	<p>ON-BOARD TRANSIT and HOUSEHOLD TRAVEL SURVEY MARYANN WALDINGER</p> <ul style="list-style-type: none"> Reviewed and provided comments on the draft maps summarizing the boarding and alighting data.
842	<p>CONGESTION MANAGEMENT SYSTEM PROCESS MARYANN WALDINGER</p> <ul style="list-style-type: none"> Collected congested travel time data on 20 routes. Collected park and ride use sample data on 7 facilities. Downloaded and processed initial travel time data received from the consultant. Refined the request for proposals for the I-84 Detour plan update.
860	<p>GEOGRAPHIC INFORMATION SYSTEM MAINTENANCE ERIC ADOLFSON</p> <ul style="list-style-type: none"> Maintained and created regional geographic data layers. Created map documents for member agencies and the public. Delivered land valuation data for input to Cube Land model project for consultant. Provided Caldwell pathway planning GIS support. Began the development of the data foundation for the performance measure framework and other COMPASS data sources. This is a major effort that will allow the integration of the travel demand model and GIS data systems. Began developing web application for bicycle and pedestrian route planning. Finished work on vacant residential parcels in Canyon and Ada Counties. Created tools and methodologies to support COMPASS UPWP projects.
861	<p>REGIONAL ORTHOPHOTOGRAPHY ERIC ADOLFSON</p> <ul style="list-style-type: none"> Completed collection of all Change Area Polygons (CAPs) throughout the project and are currently updating the terrain in these areas, while at the same time beginning the final orthophoto processing in a progressive east to west direction. Preliminary orthophotography delivered. Sample set for general review and approval delivered.
991	<p>SUPPORT SERVICES LABOR MEGAN LARSEN</p> <ul style="list-style-type: none"> Provided general accounting, human resources, and administrative support to the agency.

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JULY 2016 - STAFF ACTIVITY REPORT

PROGRAM NO.	
601	<p>UNIFIED PLANNING WORK PROGRAM DEVELOPMENT AND FEDERAL ASSURANCES</p> <p style="text-align: right;">MEGAN LARSEN</p> <ul style="list-style-type: none"> • Presented draft of the FY2017 UPWP to the Finance Committee for review and recommendation for COMPASS Board approval. • Processed and tracked revenues and expenditures associated with the FY2016 UPWP. • Tracked changes and announcements in the Federal Register and the Daily Digest. • Provided a summary of progress toward strategic plan objectives for the FY2017 UPWP.
620	<p>GROWTH AND TRANSPORTATION SYSTEM MONITORING</p> <p style="text-align: right;">CARL MILLER</p> <ul style="list-style-type: none"> • Presented the <i>2016 Change in Motion Report</i> to RTAC; received recommendation for COMPASS Board acceptance. • Presented status updates of federal performance rulemaking including Safety, Metropolitan and Statewide Planning, and System Performance at the MPO Director’s meeting on July 7, 2016, and to RTAC on July 27, 2016. • Completed four development checklists for cities of Boise, Kuna, and Nampa. • Presented COMPASS Development Checklist to the City of Nampa Planning and Zoning Commission on July 26, 2016, to receive feedback on effectiveness of checklist process. • Attended FHWA/ITD Transportation Performance Management meeting on July 26, 2016, to discuss System Performance and upcoming trainings. • Hosted three Census Summer Camp webinar sessions, including “Idaho Communities by the Numbers: Race, Ethnicity, Foreign Born, and Ancestry” on Friday, July 8, 2016, “Creating Custom Tables and Colorful Maps Using American FactFinder” on Thursday, July 14, 2016, and “Increasing Your Competitive Advantage - New Tools to Access Regional Economic Development Data” on Wednesday, July 20, 2016. • Developed non-residential lease rates to develop bid-rent functions for the CubeLand demonstration model. • Purchased Infogroup employment data to supplement travel demand model development.
653	<p>COMMUNICATION AND EDUCATION</p> <p style="text-align: right;">AMY LUFT</p> <ul style="list-style-type: none"> • Updated the COMPASS web site. • Tracked issues related to COMPASS and transportation in the news media; coordinated three news interviews. • Continued planning for remainder of 2016 COMPASS education series and began planning for 2017 education series. • Posted 12 Facebook messages, 6 Instagram posts, and 18 Tweets. • Continued to update the COMPASS strategic plan. • Wrote and distributed monthly “Keeping Up With COMPASS” newsletter. • Finalized preparations to solicit nominations for Leadership in Motion awards; award nominations open August 1, 2016. • Began work on the FY2016 annual report.

PROGRAM NO.	
661	<p data-bbox="300 128 706 163">LONG RANGE PLANNING</p> <p data-bbox="1279 163 1539 199" style="text-align: right;">LIISA ITKONEN</p> <ul style="list-style-type: none"> <li data-bbox="300 205 1539 304">• Continued work with consultant on the performance measure framework (SHRP2 component); a technical team and a design team meet regularly as the project progresses. <li data-bbox="300 310 1356 346">• Submitted the second semi-annual SHRP2 progress report to FHWA. <li data-bbox="300 352 1485 415">• Continued work on <i>Communities in Motion 2040 2.0</i> (CIM 2040 2.0) financial forecast of revenues and expenditure projections. <li data-bbox="300 422 1453 485">• Facilitated RTAC Funding Policy subcommittee on July 20, 2016, to discuss federal funding policy for CIM 2040 2.0. <li data-bbox="300 491 1485 554">• Continued the "Treasure Valley On the Go!" photo contest to generate public interest in the four components of CIM 2040 2.0. <li data-bbox="300 560 1502 623">• Updated CIM 2040 2.0 public transportation component GIS file for bus stops, park and ride facilities, and transfer centers. <li data-bbox="300 630 1534 693">• Continued analysis of high capacity corridor options for the public transportation component of CIM 2040 2.0. <li data-bbox="300 699 1485 762">• Participated in ITD Statewide Freight Strategic Plan progress meeting on July 25, 2016. <li data-bbox="300 768 1485 831">• Uninstalled Boise 8th Street portable counters and provided reports on July 6, 2016. <li data-bbox="300 837 1485 942">• Hosted the Active Transportation Workgroup on July 13, 2016; discussed the ongoing bicycle and pedestrian infrastructure mapping effort and corridor identification for CIM 2040 2.0. <li data-bbox="300 949 1534 1012">• Installed portable bicycle and pedestrian counters near the Americana extension of the Boise Greenbelt on July 18, 2016. <li data-bbox="300 1018 1485 1081">• Hosted APBP Webinar series titled 'Performance Measures to Evaluate Street Design - New and Established Practices' on July 20, 2016. <li data-bbox="300 1087 1502 1192">• Hosted and participated in the Foundation for Ada/Canyon Trails System Workgroup meeting on July 20, 2016. Discussed the effort to document public easements along the Boise River from Eagle to Star. <li data-bbox="300 1199 1485 1262">• Installed two additional permanent bicycle and pedestrian counters in Nampa and Caldwell on July 28, 2016. <li data-bbox="300 1268 1258 1293">• Sent the July quarterly CIM email update to 1,096 individuals.

PROGRAM NO.	
685	<p style="text-align: right;">TONI TISDALE</p> <p>RESOURCE DEVELOPMENT/FUNDING</p> <ul style="list-style-type: none"> • Prepared for and hosted the Urban Balancing Committee meeting on July 7, 2016. The End-of-Year requests for STP-Urban funds were approved, including requests from the cities of Caldwell and Nampa, and Canyon Highway District in the Nampa Urbanized Area. • Met with ITD public transportation staff on July 8, 2016, to coordinate Federal Transit Administration programs in the Draft FY2017-2021 TIP. • Attended the City of Kuna downtown project kick off meeting on July 13, 2016. • Held the first RTAC subcommittee on the COMPASS Application Guide on July 15, 2016. The subcommittee will assist staff in developing analysis methods and prioritization improvements to enhance the paired comparison methodology, consolidate the committee scoring process, and streamline programming. • Met with Valley Regional Transit staff to coordinate Federal Transit Administration programs in the Draft FY2017-2021 TIP and Program of Projects. • Prepared for public comment period for proposed TIP amendments: July 28 through August 12, 2016. • Processed two TIP amendments and three administrative modifications. • Continued working on development of the Draft FY2017-2021 TIP and shared the draft project list with RTAC for their review prior to public comment; prepared public comment materials. • Tracked obligations for federal funds and followed up with member agencies on outstanding project. • Initiated funding trade of two projects in the TAP-TMA program. • Provided notice to proceed for the Chinden and Eagle Road bicycle and pedestrian improvement Project Development Phase II efforts.
701	<p style="text-align: right;">SABRINA MINSHALL</p> <p>GENERAL MEMBERSHIP SERVICES</p> <ul style="list-style-type: none"> • Developed service area maps for Valley Regional Transit's Supportive Housing and Innovative Partnerships transportation program. • Drafted comments for Ada County 2025 Comprehensive Plan. • Participated in the City of Eagle Comprehensive Plan Steering Committee meeting on July 19, 2016. • Attending the ACHD Commission meeting on July 20, 2016, for the I-84 Detour Plan agenda item. • Developed demographic data, forecasts, and maps for the City of Kuna to support the Kuna School District school site planning.
702	<p style="text-align: right;">AMY LUFT</p> <p>AIR QUALITY OUTREACH</p> <ul style="list-style-type: none"> • Ran six air quality public service announcements on local television stations. • Provided a status report to the Air Quality Board (AQB) and Idaho Department of Environmental Quality (DEQ). • Received signed copies of an MOU from AQB and DEQ for COMPASS to continue to coordinate air quality outreach on behalf of AQB and DEQ. The current MOU expires in October 2016.
703	<p style="text-align: right;">AMY LUFT</p> <p>GENERAL PUBLIC SERVICES</p> <ul style="list-style-type: none"> • Responded to a question from the public regarding future growth.

PROGRAM NO.	
705	<p data-bbox="302 128 938 159">TRANSPORTATION LIAISON SERVICES</p> <p data-bbox="1328 163 1539 195" style="text-align: right;">MATT STOLL</p> <ul data-bbox="321 201 1531 1188" style="list-style-type: none"> • Met with District Engineer Amy Revis on July 13, 2016 to coordinate efforts between ITD District 3 and COMPASS. • Met with Councilmember Elaine Clegg on July 14, 2016 to coordinate on AMPO, COMPASS and City of Boise issues. • Met with Deputy Director David Wallace on July 27, 2016 to coordinated ACHD and COMPASS efforts. • Met with Jennifer Gonzalez (ITD District 3) on July 19, 2016, to coordinate communication efforts. • Attended the Caldwell Chamber Government Affairs Committee meeting on July 20, 2016. • Attended the Caldwell Chamber Transportation Committee meeting on July 11, 2016. LHTAC staff presented information on the new policy on load limits for trucking. • Participated in the Meridian Transportation Commission meeting on July 18, 2016. The main topics included discussions on parking issues at Paramount Subdivision/Rocky Mountain High School, a presentation on the draft FY2017-2021 Idaho Transportation Investment Program by ITD staff, a presentation on the pilot public transportation service proposal by Valley Regional Transit staff (called Meridian Lifestyle Transit Service), and traffic analysis at Magic View Subdivision. • Chaired the monthly Idaho APA Board meeting and annual APA Idaho conference program committee. • Attended the WTS Luncheon on July 26, 2016. Scott Stokes, ITD Deputy Director, presented on Real ID and transportation safety. • Attended the IT Board meeting held in Coeur d'Alene on July 28, 2016, via video at ITD headquarters. • Met with Master Corporal Tim Davidson, Idaho State Police, regarding the Canyon County Traffic Safety Committee on July 27, 2016.
760	<p data-bbox="302 1188 695 1220">LEGISLATIVE SERVICES</p> <p data-bbox="1320 1224 1531 1255" style="text-align: right;">MATT STOLL</p> <ul data-bbox="321 1262 1507 1581" style="list-style-type: none"> • Participated in relevant activities in support of Board legislative position statements. • Tracked and reported significant activity in federal and state transportation-related legislative issues. • Monitored <i>Moving Ahead for Progress in the 21st Century Act (MAP-21)</i> proposed rule-making to determine implications to COMPASS and its membership. • Continued reviewing <i>Fixing America's Surface Transportation (FAST) Act</i> and its impact upon COMPASS and its' membership.
761	<p data-bbox="302 1581 667 1612">GROWTH INCENTIVES</p> <p data-bbox="1198 1617 1539 1648" style="text-align: right;">SABRINA MINSHALL</p> <ul data-bbox="321 1654 862 1684" style="list-style-type: none"> • No significant activity this month.

PROGRAM NO.	
801	<p data-bbox="302 128 657 159">STAFF DEVELOPMENT</p> <p data-bbox="1268 163 1528 195" style="text-align: right;">MEGAN LARSEN</p> <ul data-bbox="321 233 1507 478" style="list-style-type: none"> • Attended “Performance Measures to Evaluate New and Established Practices” webinar sponsored by the Association of Pedestrian and Bicycle Professionals on July 20, 2016. • Attended “Perfecting Your Pitch” webinar sponsored by the Urban Land Institute on July 20, 2016. • Attended “Time & Effort Reporting on Your Federal Grant” webinar sponsored by the Federal Fund Management on July 28, 2016.
820	<p data-bbox="302 478 662 510">COMMITTEE SUPPORT</p> <p data-bbox="1276 514 1536 546" style="text-align: right;">MEGAN LARSEN</p> <ul data-bbox="321 550 1422 619" style="list-style-type: none"> • Provided staff support to the COMPASS Board of Directors and standing committees.
836	<p data-bbox="302 619 889 651">REGIONAL TRAVEL DEMAND MODEL</p> <p data-bbox="1151 655 1536 686" style="text-align: right;">MARYANN WALDINGER</p> <ul data-bbox="321 690 1528 1293" style="list-style-type: none"> • Continued to provide modeling assistance to member agencies. • Provided modeling support to City of Eagle’s consultant working on the comprehensive plan update. • Provided modeling support to consultants working on analysis of proposed development in the Dry Creek area. • Met with ICC to approve the regional emission assumptions and project list for the air quality conformity demonstration for the draft FY2017-2021 TIP. • Completed the remaining travel demand model runs (input to MOVES) for air quality conformity demonstration for the draft FY2017-2021 TIP. • Reviewed draft implementation plan to develop a commercial vehicle module in the existing model. • Provided notice to proceed to consultant to collect traffic counts in the western portion of Canyon County. • Updated the regional traffic count data with ITD’s permanent traffic count data from January 2016 to May 2016. • Completed preliminary steps to developing a data foundation system to improve how data are linked, managed, updated, and maintained.
838	<p data-bbox="302 1293 1203 1325">ON-BOARD TRANSIT and HOUSEHOLD TRAVEL SURVEY</p> <p data-bbox="1151 1329 1536 1360" style="text-align: right;">MARYANN WALDINGER</p> <ul data-bbox="321 1365 883 1402" style="list-style-type: none"> • No significant progress this month.
842	<p data-bbox="302 1402 1068 1434">CONGESTION MANAGEMENT SYSTEM PROCESS</p> <p data-bbox="1151 1438 1536 1470" style="text-align: right;">MARYANN WALDINGER</p> <ul data-bbox="321 1474 1382 1614" style="list-style-type: none"> • Finalized congested travel time data contract on all 35 routes. • Continued processing travel time data received from the consultant. • Drafted Memorandum of Agreement for the Treasure Valley Incident Management Operations Manual update.

PROGRAM NO.	
860	<p data-bbox="302 128 1170 159">GEOGRAPHIC INFORMATION SYSTEM MAINTENANCE</p> <p data-bbox="1263 163 1539 195">ERIC ADOLFSON</p> <ul data-bbox="321 201 1539 688" style="list-style-type: none"> • Maintained and created regional geographic data layers. • Attended ESRI GIS User's Conference. • Finished City of Caldwell pathway planning maps. • Created maps for City of Kuna that show forecasted growth in the Kuna School District. • Began creating new route layer for Data Foundation task of the Performance Framework. • Began update process of ESRI software to 10.4.1. • QC review of the model network changes for the Data Foundation. • Created map documents for member agencies and the public. • Technical review of data agreement allowing access to InfoUSA data. • Completed GIS data assessment based on NCHRP 8-92: Implementing a Transportation Agency Data Program Self-Assessment. • Created tools and methodologies to support COMPASS UPWP projects.
861	<p data-bbox="302 701 854 732">REGIONAL ORTHOPHOTOGRAPHY</p> <p data-bbox="1263 737 1539 768">ERIC ADOLFSON</p> <ul data-bbox="321 774 1495 934" style="list-style-type: none"> • Completed east side DTM updates. • Began review of orthophoto sample sets. Consultant began making changes according to review feedback. • Began setup of QC portal for viewing, tracking, and QC of final orthophotography.
991	<p data-bbox="302 947 753 978">SUPPORT SERVICES LABOR</p> <p data-bbox="1276 982 1539 1014">MEGAN LARSEN</p> <ul data-bbox="321 1020 1520 1077" style="list-style-type: none"> • Provided general accounting, human resources, and administrative support to the agency.

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COMPASS BOARD AGENDA ITEM VIII-B

Date: August 15, 2016

Topic: Status Report – Current Air Quality Efforts

Background/Summary:

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

June Air Quality Monitoring:

The Idaho Department of Environmental Quality reported twenty-two days in the moderate air quality category and one day in the unhealthy for sensitive group category in the Treasure Valley during the month of June 2016.

- Eleven days in the moderate category were attributable to Ozone () recorded in Ada County and fine particulate matter (.5) recorded in Canyon County
- Nine days in the moderate category were attributable to fine particulate matter (.5) recorded in Canyon County
- Two days in the moderate category were attributable to Ozone () recorded in Ada County
- One day in the unhealthy for sensitive group category was attributable to Ozone () 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, 2007.

	Good	Moderate	Unhealthy to Hazardous	Total
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	287	75	3	365
2015	283	64	18	365
2016	129	52	2	182

Notes: 2008 and 2012 were Leap Years 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.

Implication (policy and/or financial):

None.

More Information:

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

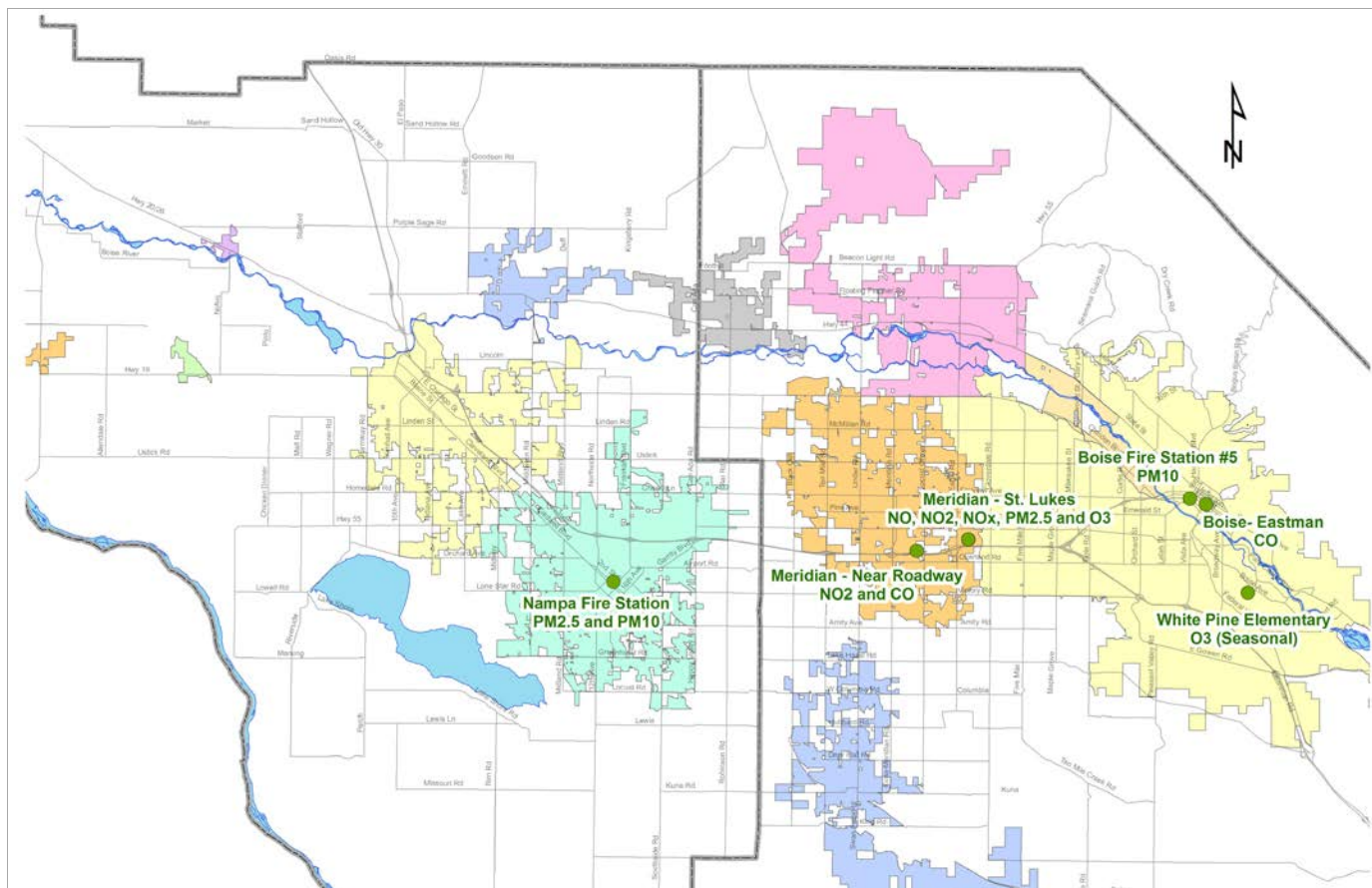


Figure 1: Map of air quality monitoring locations, Ada and Canyon County

Carbon

Monoxide (CO)

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

Oxides of

nitrogen (NOx)

Oxides of nitrogen; a precursor (building block) of ozone. NOx is a generic term for mono-nitrogen oxides NO and (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 combine in the presence of sunlight. Although the ozone in the upper atmosphere protects us from harmful ultraviolet rays, ground-level ozone is the main component of smog.

PM2.5

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

PM10

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

COMPASS BOARD AGENDA ITEM VIII-B

Date: August 15, 2016

Topic: Status Report – Current Air Quality Efforts

Background/Summary:

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

July Air Quality Monitoring:

The Idaho Department of Environmental Quality reported thirteen days in the moderate air quality category in the Treasure Valley during the month of July 2016.

- One day in the moderate category was attributable to coarse particulate matter () and Ozone () recorded in Ada County and fine particulate matter (.5) recorded in Canyon County
- Three days in the moderate category were attributable to Ozone () recorded in Ada County and fine particulate matter (.5) recorded in Canyon County
- Four days in the moderate category were attributable to fine particulate matter (.5) recorded in Canyon County
- Five days in the moderate category were attributable to Ozone () 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, 2007.

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2011	260	99	6	365
2012	283	72	11	366
2013	276	81	8	365
2014	287	75	3	365
2015	283	64	18	365
2016	147	65	2	213

Notes: 2008 and 2012 were Leap Years 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.

Implication (policy and/or financial):

None.

More Information:

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

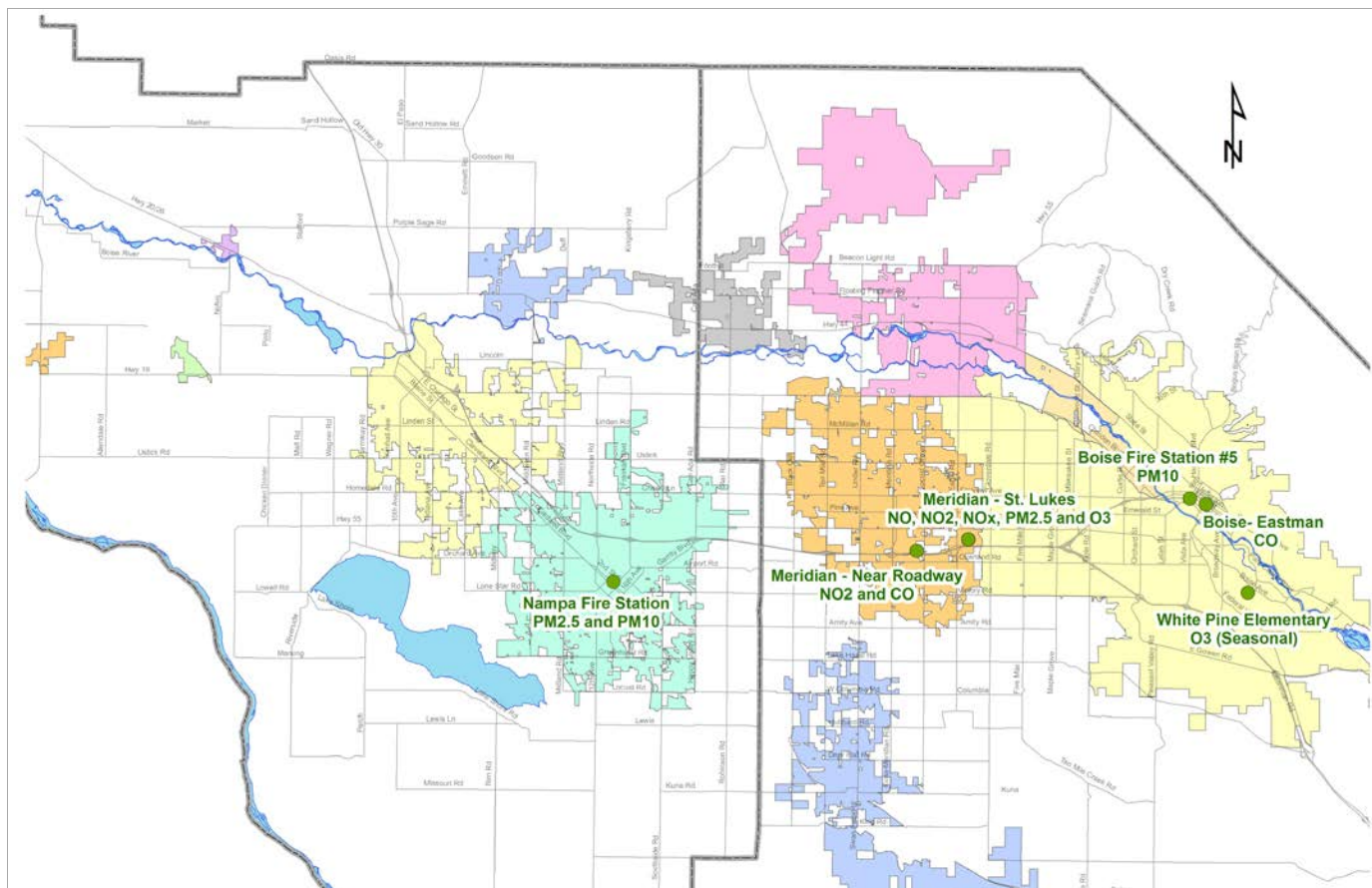


Figure 1: Map of air quality monitoring locations, Ada and Canyon County

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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 (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 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.

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

PM10

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

REGIONAL TRANSPORTATION ADVISORY COMMITTEE

ITEM VIII-C

Attendance List

Member Agency/Name	16-Jan	Feb '16	Mar '16	Apr '16	May '16	June '16	July '16	Aug '16	Sept '16	Oct '16	Nov '16	Dec '16	TOTAL
General Members													
<i>ACHD/T.Ferch/ J. Lucas</i>	1	1	1	1	1	1	1						7
<i>Ada County /M. Basham/M. Leatherman</i>	1	1	1	1	1	1	1						7
<i>BSU/D. Alexander</i>	1			1	1	1							4
<i>Canyon County/K. McCormick/P. Nilsson/D. Root</i>	1	1	1		1	1	1						6
<i>Canyon Highway District #4/C. Hopper</i>	1		1	1									3
<i>City of Boise/ D. Fluke/ K. Gallagher/Z. Piepmeyer</i>	1	1	1	1	1	1	1						7
<i>City of Caldwell/R. MacDonald</i>	1	1		1	1								4
<i>City of Eagle/N. Baird Spencer</i>	1	1	1	1	1	1	1						7
<i>City of Garden City/J. Thornborrow</i>	1	1	1	1	1								5
<i>City of Kuna/W. Howell</i>	1	1	1	1	1	1	1						7
<i>City of Meridian/C. Hood/B. McClure</i>	1	1	1	1	1	1	1						7
<i>City of Middleton/R. Falkner</i>	1	1	1	1		1	1						6
<i>City of Nampa/J. Barnes/C. Bowman</i>		1	1	1	1	1	1						6
<i>City of Parma/N. Leigh</i>	1	1	1		1	1							5
<i>City of Star/C. Bell</i>													0
<i>City of Wilder/T. Jones</i>							1						
<i>IDEQ/M. Toole</i>							1						1
<i>ITD/Amy Schroeder</i>	1	1	1	1	1	1							6
<i>Public Participation Committee/D. Smith</i>	1	1	1		1	1	1						6
<i>Valley Regional Transit/R. Jalbert</i>	1	1	1		1	1	1						6
Ex officio Members													
<i>Central District Health/R. Howarth</i>		1					1						2
<i>Governor's Office/D. Hensley</i>													0



Memorandum

To: Matt Stoll, Executive Director
From: Jessica Wilson, Data Analyst
Date: June 30, 2016
Re: **Request for Approval of Administrative Modification #16 for the FY2016-2020 Regional Transportation Improvement Program**

ACTION REQUESTED:

Approval of Administrative Modification #16 for the FY2016-2020 Regional Transportation Improvement Program (TIP).

BACKGROUND:

Modifications are requested by COMPASS staff to adjust engineering costs and add a funding source to the I-84 and Karcher Interchange Modification project.

STATUS:

Per COMPASS:

- **I-84, Karcher Interchange Modification Study, Nampa (NEW) Local Non-Participating** - Increase preliminary engineering consultant by \$9,000 to match actual cost of project. Originally, \$99,000 was obligated in FY2015. (9% increase).
- **I-84, Karcher Interchange Modification, Nampa (19814) Local Non-Participating** - Reduce preliminary engineering consultant by \$100,000 and move \$88,000 to Restoration funds. Originally, ITD staff included the Interchange Modification Study within the construction project; however, the study is a separate project under KN NEW. Move construction engineering and construction to Restoration funds. Change key number from temporary number to permanent number. **Restoration** - Add Restoration funds (ITD state funds) from the original project into preliminary engineering consultant, construction engineering, and construction. Increase preliminary engineering by \$10,000 to cover ITD's review process.

Approval:

All changes for Administrative Modification #16 in this memorandum and detailed on Attachment 1, are approved as of June 30, 2016.


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

Attachment (1)

pc: 685.03
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Administrative Modification #16
 FY2016-2020 Regional Transportation Improvement Program

Per COMPASS Staff, June 23, 2016

Key No	Project	Scheduled Costs (including Match) (costs in \$1,000)							
		Cost year	PE	PEC	RW	UT	CE	CN	SUM
NEW	I-84, Karcher Interchange Modification Study, Nampa	2016		0 9					0 9
	Funding Source: Local Non-Participating	2017							0
		2018							0
	Analyze the Karcher Interchange on I-84. The final project is an Interchange Modification Report (IMR) that will meet the 8-point outline requirement by the Federal Highway Administration. An IMR makes suggestions for modification to interchange access and ramp configuration based on current and future traffic and proposed development. Construction is currently unfunded. (The City of Nampa provided funding for the IMR.) (Federal = \$0)	2019							0
		2020							0
		PD							0
		SUM	0	0 9	0	0	0	0	0 9
19814 ORN 19998	I-84, Karcher Interchange Modification, Nampa	2016		580 392					580 392
	Funding Source: Local Non-Participating	2017					200 0	2000 0	2200 0
	Add a second southbound through lane (approximately 500-feet) on Midland Boulevard at the I-84/Karcher Interchange; add a second westbound-to-southbound left turn lane on Karcher Bypass; remove the 33B off-ramp; and modify the 33A loop ramp configuration to accommodate the additional lane. The City is paying for <u>most of the</u> design work and <u>ITD state funds will pay for part of design and construction funds are anticipated to convert to ITD state funds in the fall 2016, when ITD's FY2017 program is approved.</u> Design will be based on the recently approved Interchange Modification Report. (Federal = \$0)	2018							0
		2019							0
		2020							0
		PD							0
		SUM	0	580 392	0	0	200 0	2000 0	2780 392
Reduce PEC by \$100,000 and move \$88,000 to Restoration funds. Originally, ITD staff included the Interchange Modification Study within the construction project; however, the study is a separate project under KN NEW. Move CE and CN to Restoration funds. Change key number from temporary number to permanent number.									

Key No	Project	Scheduled Costs (including Match) (costs in \$1,000)								
		Cost year	PE	PEC	RW	UT	CE	CN	SUM	
19814 ORN 19998	I-84, Karcher Interchange Modification, Nampa	2016	0	0					580	
	Funding Source: Restoration	2017	10	88					98	
	Same as above. (Federal = \$0) Add Restoration funds (ITD state funds) from the original project into PEC, CE, and CN. Increase PE by \$10,000 to cover ITD's review process.		2017					0	0	0
			2018					200	2000	2200
			2019							0
			2020							0
			PD							0
			SUM		0	0	0	0	0	0
			10	88			200	2000	2298	

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

UT = Utilities
 CE = Construction Engineering
 CN = Construction

FY = Fiscal Year
 KN = Key Number

ITD = Idaho Transportation Department

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Memorandum

To: Matt Stoll, Executive Director
From: Jessica Wilson, Data Analyst *JW*
Date: July 20, 2016
Re: **Request for Approval of Administrative Modification #17 for the FY2016-2020 Regional Transportation Improvement Program**

ACTION REQUESTED:

Approval of Administrative Modification #17 for the FY2016-2020 Regional Transportation Improvement Program (TIP).

BACKGROUND:

Modifications are requested by Idaho Transportation Department (ITD) to match project scheduling and increase design costs on two projects.

STATUS:

Per ITD:

- **Transit - Technology, VRT, Nampa (19573) FTA 5339 SU** - Decrease construction \$206,000 in FY2016 and increase construction \$206,000 in FY2017. Funds from Federal Transit Administration to be split over two years to match ITD's scheduling. No change to project total.
- **US 20/26, Middleton Road in Middleton to Locust Grove Road in Meridian (19412) Restoration** - Increase preliminary engineering consultant \$136,000 to cover design costs. Overall increase of 3.4%.
- **US 20/26, Myrtle, Front, Broadway Resurfacing, Boise (19727) Pavement Preservation** - Increase preliminary engineering consultant \$136,000 to cover design costs. Overall increase of 3.8%.

Approval:

All changes for Administrative Modification #17 in this memorandum and detailed on Attachment 1, are approved as of July 20, 2016.

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

Attachment (1)

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Administrative Modification #17
FY2016-2020 Regional Transportation Improvement Program

Per ITD, July 8, 2016

Key No	Project	Scheduled Costs (including Match) (costs in \$1,000)							
		Cost year	PE	PEC	RW	UT	CE	CN	SUM
19573	Transit - Technology, VRT, Nampa	2016						400	400
								194	194
	Funding Source: FTA 5339 SU	2017						0	0
								206	206
	Provide annunciators for all fixed-route vehicles in the ValleyRide fleet.	2018							0
	Annunciators are considered en-route transit information, and provide audio and visual announcements to travelers.	2019							0
	Information will be available on-board a transit vehicle, and at transit stations and bus stops, to assist travelers in making informed decisions and itinerary modifications. (Federal = \$320,000)	2020							0
		PD							0
	SUM		0	0	0	0	0	400	400
Decrease CN \$206,000 in FY2016 and increase CN \$206,000 in FY2017. Funds from FTA to be split over two years to match ITD's scheduling. No change to project total.									

Per ITD, July 19, 2016

Key No	Project	Scheduled Costs (including Match) (costs in \$1,000)							
		Cost year	PE	PEC	RW	UT	CE	CN	SUM
19412	US 20/26, Middleton Road in Middleton to Locust Grove Road in Meridian	2016	10	150					160
				286					296
	Funding Source: Restoration	2017	100						100
		2018	170						170
	Restore the pavement on US 20/26 from Middleton Road (milepost 26) to Locust Grove Road (milepost 39.22) by milling off the old surface and inlaying a new one. (Federal = \$3,837,050)	2019							0
		2020						3575	3575
		PD							0
		SUM	280	150	286	0	0	0	3575
Increase PEC \$136,000 to cover design costs. Overall increase of 3.4%.									4141
19727	US 20/26, Myrtle, Front, Broadway Resurfacing, Boise	2016	10	150					160
				286					296
	Funding Source: Pavement Preservation	2017		225					225
		2018							0
	Restore the pavement on US-20 from River Street (milepost 48.13) to Federal Way exit (milepost 52.12) in downtown Boise by milling off the old surface and inlaying a new one. (Federal = \$3,471,044)	2019						3225	3225
		2020							0
		PD							0
		SUM	10	375	511	0	0	0	3225
Increase PEC \$136,000 to cover design costs. Overall increase of 3.8%.									3746

PE = Preliminary Engineering
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RW = Right-of-Way

UT = Utilities
CE = Construction Engineering
CN = Construction

FY = Fiscal Year
KN = Key Number

5339 = FTA funds for bus and bus facilities
FTA = Federal Transit Administration
ITD = Idaho Transportation Department
SU = Small Urban (Nampa Urbanized Area)

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Memorandum

To: Matt Stoll, Executive Director
From: Jessica Wilson, Data Analyst
Date: July 22, 2016
Re: **Request for Approval of Administrative Modification #18 for the FY2016-2020 Regional Transportation Improvement Program**

ACTION REQUESTED:

Approval of Administrative Modification #18 for the FY2016-2020 Regional Transportation Improvement Program (TIP).

BACKGROUND:

Modification is requested by Idaho Transportation Department (ITD) to correct Administrative Modification #17, approved on July 20, 2016.

STATUS:

Per ITD:

- **US 20/26, Middleton Road in Middleton to Locust Grove Road in Meridian (19412) Restoration** - Decrease preliminary engineering consultant \$36,000 to correct Administrative Modification #17, approved on July 20, 2016.

Approval:

All changes for Administrative Modification #18 in this memorandum and detailed on Attachment 1, are approved as of July 22, 2016.

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

Attachment (1)

pc: 685.03
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Administrative Modification #18
 FY2016-2020 Regional Transportation Improvement Program

Per ITD, July 22, 2016

Key No	Project	Scheduled Costs (including Match) (costs in \$1,000)							
		Cost year	PE	PEC	RW	UT	CE	CN	SUM
19412	US 20/26, Middleton Road in Middleton to Locust Grove Road in Meridian	2016	10	286					296
	Funding Source: Restoration	2017	100	250					100
		2018	170						170
	Restore the pavement on US 20/26 from Middleton Road (milepost 26) to Locust Grove Road (milepost 39.22) by milling off the old surface and inlaying a new one. (Federal = \$3,837,050)	2019							0
		2020						3575	3575
		PD							0
		SUM	280	286	0	0	0	3575	4141
				250					4105
Decrease PEC \$36,000 to correct Administrative Modification #17 approved on July 20, 2016.									

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5339 = FTA funds for bus and bus facilities
 FTA = Federal Transit Administration
 ITD = Idaho Transportation Department
 SU = Small Urban (Nampa Urbanized Area)

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Memorandum

To: Matt Stoll, Executive Director
From: Jessica Wilson, Data Analyst *JW*
Date: July 27, 2016
Re: **Request for Approval of Administrative Modification #19 for the FY2016-2020 Regional Transportation Improvement Program**

ACTION REQUESTED:

Approval of Administrative Modification #19 for the FY2016-2020 Regional Transportation Improvement Program (TIP).

BACKGROUND:

Modification is requested by COMPASS staff to trade funds within three projects. The trade is to allow the Dry Creek Trail and Underpass project in the City of Eagle to delay from FY2016 to FY2017, providing additional time to deliver the project. The project is trading with Valley Regional Transit's Safe Routes to School project, which is an ongoing safe routes coordination project.

STATUS:

Per COMPASS:

- **SR2S, VRT, Ada County – FY2016, FY2017, and FY2018, Phase 1 (13909) TAP-TMA** - Increase \$296,000 in construction funds from and merge with KN 13910 to FY2016 to trade funding years with KN 13916. No change to overall funding total.
- **SR2S, VRT, Ada County – FY2016, FY2017 and FY2018, Phase 2 (13910) TAP-TMA** - Decrease \$296,000 in construction funds and merge with KN 13909 to trade funding years with KN 13916. (\$258,000 from FY2017 and \$38,000 from FY2018). No change to overall funding total.
- **Pathway, Dry Creek Trail and Underpass, Eagle (13916) TAP-TMA** - Delay construction engineering and construction funds from FY2016 to FY2017/FY2018 by trading funding years with KN 13909 and 13910 (\$258,000 in FY2017 and \$38,000 in FY2018). No change to overall funding total.

Approval:

All changes for Administrative Modification #19 in this memorandum and detailed on Attachment 1, are approved as of July 27, 2016.

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

Attachment (1)

pc: 685.03
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Administrative Modification #19
FY2016-2020 Regional Transportation Improvement Program

Per COMPASS Staff, July 22, 2016

Key No	Project	Scheduled Costs (including Match) (costs in \$1,000)								
		Cost year	PE	PEC	RW	UT	CE	CN	SUM	
13909	SR2S, VRT, Ada County – FY2016, FY2017, and FY2018, Phase 1	2016						147	147	
	Funding Source: TAP-TMA	2017						443	443	
	Safe Routes to School project to support up to three full-time staff serving schools in Ada County, with a focus on the Boise and Meridian School Districts. The Treasure Valley YMCA will receive pass-through funds for this project. (Federal = \$410,483)	2018							0	
		2019							0	
		2020							0	
		PD							0	
		SUM	0	0	0	0	0	147	443	147
Increase \$296,000 in CN funds from and merge with KN 13910 to FY2016 to trade funding years with KN 13916. No change to overall funding total.							443	443		
13910	SR2S, VRT, Ada County – FY2016, FY2017 and FY2018, Phase 2	2016							0	
	Funding Source: TAP-TMA	2017						270	270	
	Safe Routes to School project to support up to three full-time staff serving schools in Ada County, with a focus on the Boise and Meridian School Districts. The Treasure Valley YMCA will receive pass-through funds for this project. (Federal = \$11,119)	2018						12	12	
		2019						38	38	
		2020						0	0	
		PD							0	
		SUM	0	0	0	0	0	308	12	308
Decrease \$296,000 in CN funds and merge with KN 13909 to trade funding years with KN 13916. (\$258,000 from FY2017 and \$38,000 from FY2018). No change to overall funding total.							12	12		
13916	Pathway, Dry Creek Trail and Underpass, Eagle	2016		6			37	259	302	
	Funding Source: TAP-TMA	2017					0	0	0	
	Provides a bicycle and pedestrian underpass at SH-44 on the west side of the City of Eagle and connects the Dry Creek Pathway to the Dry Creek Valley, Spring Valley, and SH-55. It will connect the Dry Creek Pathway and the northeast side of the city of Eagle with the Boise River Greenbelt. (Federal = \$279,833)	2018					0	0	0	
		2019					37	221	258	
		2020						38	38	
		PD							0	
		SUM	0	6	0	0	37	259	302	
Delay CE and CN funds from FY2016 to FY2017/FY2018 by trading funding years with KN 13909 and 13910 (\$258,000 in FY2017 and \$38,000 in FY2018). No change to overall funding total.										

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