



Working together to plan for the future

COMPASS BOARD PACKET

AUGUST 17, 2015

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



Working together to plan for the future

COMPASS BOARD MEETING DATES September 2015 – December 2015

COMPASS BOARD MEETING DATE/TIME	LOCATION	KEY ITEMS
Monday, September 21, 2015	COMPASS 1 st Floor Board Room 700 NE 2 nd Street Meridian, Idaho	<p>Approve Updates to the COMPASS Employee Policies and Procedures</p> <p>Approve Updates to the COMPASS Financial Policies and Procedures</p> <p>Approve Updates to COMPASS Records Retention Policy</p> <p>Adopt Resolution Approving the FY2016-2020 Regional Transportation Improvement Program and Associated Air Quality Conformity</p> <p>Adopt Resolution Amending the FY2015-2019 Regional Transportation Improvement Program</p> <p>Adopt Resolution Approving Updated Joint Powers Agreement and Bylaws</p> <p>Adopt Resolution Approving Policy for Cumulative Cost Changes</p>
Monday, October 19, 2015	COMPASS 1 st Floor Board Room 700 NE 2 nd Street Meridian, Idaho	<p>Adopt COMPASS FY2016 Grant Development Plan</p> <p>Approve High Capacity Corridor Study Project Recommendation</p> <p>Approve CIM 2040 2.0 Demographics</p>
Monday, November 16, 2015	COMPASS 1 st Floor Board Room 700 NE 2 nd Street Meridian, Idaho	TBD
Monday, December 21, 2015	Nampa Civic Center 311 3rd Street S. Nampa, Idaho	<p>Annual Holiday Board Luncheon</p> <p>Establish 2016 COMPASS Board and Executive Committee Meeting Dates. Provide 30 Day Notice of Annual Meeting</p> <p>Adopt Resolution Approving Revision 1 of the FY2016 Unified Planning Work Program and Budget</p> <p>Approve 2016 Idaho Legislative Session Position Statements</p>

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BOARD OF DIRECTORS' MEETING
AUGUST 17, 2015 – 1:30 PM
COMPASS, 1ST FLOOR BOARD ROOM
700 NE 2ND STREET, SUITE 200, 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. SPECIAL ITEM (1:35)

1:35 A. A Forum with U.S. Senator Mike Crapo

VI. CONSENT AGENDA (2:05)

Page 3 * A. Approve June 15, 2015, Board Meeting Minutes

Page 7 * B. Receive May 12 and June 2, 2015, Executive Committee Meeting Minutes

Page 13 * C. Receive May 14, 2015, Finance Committee Meeting Minutes

D. Approve Aaron Scheff, DEQ Regional Administrator, as Non-Elected Board Member

Page 15 * E. Approve List of Records for Destruction

VII. INFORMATION/DISCUSSION ITEMS

2:10 A. Status Report – Finance Committee

Finance Chair

Finance Committee Chair will provide a status report on the July 30, 2015, Finance Committee meeting.

2:15 B. Status Report – Broadway Bridge Project

Amy Schroder

Amy Schroder, Idaho Transportation Department, will provide a status report on the Broadway Bridge project.

VIII. ACTION ITEMS

2:30 * A. Approve Withdrawal from Further Consideration of Economic Development District Designation

Megan Larsen

Page 18

Megan Larsen will provide a status report on the Economic Development District.

- 2:40 *B. **Review Updates to Joint Powers Agreement and Board** **Matt Stoll**
 Page 21 **Bylaws and Provide 30 Day Notice of Intent to Amend**
Matt Stoll will present updates to the Joint Powers Agreement and Board Bylaws for consideration of approval in September 2015.
- 3:10 *C. **Adopt Resolution Approving FY2016 Unified Planning Work** **Megan Larsen**
 Page 128 **Program and Budget**
Megan Larsen will present the draft FY2016 Unified Planning Work Program and Budget recommended for Board approval by the Finance Committee.
- 3:20 *D. **Approve COMPASS Application Guide** **Toni Tisdale**
 Page 160 *Toni Tisdale will seek approval of the COMPASS Application Guide.*

IX. EXECUTIVE DIRECTOR'S REPORT (INFORMATION ONLY) (3:30)

- Page 207 *A. **Staff Activity Report**
- Page 213 *B. **Status Report – Current Air Quality Efforts**
- Page 215 *C. **Status Report – Standing Committees' Attendance**
- Page 219 *D. **Status Report – Quarterly Transportation Update**
- Page 229 *E. **Administrative Modifications**

X. ADJOURNMENT (3:35)

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

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**BOARD OF DIRECTORS' MEETING
JUNE 15, 2015
COMPASS, 1ST FLOOR BOARD ROOM
700 NE 2ND STREET, MERIDIAN, IDAHO**

****MINUTES****

ATTENDEES: Nichoel Baird Spencer for Jim Reynolds, Mayor, City of Eagle
Sara Baker, Commissioner, Ada County Highway District, **Chair Elect**
Dave Bieter, Mayor, City of Boise
Elaine Clegg, Councilmember, City of Boise
Tom Dale, Commissioner, Canyon County
John Evans, Mayor, Garden City
Kelli Fairless, Valley Regional Transit
Jim Hansen, Commissioner, Ada County Highway District
Bob Henry, Mayor, City of Nampa
Caleb Hood for Tammy de Weerd, Mayor, City of Meridian
Bruce Krosch, Southwest District Health, Ex officio
Kathleen Lacey for Maryanne Jordan, Councilmember, City of Boise
Nathan Leigh, Mayor, City of Parma
David Luft, Department of Environmental Quality
Larry Maneely for Dave Case, Commissioner, Ada County, **Secretary-Treasurer**
John McEvoy, Commissioner, Canyon Highway District #4
Luke McHenry, City of Wilder
Bryce Millar, Commissioner, Nampa Highway District #1
Garret Nancolas, Mayor, City of Caldwell, **Chair**
Paul Raymond, Councilmember, City of Nampa
Amy Revis, Idaho Transportation Department – District 3
Matt Stoll, Executive Director, Community Planning Association, Ex officio
Jim Tibbs, Commissioner, Ada County
Dave Wallace for Rebecca Arnold, Commissioner, Ada County Highway District
Rick Yzaguirre, Commissioner, Ada County

MEMBERS

John Brunelle, Capital City Development Corporation

ABSENT:

Craig Hanson, Commissioner, Canyon County

David Hensley, Governor’s Office, Ex officio

Nathan Mitchell, Mayor, City of Star

Greg Nelson, Mayor, City of Kuna

Nicole Nimmons, Boise State University

Brent Orton, City of Caldwell

Patrick Rice, Greater Boise Auditorium District, Ex officio

Charlie Rountree, Councilmember, City of Meridian, **Immediate Past Chair**

Steven Rule, Commissioner, Canyon County, **Vice Chair**

Darin Taylor, Mayor, City of Middleton

OTHERS:

Nancy Brecks, Community Planning Association

Ken Burgess, Veritas Advisors

Michael Fuss, City of Nampa

Megan Larsen, Community Planning Association

Amy Luft, Community Planning Association

Don Matson, Community Planning Association

Sabrina Minshall, Community Planning Association

Patricia Nilsson, Canyon County

Toni Tisdale, Community Planning Association

CALL TO ORDER:

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

AGENDA ADDITIONS/CHANGES

None.

OPEN DISCUSSION/ANNOUNCEMENTS

None.

CONSENT AGENDA

- A. Approve April 20, 2015, Board Meeting Minutes**
- B. Receive March 10, 2015, Executive Committee Meeting Minutes**
- C. Receive April 3, 2015, Special Executive Committee Meeting Minutes**
- D. Receive April 14, 2015, Executive Committee Meeting Minutes**
- E. Receive April 23, 2015, Finance Committee Meeting Minutes**
- F. Approve Banking Resolution Authorizing Opening New Account**
- G. Adopt Resolution 12-2015 Approving Revision 3 of the FY2015 Unified Planning Work Program and Budget**
- H. Approve Priorities for End-of-Year Program**
- I. Adopt Resolution 13-2015 Approving the COMPASS *Integrated Communication Plan*/Public Involvement Plan**
- J. Approve List of Records for Destruction**

Tom Dale moved and Jim Hansen seconded approval of the Consent Agenda as presented. Motion passed unanimously.

INFORMATION/DISCUSSION ITEMS

A. Status Report – Finance Committee

Megan Larsen provided a status report on action taken at the May 14, 2015, Finance Committee meeting.

B. Update on Project Development Program

Don Matson reported that 10 applications were received for the Project Development Program; 5 were selected to move forward in FY2015 based on the selection criteria.

ACTION ITEMS

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

Sara Baker moved and Paul Raymond seconded to adjourn into Executive Session pursuant to Idaho Code [67-2345 (b)] at 1:42 pm.

Matt Stoll called role. The following Board members were present and voted in the affirmative: Dave Wallace, Sara Baker, Dave Bieter, Larry Maneely, Elaine Clegg, Tom Dale, Caleb Hood, John Evans, Kelli Fairless, Jim Hansen, Bob Henry, Kathleen Lacey, Nathan Leigh, Dave Luft, John McEvoy, Luke McHenry, Bryce Millar, Garret Nancolas, Paul Raymond, Amy Revis, Nichoel Baird Spencer, Jim Tibbs, and Rick Yzaguirre. Motion passed unanimously.

Bob Henry moved and Tom Dale seconded to move back into regular session at 1:56 pm. Motion passed unanimously.

Chair Nancolas stated no action was taken in Executive Session. The Board discussed the Executive Committee's recommendation to the Board of a 3% increase for Matt Stoll.

After discussion, **Bob Henry moved and Nathan Leigh seconded a 3% increase for Matt Stoll as recommended by the Executive Committee. Motion passed with Dave Wallace abstaining.**

B. Approve Projects to be Funded for CIM Implementation Grants in FY2015 and Prioritization for FY2016 Grants

Don Matson presented proposed projects for FY2015 CIM Implementation Grants and prioritization for FY2016 grants.

After discussion, **Elaine Clegg moved and Jim Hansen seconded approval of projects for the CIM Implementation Grants for FY2015 as presented. Motion passed unanimously.**

After discussion, **Elaine Clegg moved and Nathan Leigh seconded approval of the prioritization of the FY2016 grants as presented. Motion passed unanimously.**

C. Adopt Resolution 14-2015 Amending the FY2015-2019 Regional Transportation Improvement Program

Toni Tisdale presented an amendment to the FY2015-2019 Regional Transportation Improvement Program, modifying the Transportation Alternative Program (TAP) - Statewide (also known as Community Choices Program), as recommended by the Regional Advisory Committee for Board approval.

After discussion, **Jim Tibbs moved and John Evans seconded adoption of Resolution 14-2015 amending the FY2015-2019 Regional Transportation Improvement Program as presented. Motion passed unanimously.**

D. Adopt Resolution 15-2015 Amending the FY2015-2019 Regional Transportation Improvement Program

Toni Tisdale presented an amendment to the FY2015-2019 Regional Transportation Improvement Program as requested by ITD, to advance four maintenance projects and converting funds from federal to state sources.

After discussion, **Bob Henry moved and John McEvoy seconded adoption of Resolution 15-2015 amending the FY2015-2019 Regional Transportation Improvement Program as presented. Motion passed unanimously.**

OTHER

Chair Nancolas recapped the June 7-10, 2015, National Association of Regional Councils Annual Conference he attended with Matt Stoll in Raleigh, NC.

ADJOURNMENT

Dave Bieter moved and Elaine Clegg seconded adjournment at 2:21 pm. Motion passed unanimously.

Dated this 20th day of July 2015.

Approved:

**By: _____
Garret Nancolas, Chair
Community Planning Association of
Southwest Idaho**

Attest:

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

**EXECUTIVE COMMITTEE MEETING
MAY 12, 2015
COMPASS, 2ND FLOOR LARGE CONFERENCE ROOM
MERIDIAN, IDAHO**

****MINUTES****

ATTENDEES: Sara Baker, Commissioner, Ada County Highway District, **Chair Elect**
Dave Bieter, Mayor, City of Boise, via telephone
Bob Henry, Mayor, City of Nampa
Megan Leatherman for Dave Case, Commissioner, Ada County,
Secretary-Treasurer
Nathan Leigh, Mayor, City of Parma
Garret Nancolas, Mayor, City of Caldwell, **Chair**
Jim Reynolds, Mayor, City of Eagle
Charlie Rountree, Councilman, City of Meridian, **Immediate Past Chair**
Steve Rule, Commissioner, Canyon County, **Vice Chair**

OTHERS PRESENT: Ken Burgess, Veritas Advisors
Megan Larsen, Community Planning Association
Amy Luft, Community Planning Association
Sabrina Minshall, Community Planning Association
Matt Stoll, Executive Director, Community Planning Association
Christina Torkelson, Community Planning Association
MaryAnn Waldinger, Community Planning Association
Dave Wallace, Ada County Highway District

CALL TO ORDER:

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

AGENDA ADDITIONS/CHANGES

None.

OPEN DISCUSSION/ANNOUNCEMENTS

Matt Stoll stated COMPASS and ITD will be submitting a TIGER grant application for the Franklin Boulevard to Franklin Avenue project in Canyon County; due June 3, 2015. Because of the tight timeline, Matt asked that any letters of support from members be completed and submitted to COMPASS by May 29, 2015.

Matt noted on Thursday, May 21, 2015, a Review Workgroup of member agencies' legal counsel will review the current proposed changes to the Joint Powers Agreement and COMPASS Bylaws, which will be presented to the full Board in June 2015, and providing 30 day Notice of Intent to Amend the documents in July 2015. Board members are invited to attend as well.

Ken Burgess announced as part of the COMPASS Educational Series, on Thursday, May 28, 2015, Representative Joe Palmer and Senator Bert Brackett will participate in a panel discussion and recap action taken on transportation funding during the 2015 legislative session and next steps on policy and funding matters.

CONSENT AGENDA

A. Approve April 14, 2015, Executive Committee Meeting Minutes

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

ACTION ITEM

A. Establish June 15, 2015, COMPASS Board Meeting Agenda

Matt Stoll presented staff proposed Agenda Items 1-21 for the June 15, 2015, COMPASS Board meeting and requested the latitude to amend the agenda as necessary.

After discussion, **Charlie Rountree moved and Bob Henry seconded approval of Agenda Items 1-21 as presented, with a change to the presentation time for Agenda Item 18 from 15 minutes to 30 minutes, for the June 15, 2015, COMPASS Board meeting. Matt Stoll has the latitude to amend the agenda as necessary. Motion passed unanimously.**

INFORMATION/DISCUSSION ITEM

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

Steve Rule moved and Garret Nancolas seconded to adjourn into Executive Session pursuant to Idaho Code [67-2345 (b)] at 2:37 pm.

Matt Stoll called role. The following Executive Committee members were present and voted in the affirmative: Sara Baker, David Bieter, Megan Leatherman, Bob Henry, Nathan Leigh, Garret Nancolas, Jim Reynolds, Charlie Rountree, and Steve Rule. Motion passed unanimously.

Convened back into regular session at 2:50. No action was taken in Executive Session.

ADJOURNMENT

Jim Reynolds moved and Charlie Rountree seconded adjournment at 2:51 pm. Motion passed unanimously.

Dated this 2nd day of June 2015.

Approved:

**By: _____
Garret Nancolas, 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
JUNE 2, 2015
COMPASS, 2ND FLOOR LARGE CONFERENCE ROOM
MERIDIAN, IDAHO**

****MINUTES****

ATTENDEES: Sara Baker, Commissioner, Ada County Highway District, **Chair Elect**
Dave Bieter, Mayor, City of Boise, via telephone
Bob Henry, Mayor, City of Nampa
Nathan Leigh, Mayor, City of Parma
Jim Reynolds, Mayor, City of Eagle
Charlie Rountree, Councilman, City of Meridian, **Immediate Past Chair**
Steve Rule, Commissioner, Canyon County, **Vice Chair, via telephone**

MEMBERS ABSENT: Dave Case, Commissioner, Ada County, **Secretary-Treasurer**
Garret Nancolas, Mayor, City of Caldwell, **Chair**

OTHERS PRESENT: Nancy Brecks, Community Planning Association
Jason Brinkman, Idaho Transportation Department
Julie DeLorenzo, Idaho Transportation Board
Megan Larsen, Community Planning Association
Amy Luft, Community Planning Association
Sabrina Minshall, Community Planning Association
Amy Schroder, Idaho Transportation Department
Matt Stoll, Executive Director, Community Planning Association
Toni Tisdale, Community Planning Association
Jerry Whitehead, Idaho Transportation Board

CALL TO ORDER:

Chair Elect Baker called the meeting to order at 10:10 am.

AGENDA ADDITIONS/CHANGES

None.

OPEN DISCUSSION/ANNOUNCEMENTS

Chair Elect Baker welcomed Idaho Transportation Board Chairman Jerry Whitehead and District 3 Board Member Julie DeLorenzo to the meeting.

Matt Stoll provided a time line for updates to the Joint Powers Agreement and COMPASS Bylaws, which will be presented to the Board in July 2015 providing 30 day notice of intent to amend at the August 2015 meeting.

SPECIAL ITEM

A. Review Proposed Projects and Program Changes for Draft FY2016-2020 Regional Transportation Improvement Program (TIP) and FY2015 Federal OA Redistribution

Amy Schroder, Idaho Transportation Department, reviewed the proposed ITD projects in the COMPASS planning area for the draft FY2016-2020 Regional Transportation Improvement Program, including projects that are new, have advanced, and been delayed. Amy also discussed ITD's Strategic Initiatives program.

Toni Tisdale reviewed the End of Year Program requests. The top priority is to bring Obligation Authority up to 100%. Toni also reviewed the Major Changes list as of June 2, 2015, for the draft FY2016-2020 Regional Transportation Improvement Program, which consists of projects that are new, removed, or construction is advanced or delayed, as compared to the FY2015-2019 Regional Transportation Improvement Program.

CONSENT AGENDA

A. Approve May 12, 2015, Executive Committee Meeting Minutes

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

ACTION ITEM

A. Establish July 20, 2015, COMPASS Board Meeting Agenda

Matt Stoll presented staff proposed Agenda Items 1-12, and requested to add Agenda Item 12b – Status Report – Bridge Conditions in District 3, for the July 20, 2015, COMPASS Board meeting. Matt requested the latitude to amend the agenda as necessary.

After discussion, **Bob Henry moved and Charlie Rountree seconded approval of Agenda Items 1-12b as presented. Matt Stoll has the latitude to amend the agenda as necessary. Motion passed unanimously.**

ADJOURNMENT

Chair Elect Baker adjourned the meeting at 11:10 am.

Dated this 14th day of July 2015.

Approved:

**By: _____
Garret Nancolas, Chair
Community Planning Association of
Southwest Idaho**

Attest:

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

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**FINANCE COMMITTEE MEETING
MAY 14, 2015
COMPASS, 2ND FLOOR LARGE CONFERENCE ROOM
MERIDIAN, IDAHO**

****MINUTES****

ATTENDEES: Rebecca Arnold, Commissioner, Ada County Highway District, **Chair**
Dave Case, Commissioner, Ada County
Craig Hanson, Commissioner, Canyon County
John McEvoy, Commissioner, Canyon Highway District #4
Garret Nancolas, Mayor, City of Caldwell
Charlie Rountree, Councilman, City of Meridian
Rick Yzaguirre, Commissioner, Ada County

OTHERS PRESENT: Keith Holmes, Community Planning Association
Megan Larsen, Community Planning Association
Amy Luft, Community Planning Association
Sabrina Minshall, Community Planning Association
Matt Stoll, Community Planning Association
Christina Torkelson, Community Planning Association

CALL TO ORDER:

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

AGENDA ADDITIONS/CHANGES

None.

OPEN DISCUSSION/ANNOUNCEMENTS

None.

CONSENT AGENDA

A. Approve April 23, 2015, Finance Committee Meeting Minutes

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

ACTION ITEMS

A. Approve Variance Report for October 1, 2014 – March 31, 2015

Megan Larsen presented the October 1, 2014 – March 31, 2015, Variance Report.

After discussion, **Garret Nancolas moved and Charlie Rountree seconded approval of the October 1, 2014 – March 31, 2015, Variance Report as presented. Motion passed unanimously.**

B. Recommend COMPASS Board Approval of the FY2016 Economic Development District Membership Dues

Megan Larsen presented proposed FY2016 Economic Development District membership dues.

After discussion, **Garret Nancolas moved and Charlie Rountree seconded to recommend the FY2016 Economic Development District Membership Dues for COMPASS Board approval as presented. Motion passed 4 to 3.**

C. Recommend COMPASS Board Approval of the Draft FY2016 Unified Planning Work Program and Budget

Megan Larsen presented the draft FY2016 Unified Planning Work Program and Budget.

After discussion, **Garret Nancolas moved and Charlie Rountree seconded to recommend the draft FY2016 Unified Planning Work Program and Budget for COMPASS Board approval as presented. Motion passed 4 to 3.**

ADJOURNMENT

Dave Case moved and Charlie Rountree seconded adjournment at 1:06 pm. Motion passed unanimously.

Dated this 30th day of July 2015.

Approved:

**By: _____
Rebecca Arnold, Chair**

Attest:

**By: _____
Craig Hanson, Vice Chair**

COMPASS BOARD AGENDA ITEM VI-E

Date: August 17, 2015

Topic: Records for Destruction

Request/Recommendation:

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

Background/Summary:

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

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

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

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

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

Implication (policy and/or financial):

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

More Information:

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

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

Description of record	When created*	Retention period for this record in years	Expiration of retention period	Date list to state archivist	Date of request for Board approval	Destruction date
FY2004 End of year sweep requests and related notes	9/30/2004	5	9/30/2009	8/14/2015	8/17/2015	
FY2006 State Highway 44 Corridor Preservation Environmental meeting notes and correspondence	9/30/2006	1	9/30/2007	8/14/2015	8/17/2015	
FY2006 State Highway 44 Corridor Preservation Study DRAFT	9/30/2006	1	9/30/2007	8/14/2015	8/17/2015	
FY2008 and FY2009 Correspondence related to 2035 Communities in Motion	9/30/2009	5	9/30/2014	8/14/2015	8/17/2015	
FY2009 Public Comment surveys	9/30/2009	5	9/30/2014	8/14/2015	8/17/2015	
FY2010 "Reading" files; these files include duplicate copies of correspondence issued during the fiscal year	9/30/2013	1	9/30/2014	8/14/2015	8/17/2015	
FY2010 Correspondence re: Leadership in Motion awards	9/30/2010	1	9/30/2011	8/14/2015	8/17/2015	
FY2010 Correspondence related to standing committee membership	9/30/2010	1	9/30/2011	8/14/2015	8/17/2015	
FY2010 General Correspondence with member agencies	9/30/2010	1	9/30/2011	8/14/2015	8/17/2015	
FY2011 Comments from COMPASS on US Census Project	9/30/2011	1	9/30/2012	8/14/2015	8/17/2015	
FY2011 Correspondence re: Leadership in Motion awards	9/30/2011	1	9/30/2012	8/14/2015	8/17/2015	
FY2012 "Reading" files; these files include duplicate copies of correspondence issued during the fiscal year	9/30/2012	1	9/30/2013	8/14/2015	8/17/2015	

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

Description of record	When created*	Retention period for this record in years	Expiration of retention period	Date list to state archivist	Date of request for Board approval	Destruction date
FY2013 "Reading" files; these files include duplicate copies of correspondence issued during the fiscal year	9/30/2013	1	9/30/2014	8/14/2015	8/17/2015	

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

COMPASS BOARD AGENDA ITEM VIII-A

Date: August 17, 2015

Topic: Region 3 Economic Development District Designation

Request/Recommendation:

Staff seeks authorization to withdraw from further consideration for Economic Development District (EDD) designation.

Background/Summary:

At the January 26, 2015, meeting, the COMPASS Board considered a request from the Idaho Council of Governments (ICOG) to explore an arrangement with COMPASS that would ensure the retention of the EDD designation for Region 3, as ICOG could no longer sustain the EDD work.

The COMPASS Board directed staff to prepare a proposal for transfer of the EDD designation to COMPASS and that proposal was presented to the Board at the April 20, 2015, meeting.

The COMPASS Board approved moving forward with the steps necessary to transfer the Region 3 EDD to COMPASS, subject to the conditions in the proposal. These conditions included:

- Strict adherence to a “firewall” between COMPASS activities and the EDD activities, such that no COMPASS funding, including but not limited to COMPASS member dues, would be used for EDD activities.
- Assessment of dues to EDD members, independent of COMPASS dues. Joining the EDD and payment of those dues would be optional for COMPASS members.
- Receipt of the remaining unrestricted fund balance from ICOG following its dissolution. This amount was expected to be in excess of \$300,000 after ICOG obligations were completely settled. These funds were expected to provide a safety net of support for EDD operations while the EDD activities were ramping up. Over time, the EDD was expected to be self-sustaining.
- Retention of the Economic Development Administration (EDA) Revolving Loan Fund (RLF) as an important tool to support economic development in the region.

As part of the research COMPASS staff conducted to develop the proposal, staff interviewed Richard Manwaring, who was then the Area Director for Region 10 of the Economic Development Administration. COMPASS staff described the proposed conditions under which COMPASS could assume responsibilities for the EDD, with particular emphasis on the need to maintain the firewall between COMPASS operations and EDD operations. Mr. Manwaring understood these conditions and described a straight forward transfer application process in which the Region 3 EDD designation could be transferred intact to COMPASS in a matter of weeks. Mr. Manwaring expressed confidence in COMPASS’ ability to operate the EDD successfully and noted that he did not believe there was any better option for an agency to operate the EDD in the region than COMPASS.

COMPASS staff also spoke to David Farnworth-Martin, EDA's Regional Director for Idaho and Nevada. Nothing in the conversation with Mr. Farnworth-Martin contradicted or called into question what COMPASS had been told by Mr. Manwaring.

Following Board approval to move forward with the transfer, COMPASS staff discussed the transfer of the RLF to COMPASS with Mary Rudokas at EDA. Again, this transfer was presented as a straight forward process. The RLF was considered out of compliance with EDA requirements as no new loans had been made since 2013. ICOG was holding more than \$700,000 in idle cash and the Treasury sought to have the cash returned to it and the RLF closed down. Ms. Rudokas regarded the transfer to COMPASS as a good solution to that issue as it would reset the clock with Treasury and allow 18 months for the RLF to come in to compliance, thus saving the RLF from cancellation.

Mr. Manwaring retired from EDA on June 12, 2015. COMPASS staff reached out to other staff at EDA, with Frances Sakaguchi as EDA point person, to get started with the transfer process. It was at that point that Ms. Sakaguchi presented an alternate scenario from the one upon which the Board-approved proposal had been predicated.

EDA suggested a multi-year process instead of a transfer that could be accomplished in a few weeks. During the first year (FY2016), COMPASS would go through a learning process, attend National Association of Development Organizations (NADO) trainings, and work closely with the Region 2 and Region 4 EDD's. In EDA's view, this process was necessary for COMPASS to get up to speed on economic development issues. EDA suggested there could be a modest grant of \$20,000-\$25,000, requiring a 50% match from COMPASS, to support this learning process. During this time, the Region 2 and Region 4 EDD's were expected to provide support and services to the eight rural counties in Region 3.

In the second year (FY2017), provided the first year's learning process was satisfactory, COMPASS could apply for a re-designation of the EDD. This would be a full-blown application process, like that of a new district, not a simple transfer of designation. EDA expected that the new EDD would be a subset of the 10 county region, including just two to four of those counties. EDA expected the other rural counties not included in this new region would be added to the Region 2 or Region 4 districts. EDA felt that this strategy would provide better service and support to the rural counties.

In the third year (FY2018), provided the application for the new EDD was approved, COMPASS would then have an EDD designation and could apply for an annual EDA planning grant. This grant could be less than the \$75,000 grant historically awarded to ICOG when it operated the EDD.

EDA felt that it would not be appropriate to assess dues to member agencies until the designation was in place in FY2018, so EDA expected that COMPASS would provide the funding to support the EDD related work in FY2016 and FY2017.

COMPASS staff and Board members Mayor Garret Nancolas, Mayor John Evans (also of the ICOG Board) and Councilwoman Elaine Clegg participated in a conference call with EDA staff on June 24, 2015. The EDA staff participating in the call included Ms. Sakaguchi and acting Area Director A. Leonard Smith.

COMPASS presented its concerns with EDA's proposal. These included:

- The lengthy process would serve to further undermine the ability of the EDD to be successful. As ICOG has struggled over the last two or more years, the Region 3 EDD has been underserved. Relationships with cities and counties in the region have suffered. A drawn out process would exacerbate this problem, and make relationship re-building that much more difficult. COMPASS staff feels the better strategy is to get to work as quickly as possible and deliver some successes in the region, thereby restoring credibility and gaining momentum. COMPASS staff believes the EDA proposal sets up the EDD for failure, not success.
- The COMPASS Board would not support the use of COMPASS funds for EDD related work. This condition was a key element of the Board's approval and majority Board support is highly unlikely if this condition is not met.
- COMPASS could not collect dues to support the EDD until the designation was in place, so there would be no source of funding with which to match an EDA grant during FY2016, even if such a grant was awarded.
- The ICOG Board would not likely support the transfer of its remaining unrestricted fund balance to COMPASS in the absence of the EDD designation. Therefore, there would be no safety net, now or in the future, to support the EDD.
- The RLF is likely to dissolve. COMPASS would not apply to take on the RLF in the absence of an EDD designation. No other agencies responded when ICOG issued an RFP for management of the RLF in February 2015. With no agency willing to take on the RLF, the funds would likely be returned to Treasury in the near term.
- Establishing an EDD as a subset of the 10 county area would produce a barrier to regional planning. Statewide public entities such as transportation, commerce, labor, and health and welfare group the 10 counties as a region. Effective collaboration and successful economic development would be better supported with consistency in this structure.
- Given the geographical constraints, it would be challenging at best for the Region 2 and Region 4 EDD's to serve the rural counties adjacent to them. These counties would likely be underserved indefinitely under EDA's proposal.

COMPASS staff requested a reconsideration of EDA's new proposal and a return to the plan presented to us in our discussion with Mr. Manwaring. EDA took some time to consider COMPASS's concerns, but ultimately declined this request, and advised that consideration of COMPASS for EDD designation would require following their new plan as described above.

COMPASS staff believes this new plan is untenable and will seriously impair COMPASS' ability to be successful as an EDD. Therefore, staff recommends withdrawal from further consideration of the EDD. The COMPASS Executive Committee considered the new development regarding the EDD designation at their July 2015 meeting. The Executive Committee also recommends withdrawal from further consideration.

Implication (policy and/or financial):

If the Board does not authorize withdrawal from consideration of the EDD, further consideration of how the COMPASS Board conditions for the EDD could be adhered to under the EDA's proposal will be necessary.

More Information:

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



COMPASS BOARD AGENDA ITEM VIII-B

DATE: AUGUST 17, 2015

Topic: Proposed Revisions to Joint Powers Agreement and COMPASS Bylaws

Request/Recommendation:

Staff seeks Board authorization to provide the 30 day notice of intent to amend its Joint Powers Agreement and Bylaws. If the 30 day notice is authorized, the Board will be asked to approve the JPA and Bylaws at its September 21, 2015, meeting.

Background/Summary:

At the September 15, 2014, meeting, the COMPASS Board of Directors approved moving forward with the proposed Board and committee restructuring process. Per Board direction, the proposed revisions to the Joint Powers Agreement and COMPASS Bylaws were sent to the full Board for comment.

At numerous meetings of the Board and Executive Committee over the past 11 months, Board members, as well as counsel for member agencies, have had the opportunity to provide comments and feedback on the proposed revisions. Specifically, the JPA and Bylaws were reviewed and discussed at the following meetings:

December 16, 2014	Executive Committee
February 23, 2015	Board
March 16, 2015	Board
May 21, 2015	Work group, member agency counsel (ACHD, Ada County, Boise City, City of Kuna)

Additionally, on July 21, 2015, near-final draft versions of the JPA and Bylaws were shared with the member agency counsel that had expressed interest in providing comments. Comments were received from counsel for City of Boise and Ada County.

COMPASS counsel has incorporated the feedback received from Board members and member agency counsel into the proposed revisions presented here. A significant portion of the comments received focused on cleaning up the documents, and adding greater clarity to the language in the documents. For example, language listing the original parties to the JPA was removed, as this no longer seemed to serve a purpose. The guidance for Alternate Board Members was simplified and clarified. Inclusion of small cities representatives from both Ada and Canyon counties on the Executive Committee is now spelled out. This had been the practice of the Board, but it was not previously stated explicitly in the governing documents. These examples are illustrative of the type of clarification and clean up revisions that were made and are not all inclusive. Complete redline versions are provided in the attachment so that Board members may see every change that is proposed.

Early versions of the proposed revisions including some additional delegation of responsibility to the Executive Committee from the Board, but this language has been removed, in accordance with the Board's guidance. Executive Committee actions generally continue to require confirmation or approval of the full Board, as is current practice.

The most substantive change to the governing documents was a shift of some standing committees to work groups to provide more agility and efficiency in the activities of those work groups. Annually, the Executive Committee will recommend a charter specifying membership, tasks, and timeline for the work groups, with approval of the charter by the Board. The governing documents also include a change to the regular Board meeting schedule from monthly to bi-monthly. The Board can, of course, continue to call special meetings whenever it deems it necessary to do so. Additionally, the updated Bylaws reflect the consensus from the Finance Committee at its February 20, 2014, meeting that the Secretary/Treasurer of the Board serve as Chair of the Finance Committee.

Implication (policy and/or financial):

Without COMPASS Board adoption of revisions to the Joint Powers Agreement and Bylaws, the existing documents will remain in place.

More Information:

- 1) Attachments: Clean and redline versions of JPA, Bylaws, Finance Committee Bylaws and RTAC Bylaws
- 2) For detailed information contact: Matt Stoll, at 475-2266 or mstoll@compassidaho.org.

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**THIRD RESTATED AND AMENDED JOINT POWERS AGREEMENT
AND
ARTICLES OF REFORMATION AND ORGANIZATION
OF
THE COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO,
A NONPROFIT ASSOCIATION**

This Third Restated and Amended Joint Powers Agreement and Articles of Reformation and Organization of the Community Planning Association of Southwest Idaho, a Nonprofit Association (“**Agreement**”), is entered into this ___ day of _____, 2015, by and among the undersigned Public Agencies (individually, a “**Party**” and, collectively, the “**Parties**”).

1. RECITALS.

1.1 WHEREAS, initially, there was that certain Amended and Restated Articles of Agreement of the Ada Planning Association, as has been amended and restated, most recently by that certain Second Restated and Amended Joint Powers Agreement and Articles of Reformation and Organization of the Community Planning Association of Southwest Idaho, a Nonprofit Association, dated February 22, 2010 (collectively, the “**JPA**”);

1.2 WHEREAS, previous amendments and restatements to the JPA, among other things, reformed and restated the legal organizational agreement governing the formation, operation and name of the nonprofit association the subject of the JPA, and provided for its separate legal entity status as a nonprofit association in accordance with the provisions of Chapter 7, Title 53, Idaho Code;

1.3 WHEREAS, it is the intent and purpose of the Parties to further exercise their powers and authority jointly in accordance with the provisions of Idaho Code §§ 67-2326 through 67-2330 to further amend and restate the JPA;

1.4 WHEREAS, by the provisions of Chapter 65, Title 67, Idaho Code, the Parties have certain planning duties and responsibilities and authority, and it is recognized, depending on the Party and the authority provided to that Party by the Idaho Legislature, that all are in need of Planning Services;

1.5 WHEREAS, increasing interdependence among local governments of southwest Idaho has made it advisable to coordinate certain local government planning functions throughout the region;

1.6 WHEREAS, the Parties wish to make the most efficient use of their powers by cooperating to their mutual advantage in coordinating local government planning functions;

1.7 WHEREAS, there is a demonstrated need for a regional planning and cooperative organization in southwest Idaho to provide a forum for discussion and study of area problems of mutual interest and concern and to facilitate the development of policies, actions, and recommendations for the solution of such problems;

1.8 WHEREAS, it is the desire of the Parties that constructive and workable policies and programs for meeting the common and individual problems and concerns of the various Public Agencies within southwest Idaho will be most effectively and expeditiously developed by regular meetings of cities, counties, highway districts and other governmental subdivisions, together with other agencies and entities concerned with particular problems, in a regional, voluntary and cooperative association dedicated to the study and solution of these problems;

1.9 WHEREAS, it is the desire of the Parties to establish generalized policies and comprehensive regional plans, while concurrently providing that each member Public Agency retain the authority to adopt and implement the detailed plans within its own jurisdictional area in coordination with all of the members for the highest good of the citizens of the region; and

1.10 WHEREAS, Public Agencies in southwest Idaho have in common the responsibility for the general welfare of the public to study, discuss and recommend policies for the solution of area problems of direct concern to the performance of their constitutional and statutory powers and responsibilities, and have the right to jointly exercise these powers and responsibilities and expend public funds for these purposes.

NOW THEREFORE, in consideration of the foregoing recitals, which are a part of this Agreement and not mere recitals, and of the other considerations, purposes, terms and conditions set forth herein, the Parties covenant and agree that this Agreement further amends and restates the JPA, and supersedes and replaces the same in its entirety, as follows:

2. DEFINITIONS.

For all purposes of this Agreement the following words, terms, and phrases shall be defined and interpreted as herein provided, unless the clear context of the presentation of the same requires otherwise:

- 2.1 "**Ada County**" means and refers to Ada County, a Party to this Agreement, which is a governmental subdivision, organized and existing pursuant to the laws of the State of Idaho.
- 2.2 "**Ada County Highway District**" means and refers to the Ada County Highway District, a Party to this Agreement, which is a governmental subdivision, organized and existing pursuant to the laws of the State of Idaho.
- 2.3 "**Association**" means and refers to the Community Planning Association of Southwest Idaho, a Nonprofit Association formed pursuant to this Agreement (also referred to as "**COMPASS**").
- 2.4 "**Board**" means and refers to the Board of Directors of the Association. The Board may also be referred to in this Agreement as the "**Board of Directors.**" Members of the Board may also be referred to "**Directors**" or "**Board Members.**"

- 2.5 "**Boise**" means and refers to the City of Boise, a Party to this Agreement, which is a municipal corporation and governmental subdivision, organized and existing pursuant to the laws of the State of Idaho.
- 2.6 "**Caldwell**" means and refers to the City of Caldwell, a Party to this Agreement, which is a municipal corporation and governmental subdivision, organized and existing pursuant to the laws of the State of Idaho.
- 2.7 "**Canyon County**" means and refers to Canyon County, a Party to this Agreement, which is a governmental subdivision, organized and existing pursuant to the laws of the State of Idaho.
- 2.8 "**Canyon Highway District #4**" means and refers to Canyon Highway District #4, a Party to this Agreement, which is a governmental subdivision, organized and existing pursuant to the laws of the State of Idaho.
- 2.9 "**Countywide highway district**" means and refers to a single countywide highway district organized pursuant to Chapter 14, Title 40, Idaho Code, or any re-codifications and/or amendments of the same.
- 2.10 "**Eagle**" means and refers to the City of Eagle, a Party to this Agreement, which is a municipal corporation and governmental subdivision, organized and existing pursuant to the laws of the State of Idaho.
- 2.11 "**Executive Committee**" means and refers to the Executive Committee, a standing committee appointed by the Board pursuant to Subsection 4.1.10 of this Agreement and the bylaws.
- 2.12 "**Executive Director**" means and refers to the Executive Director of the Association, as further defined in Subsection 4.1.13 of this Agreement.
- 2.13 "**Ex Officio Member**" means and means and refers to an Ex Officio Member of the Association, as further defined in Subsection 4.1.5.E of this Agreement.
- 2.14 "**Garden City**" means and refers to the City of Garden City, a Party to this Agreement, which is a municipal corporation and governmental subdivision, organized and existing pursuant to the laws of the State of Idaho.
- 2.15 "**General Member**" means and refers to a General Member of the Association, as further defined in Subsection 4.1.5.C of this Agreement.
- 2.16 "**Kuna**" means and refers to the City of Kuna, a Party to this Agreement, which is a municipal corporation and governmental subdivision, organized and existing pursuant to the laws of the State of Idaho.

- 2.17 "**Meridian**" means and refers to the City of Meridian, a Party to this Agreement, which is a municipal corporation and governmental subdivision, organized and existing pursuant to the laws of the State of Idaho.
- 2.18 "**Middleton**" means and refers to the City of Middleton, a Party to this Agreement, which is a municipal corporation and governmental subdivision, organized and existing pursuant to the laws of the State of Idaho.
- 2.19 "**Nampa**" means and refers to the City of Nampa, a Party to this Agreement, which is a municipal corporation and governmental subdivision, organized and existing pursuant to the laws of the State of Idaho.
- 2.20 "**Nampa Highway District #1**" means and refers to the Nampa Highway District #1, a Party to this Agreement, which is a governmental subdivision, organized and existing pursuant to the laws of the State of Idaho.
- 2.21 "**Parma**" means and refers to the City of Parma, a Party to this Agreement, which is a municipal corporation and governmental subdivision, organized and existing pursuant to the laws of the State of Idaho.
- 2.22 "**Planning Services**" means and refers to coordination and planning activities such as the preparation, review and recommendation of plans, policies and programs which may include, but are not limited to air and water quality, economic development, emergency management, land use, mapping and geographic information systems, population and employment, public services, facilities and utilities, recreation, parks and open space; and transportation for any Public Agency which is entitled to those services as provided in this Agreement.
- 2.23 "**Public Agency**" means any city or governmental subdivision of the State of Idaho as defined in Idaho Code § 67-2327 or any re-codifications and/or amendments of the same.
- 2.24 "**Southwest Idaho**," as referenced in the name of the Association or elsewhere in this Agreement, means and includes the ten-county area comprised of Ada, Adams, Boise, Canyon, Elmore, Gem, Owyhee, Payette, Valley and Washington Counties.
- 2.25 "**Special Purpose Member**" means and refers to a Special Purpose Member of the Association, as further defined in Subsection 4.1.5.D of this Agreement.
- 2.26 "**Star**" means and refers to the City of Star, a Party to this Agreement, which is a municipal corporation and governmental subdivision, organized and existing pursuant to the laws of the State of Idaho.
- 2.27 "**Wilder**" means and refers to the City of Wilder, a Party to this Agreement, which is a municipal corporation and governmental subdivision, organized and existing pursuant to the laws of the State of Idaho.

Definitions for terms herein, either as set forth in the foregoing or elsewhere in this Agreement, also apply to those same terms as they may appear in the various bylaws of the Association or a committee of the Association, unless specifically defined otherwise in said bylaws.

3. DURATION.

The term of this Agreement is perpetual unless terminated or dissolved as herein provided.

4. ARTICLES OF REFORMATION AND ORGANIZATION.

The JPA is amended and restated to provide that the Association is organized as a separate legal entity as a nonprofit association under the provisions and authority of Chapter 7, Title 53, Idaho Code¹, which is organized as follows:

- 4.1 The Parties, acting as the organizers of a nonprofit association under the Uniform Unincorporated Nonprofit Association Act, Chapter 7, Title 53, Idaho Code (the “**Act**”), adopt the following amended Articles of Organization for the Association:
 - 4.1.1 Name: The name of the nonprofit association is the Community Planning Association of Southwest Idaho, a Nonprofit Association.
 - 4.1.2 Nonprofit and Unincorporated Nonprofit Association: The Association is a nonprofit association organized and existing under the Act. The Association shall also be considered an unincorporated association as defined in Idaho Code § 6-1601(6), which is organized and existing exclusively for nonprofit purposes and for the purpose of bestowing benefits upon the community at large, and no part of the net income, if any, of the Association shall be distributed to its members, directors or officers.
 - 4.1.3 Purposes; Authority:
 - A. Purposes: The purposes for which the Association exists are to conduct and/or coordinate various Planning Services, activities and functions of and for the Parties, which may include the preparation, review and/or recommendation of plans, policies and programs related to planning and regulatory responsibilities for:
 1. Air and water quality.
 2. Economic development.
 3. Emergency management.

¹Note: For purposes of Idaho Code § 53-701(1), these Articles shall also be considered rules or practices of organization.

4. Land use, mapping and geographic information systems.
5. Population and employment.
6. Public services, facilities and utilities.
7. Recreation, parks and open space.
8. Transportation.
9. Such other purposes and authority as are consistent with the conduct of Planning Services for members or in the pursuit and/or performance of cooperative agreements for regional planning as hereinafter provided.

B. Authority to Enter Into Cooperative Agreements for Regional Planning:

1. The Association, upon authorization of the Board, may enter into agreements with counties, municipalities and governmental subdivisions in southwest Idaho for the purpose of jointly exercising the powers of the Association set forth herein, so long as the purpose of the joint action will, in the judgment of the Board, further the purposes of this Agreement.
2. The Association shall have the authority to manage or administer contracts with agencies of the federal government and other providers of funding when acting jointly with other government entities under this Subsection.
3. The purpose of any cooperative agreement authorized under this Subsection shall be to permit the Association to address problems of a regional nature in southwest Idaho, but which may transcend county boundaries, to facilitate joint planning on a regional level and to provide for the administration of contracts with the federal government or other funding sources for regional planning.

C. Metropolitan Planning Organization: The Association is the single designated Metropolitan Planning Organization (MPO) for all urbanized areas within southwest Idaho and shall have the authority to carry out the metropolitan transportation planning process as required by federal transportation legislation.

4.1.4 Dissolution: In the event the Association has been inactive for three years or longer, the last General Members who were General Members in good standing during the last calendar year of activity shall for purposes of this section appoint members to the Board to complete dissolution of the Association in accordance with the following:

- 4.1.4.1 The Association shall continue its existence but may not carry

on any activities except those appropriate to wind up and liquidate its affairs.

4.1.4.2 Dissolution of the Association does not:

1. Transfer title to the Association's property.
2. Subject the directors or officers to standards of conduct different from those prescribed in Idaho Code §§ 30-3-80 and 30-3-85.
3. Change quorum or voting requirements for its board or members; change provisions for appointment, resignation or removal of its directors or officers or both; or change provisions for amending its bylaws.
4. Prevent commencement of a proceeding by or against the Association in its association name.
5. Abate or suspend a proceeding pending by or against the Association on the effective date of dissolution.
6. Terminate the authority of the registered agent.

4.1.5 Membership and Dues: The types and classes of membership and dues therefor shall be as follows:

- A. Eligibility: Only Public Agencies shall be allowed to become members of the Association; provided, however, that certain non-Public Agencies may be allowed to become members of Association committees, taskforces or work groups, as further set forth below.
- B. Establishing Membership: In order to become an Association member, a Public Agency shall submit an application to the Board which shall set forth the applicant's willingness to pay the dues assessed for that Public Agency and, in the case of application to become a General Member, that the Public Agency is willing to become a Party to this Agreement. A Public Agency then becomes an Association member by approval of the Board and the payment of the initial dues assessed and, in the case of an application to become a General Member, upon that Public Agency executing this Agreement and becoming a Party hereto.
- C. General Members: Only Public Agencies that are incorporated cities, counties, or highway districts may be "**General Members.**" There shall be various classes of General Members, as follows:

1. Class 1: General Members that are counties, General Members that are countywide highway districts, or General Members that are incorporated cities with a current population greater than 100,000 according to the most recent population estimate adopted by the Board.
 2. Class 2: General Members that are incorporated cities with a current population greater than 25,000 and less than 100,000 according to the most recent population estimate adopted by the Board.
 3. Class 3: General Members that are highway districts, or General Members that are incorporated cities with a current population of 25,000 or fewer according to the most recent population estimate adopted by the Board.
- D. Special Purpose Members: Public Agencies that do not qualify to be General Members may become “**Special Purpose Members**” upon approval by the Board. Special Purpose Members have all rights of membership except each Special Purpose Member shall be entitled to only one Board Member.
- E. Ex Officio Members: Public Agencies that do not qualify to be either General Members or Special Purpose Members may become non-voting ex officio members upon approval by the Board. Ex officio members shall have only those rights as authorized by the Board.
- F. Membership Dues: All General and Special Purpose Members shall pay dues, calculated annually by the Board, based on (i) a dues per capita (per person) rate established annually by the Board and (ii) the following population based formula:
1. General Member county dues = $(1/2 \text{ of the unincorporated county population} + 1/3 \text{ of the population from incorporated portions of the county}) \times \text{the dues per capita rate.}$
 2. General Member highway district dues = $(1/2 \text{ of the unincorporated county population within the highway district boundary} + 1/3 \text{ of the population from incorporated portions of the county within the highway district boundary}) \times \text{the dues per capita rate.}$
 3. General Member city dues = $(1/3 \text{ of each city's population within its incorporated boundaries}) \times \text{the dues per capita rate.}$

4. Special Purpose Member dues for each member are equal to one percent of the total General Member dues, rounded to the nearest hundred.

The population data used in the calculation are the population estimates for each jurisdiction developed by the Association's staff and approved by the Board annually.

- G. Disqualification from Membership for Failure to Pay Dues: Failure by an Association member to pay dues that are due and owing within 30 days after notice of delinquency from the Executive Director is cause for disqualification from membership in the Association pursuant to the bylaws.

4.1.6 Board of Directors:

- A. The business of the Association shall be managed by the Board of Directors, but only those Directors who are "**Voting Board Members**" (defined in Subsection B, immediately following) may vote. The total number of Voting Board Members shall equal the number appointed by the General and Special Purpose Members as provided in Subsection B, immediately following.
- B. The Voting Board Members are the only Directors with a right to vote on any and all questions submitted to the Board. Voting Board Members shall be appointed by the process set forth in Subsections C and D, respectively, immediately following.
- C. General Members:
1. Class 1 General Members shall each appoint three Voting Board Members.
 2. Class 2 General Members shall each appoint two Voting Board Members.
 3. Class 3 General Members shall each appoint one Voting Board Member.
 4. Voting Board Members shall be appointed by the appointing General Member and any vacancy shall be filled by the appointing General Member in a timely manner. It is strongly preferred but not required that Voting Board Members be elected officials of the General Member.
 5. Any elected official from any General Member who is not

appointed as a Voting Board Member is hereby granted non-voting ex officio membership on the Board.

D. Special Purpose Members

1. Special Purpose Members shall each appoint one Voting Board Member.
2. Voting Board Members shall be appointed by the appointing Special Purpose Member and any vacancy shall be filled by the appointing Special Purpose Member in a timely manner. It is preferred but not required that Special Purpose Voting Board Members be an elected official of the Special Purpose Member.

E. Ex Officio Members

Ex officio members are non-voting and consistent therewith, have no right to appoint Voting Board Members.

F. Alternate Board Members

1. Each General Member and each Special Purpose Member may also appoint one or more Alternate Board Member(s) to serve in the absence of its appointed Board Member(s).
2. General Members and Special Purpose Members who wish to appoint Alternate Board Members who are not elected officials must provide written notice of the appointed Alternate Board Member at least 24 hours in advance of the Board or Committee meeting at which the Alternate Board Member will serve.
3. An Alternate Board Member, duly appointed, shall have the same authority as the Board Member for whom the Alternate Board Member is serving.
4. General Members and Special Purpose Members shall provide evidence to the Executive Director of the appointment of their Board Members and any Alternate Board Member(s). The Executive Director shall keep records of all Board elections and appointments.

G. Board Members shall serve without compensation from the Association, and shall serve at the pleasure of the appointing Association member.

- H. Organization of Board of Directors:
1. The Board shall have an annual meeting at the principal office of the Association on the third Monday of December, or at such other time and/or at such other place as the Board shall announce at least 30 days in advance, for the purpose of electing officers and for the transaction of such other business as may come before the Board.
 2. Notice of the annual meeting shall be given to all Board Members at least 14 days in advance of the annual meeting.
- I. Quorum: Any Board meeting duly called requires a majority of the Voting Board Members to reach a quorum to transact business.
- J. Committees; Standing Committees; Taskforces and Work Groups: The Board shall have authority (i) to appoint standing and special committees of the Board and (ii) to establish special taskforces and work groups composed of representatives as designated by the Board for consideration of general and specific problems assigned to it by the Board. Said representatives may be selected from the Board and other elected officials of the government entities of General and/or Special Purpose Members; the boards and commissions of the respective members; the staffs of the respective members; private groups and organizations with a particular interest in the problem; and residents of southwest Idaho.

To the extent allowed by law, members of committees and representatives on taskforces and work groups may be reimbursed for expenses incurred in the performance of their duties, in addition to such daily allowances as the Association may provide.

The Executive Committee shall have the authority to recommend representatives to serve on taskforces and work groups and the members thereof, subject to Board confirmation.

Standing committees shall continuously conduct business as necessary. Standing committees shall include at least the following:

1. Executive Committee;
 2. Finance Committee; and
 3. Regional Transportation Advisory Committee.
- K. Open Meeting Law: All Meetings of the Board shall be governed under the provisions of the Open Meetings Law, Chapter 2, Title 74, Idaho Code, and any amendments and/or re-codification thereof.

- L. Public Records: All records of the Association shall be maintained and provided and subject to disclosure under the provisions of the Public Records Act, Chapter 1, Title 74, Idaho Code, and any amendments and/or re-codification thereof.

4.1.7 Bylaws

- A. The power to make, alter, amend or repeal the bylaws of the Association shall be vested in the Voting Board Members, and the bylaws may contain any provision for the regulation and management of the affairs of the Association not inconsistent with this Agreement and the laws of the State of Idaho. Bylaws may be adopted and amended from time to time by two-thirds vote of the Voting Board Members in attendance at a regularly scheduled meeting of the Board.
- B. The Board may create such committees, taskforces and work groups as necessary to its operations, and provide bylaws therefor as may be necessary for their operation.

4.1.9 Work Program and Budget

The Executive Director shall prepare annually a proposed Work Program and Budget for the ensuing fiscal year that shall be prepared and submitted to the Board for consideration on or before September 1 of the preceding fiscal year. The Board shall review the proposed Work Program and Budget, and, on or before the last regularly scheduled meeting of the Board in the preceding fiscal year shall approve and adopt a Work Program and Budget for the next fiscal year, which Budget shall set the dues to be assessed for all classes of members of the Association. The basis upon which the dues are calculated is set forth in Section 4.1.5.F of this Agreement.

- 4.1.10 Executive Committee: The Board shall appoint an executive committee ("**Executive Committee**") pursuant to the bylaws to act for it with respect to specifically delegated functions as established and set forth in the bylaws.
- 4.1.11 Planning Services: Each General or Special Purpose Member may request special services to be performed by the staff and/or any other employees or officers of the Association. Such services may be provided pursuant to a specific contract executed between the particular member and the Association. Assessments may be made upon those participating members that are directly benefited by the plan or project, according to said contract. The use of the employees of said participating member may be taken into consideration when determining their respective share of said

assessments.

- 4.1.12 Special Services or Projects: As each special service or project is considered for study, the Association shall determine how the study shall be financed and may recommend to the General and/or Special Purpose Members involved that they finance the study, either by supplying cash or contributed services; and if the members involved accept the recommendations, the study may proceed under the proposed financing.
- 4.1.13 Executive Director: The Board shall employ an “**Executive Director**” who shall be a non-voting ex officio member of the Board and who shall be under the direction and control of the Board. The Executive Director serves at the pleasure of the Board and may be removed at any time by a two-thirds majority vote of the Voting Board Members. The Executive Director is empowered to employ staff as authorized in the approved Work Program and Budget for the Association and within the provisions of the bylaws of the Association in accordance with the directives of the Board. The Executive Director, as is the case with all members of the Board, shall not receive any compensation for being a Board member, but shall be separately compensated for services rendered as the Executive Director.
- 4.1.14 Amendments: The power to amend this Agreement is expressly conferred upon the Voting Board Members and requires a two thirds vote of all the Voting Board Members.
- 4.1.15 Real Property Powers: The Association, upon authorization of the Board, may (i) acquire and transfer or dispose of real property or any interest therein, whether by purchase, lease, option, exchange, gift, grant, bequest, devise or otherwise, and (ii) mortgage, pledge, hypothecate or otherwise encumber or dispose of real property or any interest therein, all as subject to applicable constitutional and statutory limitations. Funds of the Association, whether from dues, fees, grants, donations or otherwise, upon authorization of the Board, may be collected, set aside and/or expended in the exercise of the foregoing powers.
- 4.1.16 Disposition upon Dissolution: Notwithstanding anything in Section 4.1.4 or elsewhere in this Agreement to the contrary, upon dissolution of the Association, any real property interest held by the Association shall be (i) transferred, subject to any contractual or legal requirements, to the association, corporation or other entity that has been designated to replace the Association, if any, or, (ii) if there is no such designated replacement entity, disposed of in the manner approved by the majority vote of the Voting Board Members as existed on the day immediately preceding the day of dissolution of the Association.

5. GENERAL PROVISIONS.

- 5.1. This Agreement constitutes and contains the entire agreement of the Parties and supersedes and merges all other prior understandings or agreements between the Parties on the subject of this Agreement, if any, whether oral or written.
- 5.2. In the event any provision or section of this Agreement conflicts with applicable law, or is otherwise held to be unenforceable, the remaining provisions shall nevertheless be enforceable and carried into effect.
- 5.3. This Agreement shall be governed and interpreted by the laws of the State of Idaho.
- 5.4. The headings and captions of this Agreement are inserted solely for convenience of reference only and do not define, describe or limit the scope or intent of this Agreement or any term hereof.
- 5.5. If a Member fails to appropriate sufficient funds in any fiscal year for payments due pursuant to this Agreement, this Agreement shall not be renewed for such fiscal year as to that Member and all of Member's obligations shall terminate on the last day of the last fiscal year for which payments were appropriated. Nonappropriation is grounds for nonrenewal under this Section 5.5, but is not grounds for disqualification under Section 7.2.

6. NOTICE. All notices given pursuant to this Agreement or contemplated under this Agreement shall be given by U.S. mail, e-mail, facsimile, and/or by phone and/or any other method reasonably calculated to give notice to the proper Party at the addresses accompanying each Party's signature below. Any notice so given shall be deemed delivered, given served, or received on the date personally delivered or on the date deposited in the United States mail or verified as received by e-mail or facsimile transmission. Any Party may change the address or designee to who notices shall thereafter be given upon five days prior written notice to the other Parties in the manner set forth in this section.

7. SUBSEQUENT PARTIES; DISQUALIFICATION OF A PARTY.

7.1 Subsequent Parties: It is anticipated that there will be Public Agencies joining as General Members of the Association who will be required to sign as Parties to this Agreement as a joint exercise of their powers and there shall be prepared a separate signature sheet for each such Party, the original of which shall upon approval of the Board for admission as General Member be appended to this Agreement.

7.2 Disqualification: An Association member who is disqualified from membership in the Association for failure to pay dues or otherwise, shall be stricken automatically from being a Party to this Agreement without the need for formal amendment to this Agreement.

SIGNATURES APPEAR ON FOLLOWING PAGES

IN WITNESS WHEREOF, the Parties have herein executed this Agreement and made it effective as hereinabove provided.

ADA COUNTY
200 W. Front Street
Boise ID 83702

By: _____
Chairperson

Dated: _____

ADA COUNTY HIGHWAY DISTRICT
3775 Adams Street
Garden City, ID 83714

By: _____
President

Dated: _____

CITY OF BOISE
150 N. Capitol Blvd.
Boise ID 83702

By: _____
Mayor

Dated: _____

CITY OF CALDWELL
411 Blaine St.
PO Box 1179
Caldwell ID 83606

By: _____
Mayor

Dated: _____

CANYON COUNTY

1115 Albany St.
Caldwell ID 83605

By: _____
Chairperson

Dated: _____

CANYON HIGHWAY DISTRICT #4

15435 Hwy 44
Caldwell ID 83607

By: _____
Chairperson

Dated: _____

CITY OF EAGLE

660 E. Civic Lane
Eagle ID 83616

By: _____
Mayor

Dated: _____

CITY OF GARDEN CITY

6015 N. Glenwood Street
Garden City ID 83714

By: _____
Mayor

Dated: _____

CITY OF KUNA

763 W. Avalon
Kuna ID 83634

By: _____
Mayor

Dated: _____

CITY OF MERIDIAN

33 E. Broadway
Meridian ID 83642

By: _____
Mayor

Dated: _____

CITY OF MIDDLETON

6 North Dewey Avenue
Middleton ID 83644

By: _____
Mayor

Dated: _____

CITY OF NAMPA

411 3rd St. S., Nampa, ID 83651

By: _____
Mayor

Dated: _____

NAMPA HIGHWAY DISTRICT #1

4507 12th Avenue Rd.
Nampa ID 83686

By: _____
Chairperson

Dated: _____

CITY OF PARMA

P.O. Box 608
305 N. 3rd Street
Parma ID 83660

By: _____
Mayor

Dated: _____

CITY OF STAR
10769 West State Street
Star ID 83669

By: _____
Mayor

Dated: _____

CITY OF WILDER
219 Third Street
Wilder ID 83676

By: _____
Mayor

Dated: _____

**BYLAWS AS ADOPTED BY THE BOARD OF
THE COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO**

Initially Adopted: March 1, 2000
Amended: January 22, 2001
Amended June 18, 2001
Amended September 27, 2004
Amended: August 17, 2009
Amended August ____, 2015

**Article 1
BOARD OF DIRECTORS**

1.1 Board of Directors. The Board of Directors (“**Board**”) shall be appointed and serve as provided in that certain Third Restated And Amended Joint Powers Agreement and Articles of Reformation and Organization of the Community Planning Association of Southwest Idaho, a Nonprofit Association, as may be amended (the “**JPA**”).

1.2 Term of Office. Each member of the Board entitled to vote (“**Voting Board Member**”) shall hold office until replaced or until the Voting Board Member’s earlier death, resignation or disqualification. All other members of the Board hold office as allowed under the JPA.

**Article 2
BOARD MEETINGS**

2.1 Place of Meetings. All meetings of the Board shall be held at the principal office of COMPASS or at such other place as the Board may order or direct before the call of such meeting. The time and place of such meetings shall be stated in the notice or call for the meetings.

2.2 Regular Meetings. Regular meetings of the Board shall be held on the third Monday of February, April, June, August, October and December of each year, if not a legal holiday, and if a legal holiday, then on the first Monday following which is not a legal holiday. All business, which the Board is authorized and empowered to take up at such a meeting, may be transacted without further or special notice.

2.3 Special Meetings. Special meetings may be called at any time by the Chair or Vice-Chair. Special meetings may also be called by the Chair upon written request by any five (5) or more Voting Board Members.

2.4 Notice or Call for Meetings. All members of the Board shall be notified of each regular or special meeting of the Board at least forty-eight (48) hours in advance of each meeting. Notification shall include, at a minimum, the meeting location, meeting time and proposed agenda. Notification may be delivered via email, regular mail or hand delivery. Annually, at the last regular meeting of a calendar year, a schedule of regular meetings for the following year shall be adopted and distributed in a manner determined by the Board.

2.5 Quorum. A quorum shall consist of a majority of the Voting Board Members. Voting Board Members participating in the meeting telephonically or via audio or audiovisual internet connection shall be considered present and are included in determination of quorum.

2.6 Action by Majority Vote. Except as otherwise expressly required by these by-laws, the JPA or by applicable law, the vote of a majority of the Voting Board Members present at a meeting at which a quorum is present shall be the act of the Board. Voting Board Members participating in the meeting telephonically or via audio or audiovisual internet connection shall be considered present.

2.7 Presiding Officer. The Chair shall preside at all meetings. In the absence of the Chair, the Chair-Elect shall preside. In the absence of the Chair and the Chair-Elect the Vice Chair shall preside. In the absence of all these officers, the Board shall select a temporary Chair for the meeting. The Secretary/Treasurer shall act as secretary at all meetings of the Board, but in the Secretary/Treasurer's absence, the presiding officer may appoint any person to act as secretary for that meeting. Should the Secretary/Treasurer be the presiding officer, as provided above, the Secretary/Treasurer may appoint any person to act in the capacity of Secretary for that meeting.

2.8 Rules of Order. The rules contained in the current edition of Roberts Rules Newly Revised generally shall govern in all cases to which they are applicable and in which they are not inconsistent with these bylaws, the JPA, and any special order that may be adopted by the Board.

Article 3 AUTHORITY

3.1 Responsibilities. The Board of Directors has the primary responsibilities listed below. The Board may take other actions not listed here as appropriate to govern COMPASS.

- 3.1.1 Elect Officers;
- 3.1.2 Approve addition of new members to COMPASS;
- 3.1.3 Approve regional long range transportation plan and amendments to the regional long-range transportation plan;
- 3.1.4 Approve Transportation Improvement Program and amendments to Transportation Improvement Program;
- 3.1.5 Approve Unified Planning Work Program and Budget and revisions to Unified Planning Work Program and Budget;
- 3.1.6 Hire and oversee Executive Director;
- 3.1.7 Review and approve annual performance review of the Executive Director conducted by the Executive Committee, and approve salary adjustment or other compensation arrangement;

- 3.1.8 Approve annual state and federal legislative positions;
- 3.1.9 Approve strategic plan, as needed;
- 3.1.10 Approve grant applications where COMPASS is grantor;
- 3.1.11 Approve annual population estimates;
- 3.1.12 Approve annual membership dues;
- 3.1.13 Approve or select members of committees, task forces and work groups, as the case may be;
- 3.1.14 Approve COMPASS integrated communications plan as needed, but not less than every three (3) years;
- 3.1.15 Approve updates to Financial Policy, as needed;
- 3.1.16 Approve updates to Personnel Policy, as needed;
- 3.1.17 Review and approve Board policies, as needed; and
- 3.1.18 Approve the annual development plan which identifies: a) grants and other funding sources for COMPASS; and b) resource development activities which will be pursued by COMPASS staff.

Article 4 VOTING

4.1 Voting Board Member. Only Voting Board Members and, where applicable, Alternate Board Members, are entitled to cast a vote at any meeting of the Board.

4.2 Authority to Vote. A Voting Board Member is entitled to vote on any matter which comes before the Board or before any committee, task force or work group of which the Voting Board Member is a duly appointed member, provided the Voting Board Member's member agency is current in the payment of its membership dues and all other proper assessments. Similarly, an approved Alternate Board Member, as provided for in the JPA, shall have the authority to vote as a Voting Board Member on behalf of the members for whom he or she is serving, provided the Voting Board Member's member is current in the payment of its dues and other proper assessments.

4.3 Voting. All matters before the Board shall be disposed of by simple majority vote of all votes cast by Voting Board Members present at the meeting unless otherwise provided in these bylaws, applicable law, the JPA or any special order that may be adopted by the Board. Voting Board Members participating in the meeting telephonically or via audio or audiovisual internet connection shall be considered present.

4.4 Votes per Voting Board Member. Three voting alternatives exist. Unless otherwise provided, Alternative "a" (one vote per Voting Board Member) shall be used.

- (a) One vote per Voting Board Member: Each Board Member casts one and only one vote.
- (b) Weighted Voting: Voting Board Members from each General and Special Purpose Member cast a number of votes equal to the member agency's COMPASS membership dues as provided below.
- (c) Intra-County Voting: Only Voting Board Members from within one county cast a vote.

4.5 Weighted Voting. Weighted voting may be used when all Voting Board Members from any General Member request weighted voting after a matter is properly before the Board and before the question is called or the vote is held. In the event weighted voting is requested:

- (a) Each General and Special Purpose Member represented at the Board meeting by one or more Voting Board Members shall be granted one vote for each dollar it contributes as its membership dues to COMPASS in the current fiscal year as provided in the most recently adopted COMPASS Unified Planning Work Program and Budget.
- (b) In the event more than one Voting Board Member is present for a General Member, the votes for that General Member shall be divided equally among the member's Voting Board Members present at the time the vote is held.
- (c) The Secretary/Treasurer shall determine and announce, or cause to be determined and announced, the number of votes assigned to each Voting Board Member. The Chair shall read the number of votes assigned to each member agency before the vote.
- (d) A roll-call vote shall be held.

4.6 Intra-County Voting. Intra-county voting may be used according to the provisions of this section when any matter properly before the Board pertains overwhelmingly within the borders of one county. Examples of such matters include, but are not limited to:

- (a) Setting transportation project priorities when all such projects are within the borders of one county;
- (b) Approving a Transportation Improvement Program when the program applies only within the borders of one county;
- (c) Approving a long range transportation plan when the plan applies only within the borders of one county;
- (d) Approving an expenditure of funds when the funds are both generated and expended within the borders of one county; and

- (e) Adopting air or water quality recommendations or strategies for inclusion in official State Implementation Plans when the recommendations or strategies apply only within the borders of one county.

The Chair may optionally determine, before distributing an agenda for any regular or special meeting of the Board, whether any item on the agenda is likely to qualify for intra-county voting and shall so designate on the agenda. In addition any Voting Board Member may, at any meeting of the Board, request consideration of intra-county voting for any item on the agenda.

In either case, before such a matter may properly be placed before the Board, the Chair shall determine in a manner generally provided by Roberts Rules of Order whether to invoke intra-county voting. In the event intra-county voting is used:

- (a) The Chair shall announce that intra-county voting shall be used to resolve the matter before the Board and designate which county's Board Members may vote.
- (b) Only Voting Board Members present and representing General and Special Purpose Members in that county may cast a vote on the matter.
- (c) A simple majority of Voting Board Members present from that county is required to approve the matter before the Board.
- (d) Weighted voting within the county may be utilized as provided elsewhere in this section.

Article 5 OFFICERS

5.1 Officers of the Board. The Board shall have four officers (collectively "**Officers**"): (i) the Chair, (ii) the Chair-Elect, (iii) the Vice Chair and (iv) the Secretary/Treasurer. All Officers must be Voting Board Members.

5.2 Election. The Officers shall be elected annually by the Board at the Board's annual meeting.

5.3 Terms of Office. Officers shall hold office until such Officer's successor is elected and qualified or until such officer's earlier death, resignation or removal.

5.4 Removal of Officers. The Board may remove from office any Officer upon two-thirds majority vote. If any member of the Board wishes to remove an Officer, that Board member shall give at least 30 days' notice of intent to remove such Officer to both the Officer and to the Board. Any Officer subject to removal proceedings shall not take part in the voting to remove them. An Officer who is removed shall continue on the Board and retain full voting privileges as long as they remain a Voting Board Member.

5.5 Resignation of Officers. Any Officer may resign at any time by giving written notice of his or her resignation to the Board. Any such resignation shall take effect at the time

specified therein or, if the time when it shall become effective shall not be specified therein, immediately upon its receipt. Unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective.

5.6 Appointment of Officers upon Removal or Resignation. Upon the removal or resignation of an Officer, the Board shall appoint a Board Member to fill such vacant office. The appointed Officer shall serve out the remainder of the term of the removed Officer or the Officer who resigned.

5.7 Succession. Unless other Officers are elected by a majority vote of the Voting Board Members at the annual meeting (or special meeting called for the purpose of electing one or more Officers) the person serving as Secretary/Treasurer shall be elected to the office of Vice Chair, the person serving as Vice Chair shall be elected as Chair-Elect and the person serving as Chair-Elect shall be elected Chair.

5.8 Nomination of Officers. The Executive Committee shall identify and screen individuals qualified to become Officers and recommend officers for approval by the Board in accordance with the provisions of this Section.

5.8.1 Nomination. Not less than three (3) months prior to the Board's annual meeting, the Executive Committee shall submit a call for nominations to all Voting Board Members for any Officer position to be voted upon that year. Any Voting Board Member may submit a nomination for one or more of the Officer positions. All nominations shall be submitted, in writing, to the Executive Committee no later than forty-eight (48) hours prior to the Executive Committee's regularly scheduled meeting that occurs just prior to the Board's annual meeting. Any nomination received after this deadline shall not be considered.

5.8.2 Consideration. The Executive Committee shall review all nominations, compare the nominees against the qualifications, qualities, skills and other expertise identified by the Board, if any, and nominate a slate of candidates to succeed the Officers whose terms are expiring or vacant ("**Nominated Officers**"). The slate may include current Officers for re-election. The Executive Committee shall recommend the Nominated Officers to the Board for approval.

5.8.3 Additional Nominations. In addition to the Nominated Officers, other nominations for any Officer's position may be submitted by any five (5) Voting Board Members if filed with the Board not less than fifteen (15) days prior the Board's annual meeting.

5.8.4 Election Procedure. No new nominations from the floor shall be accepted at the Board's annual meeting. If the Nominated Officer's slate is the only list of nominees under consideration, election of the entire slate shall be decided by a majority vote of Voting Board Members present and voting. If there are additional nominees qualifying pursuant to Section 5.8.3, the Board shall consider and vote for each Officer position individually. The nominee for each Officer position which garners the greatest number of votes shall be elected.

5.9 Duties.

5.9.1 Chair. The Chair shall be the chief executive officer of COMPASS. The Chair shall preside over all meetings of the Board, and shall see that all orders and resolutions of the Board are carried into effect, subject, however, to the right of the Board to delegate any specific power or authority. The Chair shall be a member of and chair the Executive Committee.

5.9.2 Chair-Elect. The Chair-Elect shall perform the duties and exercise the powers of the Chair in case of the Chair's illness, disability or temporary absence and shall perform such other duties as may, from time to time, be granted or requested by the Board. The Chair-Elect shall be a member of the Executive Committee.

5.9.3 Vice Chair. The Vice Chair shall perform the duties and exercise the powers of the Chair in case of the Chair and Chair-Elect's mutual illness, disability or temporary absence and shall perform such other duties as may, from time-to-time, be granted or requested by the Board. The Vice Chair shall be a member of the Executive Committee.

5.9.4 Secretary/Treasurer. The Secretary/Treasurer shall:

- (a) Give, or cause to be given, notice of all meetings of the Board and its standing committees in compliance with Idaho's "Open Meeting Law" including any amendments and/or re-codification of said law which is presently codified at Idaho Code §§ 74-201 through 74-207;
- (b) Keep, or cause to be kept, the minutes, books, and records of the financial statements and accounts of COMPASS;
- (c) Oversee COMPASS' compliance with Idaho's Public Records Law including any amendments and/or re-codification of said law which is presently codified at Idaho Code §§ 74-101 through 74-122;
- (d) Monitor, or cause to be monitored, the financial affairs of COMPASS and report periodically to the Board;
- (e) Create, or cause to be created, at the beginning of each meeting of the Board a roster of Voting Board Members and Alternate Board Members who are in attendance; and
- (f) Be a member of the Executive Committee.
- (g) Serve as Chair of the Finance Committee.

5.10 Delegation of Powers. The Board may delegate any of the powers and duties appropriate to the functioning of COMPASS to any Officer, employee, or agent of COMPASS.

Article 6 EXECUTIVE DIRECTOR

6.1 Appointment. The Board shall appoint an Executive Director as provided in the JPA.

6.2 Powers and Duties. The Executive Director is authorized to enter into any contract or execute in the name of COMPASS all deeds, bonds, mortgages, contracts, and other documents and agreements as may be authorized in the approved Unified Planning Work Program and Budget. In all other instances the Executive Director is authorized with Board approval. The Executive Director shall be the disbursing officer of COMPASS for all funds made available thereto. The Executive Director shall also have the general powers and duties of supervision and management, including but not limited to, employment, hiring and dismissal of members of the staff. The Executive Director shall have the emergency authority to act to protect the rights and interests of COMPASS as they relate to the approved Unified Planning Work Program and Budget, pending confirmation by the Board.

6.3 Committee Assignments. The Executive Director or a designated delegate shall be an ex-officio member of any special committee, task force or work group of COMPASS and shall periodically attend meetings of other organizations involved in planning within southwest Idaho.

6.4 Conditions of Employment. Salary and other conditions of employment for the Executive Director shall be established by the Board upon recommendation by the Executive Committee.

6.5 Regular Reporting Required. The Executive Director shall prepare a summary of significant staff activities which have occurred since the last regular meeting of the Board and provide it as an item on the agenda of each regular meeting of the Board. The packet for each regular meeting of the Executive Committee shall be distributed to the entire Board.

Article 7 STANDING COMMITTEES

7.1 Open Meetings and Public Records. All meetings of committees established and authorized under this section shall be conducted according to and be subject to the same open meeting law and public records provisions as provided in Sections 4.1.7J and 4.1.7K, respectively, of the JPA.

7.2 Executive Committee:

7.2.1 Establishment. An Executive Committee is hereby established as a standing committee of the Board.

7.2.2 Membership. The Executive Committee shall be composed of the following Board Members:

- (a) All four Board Officers;
- (b) The mayor of each General Member that is an incorporated city with a current population greater than 25,000 according to the most recent population estimates adopted by the Board;
- (c) The chair of each county commission;

- (d) The president of each single county-wide highway district commission;
- (e) Two mayors of General Members who are incorporated cities with a current population of 25,000 or fewer according to the most recent population estimates adopted by the Board and who shall annually be selected by the representatives of the cities who fit into that classification, provided, however, that the total number of mayors on the Executive Committee from this grouping of smaller cities shall not exceed two; and provided, further, that one of the selected cities must be located in Canyon County and the other selected city must be located in Ada County;
- (f) The Chair of one of the highway districts located in Canyon County; and
- (g) The immediate past Chair.

7.2.3 Limitations. Notwithstanding Sections 7.2.2(b) through 7.2.2(g), there shall be no more than one Board Member on the Executive Committee from any member agency.

7.2.4 Elected Official; Alternate. All Executive Committee members shall be currently elected local government officials; provided, however, that Alternate Board Members may serve in the place of Executive Committee members as provided in the JPA.

7.2.5 Place and Times of Meetings. Meetings of the Executive Committee may be held at times and places agreed to by the Executive Committee.

7.2.6 Notice or Call for Meetings. All Executive Committee members shall be notified of each meeting at least three (3) business days prior to the meeting. Notification shall include, at a minimum, the meeting location, meeting time and proposed agenda. Notification may be delivered via email, regular mail or hand delivery. Additionally, notice of each meeting shall be posted on the COMPASS website at least three (3) working days prior to the day of the meeting. No action may be taken at a meeting that has not met the criteria in this Section.

7.2.7 Quorum. A quorum shall consist of the presence of a majority of Executive Committee members at the time of the meeting. Presence may be established by physical attendance at the meeting or by attendance via telephone, Internet or other remote technologies.

7.2.8 Voting. Each Executive Committee member shall have one (1) vote.

7.2.9 Action by Majority Vote. Except as otherwise expressly required by applicable law, the vote of a majority of the Executive Committee members present at a meeting at which a quorum is present shall be the act of the Committee.

7.2.10 Authority. The Executive Committee is empowered to act on behalf of the COMPASS Board only in the following instances:

- (a) To receive monthly status updates from the Regional Transportation Advisory Committee (RTAC) chair on the work of the RTAC committee;
- (b) To recommend task forces or work groups to work with COMPASS as needed to provide input, technical support and feedback on planning activities. Each task force or work group 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 Executive Committee shall establish a process for selection of members for each task force or work group for final approval by the Board;
- (c) To receive periodic status updates from staff liaisons to the active authorized work groups on the activities of those work groups;
- (d) To review and recommend updates to the charter of each work group at least once per year;
- (e) To authorize the Chair and/or Executive Director to enter into agreements with other local, state, regional, federal and private agencies which expedite COMPASS' planning process, pending confirmation by the Board;
- (f) To commit COMPASS staff to address local planning issues, which are outside the current Unified Planning Work Program and Budget but for which prompt response is essential and for which COMPASS participation is deemed desirable, pending confirmation by the Board;
- (g) To approve preliminary versions of the Unified Planning Work Program and Budget for purposes of federal grant application and distribution to members for their use in budgeting, pending confirmation by the Board;
- (h) To approve amendments to the current Unified Planning Work Program and Budget, pending confirmation by the Board;
- (i) To approve amendments to the Transportation Improvement Program pending confirmation by the Board; and
- (j) To conduct an annual performance review of the Executive Director and report the results of its evaluation and make a recommendation for salary adjustment or other compensation arrangements, if any, to the full Board for its approval at the regularly scheduled Board meeting in June.

7.3 Regional Transportation Advisory Committee.

7.3.1 Establishment. A Regional Transportation Advisory Committee ("RTAC") is hereby established as a standing committee of the Board.

7.3.2 Membership. RTAC shall be composed of such individuals as the Board may direct.

7.3.3 Purpose. The purpose of RTAC is to assist COMPASS staff and the Board by reviewing and recommending appropriate action(s) to the Board with regard to all transportation-related matters to come before the Board.

7.3.4 Duties. RTAC's duties are set forth in the bylaws of RTAC.

7.4 Finance Committee.

7.4.1 Establishment. A Finance Committee ("**Finance Committee**") is hereby established as a standing committee of the Board.

7.4.2 Purpose. The purpose of the Finance Committee is to provide guidance to management and to establish reasonable assurance regarding internal policies, procedures and controls for the sound operation of COMPASS.

7.4.3 Duties. The duties of the Finance Committee shall be set forth in the bylaws of the Finance Committee.

7.4.4 Chair. The Chair of the Finance Committee shall be the Secretary/Treasurer.

7.5 Other Committees. The Board may from time to time create other committees as it sees fit. Such committees shall be composed of such individuals as the Board may direct and shall have only the authority, powers, duties, and responsibilities as may be necessary and as the Board may determine. The number and appointment of membership on other committees shall be reviewed and approved at the meeting immediately following the creation and appointment of the committee and annually thereafter. COMPASS maintains a policy of meaningful participation by the public in all of its activities. The Board shall, therefore, consider the inclusion of members of the public in the committees it establishes.

7.6 Bylaws. Bylaws necessary for the operation of any standing or other committee created by the Board will be provided by the Board, and thereafter may be amended by the Board, from time to time, as the Board deems necessary.

7.7 Task Forces and Work Groups. The Board may from time to time, either upon recommendation by the Executive Committee or upon the Board's initiative, create task forces or work groups to perform specific tasks. All task forces and work groups shall be governed by a charter which specifically identifies the membership, assigned tasks and the timeline to complete the tasks. Concurrently with the creation of any work group, the Board shall approve the charter governing the work group. The charter may be drafted and recommended by the Executive Committee to the Board. COMPASS maintains a policy of meaningful participation by the public in all of its activities. The Board shall, therefore, consider the inclusion of members of the public in the task forces and work groups.

Article 8 MEMBERSHIP DUES

8.1 General Members. Membership dues for General Members, Special Purpose Members and ex officio members shall be as set forth in the JPA.

8.2 Calculation and Payment of Membership Dues. The Board shall calculate membership dues for all members of COMPASS concurrently with the annual Unified Planning Work Program and Budget. Upon approval of the membership dues, the Board shall notify each member of its membership dues for the ensuing year. All membership dues assessments are due and payable upon receipt of each invoice (or such other period of time as may be requested by the member and approved by the COMPASS Board).

8.3 Failure to Pay Membership Dues. Any member agency that fails to pay any assessment in full within thirty days after the due date shall be considered delinquent and in violation of this section. The Executive Director shall send written notice of delinquency to the Mayor and City Clerk, Chair of the Commission and County Auditor, or other governing body of the member agency involved. Upon non-payment of the full assessment within thirty days of receipt of the delinquency notice, that member agency shall be deemed to have voluntarily withdrawn its membership in COMPASS. No representative of that government agency shall thereafter be allowed to vote on any matter coming before the Board or any committee until and unless membership dues and assessments are fully paid retroactively or until the Board takes some alternative action to reinstate the member agency.

Article 9 GENERAL PROVISIONS

9.1 Books and Records. COMPASS shall maintain adequate and correct books, records and accounts of all its obligations, properties, assignments, and other such records or accounts as are generated. All such books, records and accounts shall be kept at its main office and shall be open to inspection by any General or Special Purpose Member or Board Member at any time.

9.2 Amendment. These bylaws may be amended or repealed and replaced by the adoption of such new bylaws as may be approved by a two-thirds vote of the Board at any regular meeting provided, however, that such amendment(s) shall be introduced at one regular meeting of the Board and may not be voted upon before the next subsequent regular meeting of the Board.

9.3 Capitalized Terms. Capitalized terms not otherwise defined in these bylaws shall have the meaning ascribed to such terms in the JPA.

Article 10 EFFECTIVE DATE

These bylaws shall be effective from and after their adoption until amended or repealed in accordance with the provisions set forth in these bylaws.

DATE OF ADOPTION: _____

Secretary
COMPASS Board of Directors

REGIONAL TRANSPORTATION ADVISORY COMMITTEE BYLAWS

January 28, 2008
Amended July _____, 2015

ARTICLE 1 ESTABLISHMENT AND PURPOSE

1.1 Establishment and Purpose. The Regional Transportation Advisory Committee (“**RTAC**”) is intended to provide advice to the COMPASS Board of Directors (“**Board**”) on regional transportation and related planning issues.

ARTICLE 2 COMMITTEE STRUCTURE

2.1 Composition. RTAC shall be composed of key staff or otherwise qualified representatives of members of COMPASS, preferably having a transportation-related technical background.

2.2 Appointment. The Board shall appoint members to RTAC (“**RTAC Member**”). COMPASS members shall have the right to designate the individuals to be appointed to RTAC by the Board (“**Appointment Request**”). The number of appointments by a COMPASS member shall be limited to the number of Board seats allotted to the requesting COMPASS member under that certain Third Restated and Amended Joint Powers Agreement and Articles of Reformation and Organization of COMPASS (“**JPA**”), as amended. Additionally, the COMPASS Public Participation Workgroup (“**PPW**”) shall be entitled to appoint one PPW member to sit on RTAC.

2.3 Term. The term of appointment for a RTAC Member shall be for one (1) year. Each RTAC Member shall submit its Appointment Request(s) to the Board at the Board’s annual meeting in December for appointments to RTAC for the following year.

2.4 Removal from RTAC. The Board may remove from RTAC any RTAC Member upon two-thirds (2/3) vote. If any member of the Board wishes to remove a RTAC Member, that Board member shall give at least thirty (30) days’ notice of intent to remove such RTAC Member to the Board, RTAC and the RTAC Member. Additionally, the COMPASS member submitting the Appointment Request may remove any RTAC Member appointed pursuant to the Appointment Request, at the COMPASS member’s sole discretion, and replace the removed RTAC Member with any other person to serve as a RTAC Member, subject to the Board’s appointment.

2.5 Resignation from Committee. Any RTAC Member may resign at any time from RTAC by giving written notice of his or her resignation to RTAC. Any such resignation shall take effect at the time specified therein or, if the time when it shall become effective shall not be specified therein, immediately upon receipt by RTAC.

2.6 Additional Expertise. RTAC may, by majority vote taken at any regularly scheduled meeting, name one or more professionals in transportation, environmental, land use, or other areas of expertise deemed to be relevant to the duties of RTAC as ex-officio members of RTAC. Ex-officio members are non-voting but are otherwise entitled to full participation in RTAC. Ex-officio memberships must be approved by Board and are subject to annual review/confirmation by the Board.

2.7 Alternates. The COMPASS member submitting the Appointment Request may also name any alternates (“**Alternate**”) to any RTAC Member in the event said RTAC Member is unable to attend a RTAC meeting. An Alternate may participate in RTAC deliberations and vote on said RTAC Member’s behalf. RTAC shall consider the Alternate’s participation and vote as if it were by the RTAC Member and the RTAC Member shall be bound to the Alternate’s participation and votes. Notice that an Alternate will be attending a meeting for a RTAC Member shall be delivered, in writing, to the COMPASS Executive Director no less than twenty-four (24) hours before the meeting.

2.8 Failure to Participate. If a RTAC Member has three (3) successive unexcused absences (“**Inactive Member**”) a "notice of member inactivity" may be sent to the director, chair, mayor, etc. of the General or Special Purpose Member, with a copy mailed to the Inactive Member, requesting an active replacement. If no action is taken by represented agency, the Inactive Member will be removed as a RTAC Member upon written notice signed by the COMPASS Executive Director to the represented agency and a copy to the Board member of the represented agency, when applicable. Reinstitution of membership may be granted only upon written request by the agency and appointment of a specific person(s) as a RTAC Member as set forth in Section 2.2. Until such time as an appointment has been made in writing, the vote of the terminated Inactive Member shall not be counted nor the presence of the Inactive Member considered in determining a quorum.

ARTICLE 3 MEETINGS

3.1 Place and Times of Meetings. RTAC shall meet at regularly scheduled monthly meetings to be held at least one week prior to the subsequent regularly scheduled Board meeting. Additional meetings of RTAC may be held at times and places agreed to by RTAC. All meetings must occur in a physical place to allow public attendance.

3.2 Special Meetings. Special meetings may be called at any time by the Chair or Vice-Chair. Special meetings may also be called by the Chair upon written request by any five (5) or more RTAC Members.

3.3 Notice or Call for Meetings. COMPASS staff shall notify all RTAC Members of each regular meeting at least two (2) weeks in advance or special meeting at least forty-eight (48) hours in advance of the meeting. Notification shall include, at a minimum, the meeting location, meeting time and proposed agenda. Notification may be delivered via email, regular mail or hand delivery. Meeting agendas and minutes may also be posted on COMPASS’ website.

3.4 Quorum. A quorum shall consist of the presence of a majority of RTAC Members at the time of the meeting. Presence may be established by physical attendance at the meeting or by attendance via telephone, Internet or other remote technologies.

3.5 Voting. RTAC Member(s) representing a General Member or Special Purpose Member shall collectively have the same number of votes as enjoyed by the General Member or Special Purpose Member on the Board under the JPA and COMPASS bylaws. In the event that the number of RTAC Member(s) casting votes is less than the number of votes allotted to the General Member or Special Purpose Member under the JPA and COMPASS bylaws, RTAC Member(s) may collectively cast up to the number of votes allotted to the said General Member or Special Purpose Member. For purposes of clarification and as an example, if a General Member is represented by three (3) RTAC Members, the three (3) RTAC Members are granted

three (3) votes under these bylaws, and if only one (1) RTAC Member is present at a meeting, the RTAC Member may cast all three (3) votes. RTAC Members authorized under these bylaws and not representing a COMPASS General Member or Special Purpose Member shall be entitled to one (1) vote each. The PPW representative shall have one (1) vote.

3.6 Intra-County Voting. Intra-County Voting may be used according to the provisions of this section when any matter properly before RTAC pertains overwhelmingly within the borders of one county. Examples of such matters include, but are not limited to:

- 3.6.1 Setting transportation project priorities when all such projects are within the borders of one county;
- 3.6.2 Recommending to the Board a Transportation Improvement Program when the program applies only within the borders of one county;
- 3.6.3 Recommending to the Board a long-range transportation plan when the plan applies only within the borders of one county;
- 3.6.4 Recommending to the Board an expenditure of funds when the funds are both generated and expended within the borders of one county; and
- 3.6.5 Recommending to the Board air quality recommendations or strategies for inclusion in official State Implementation Plans when the recommendations or strategies apply only within the borders of one county.

The Chair may optionally determine, before distributing an agenda for any regular or special meeting of RTAC, whether any item on the agenda is likely to qualify for intra-county voting and shall so designate on the agenda. In addition, any RTAC Member may, at any meeting of RTAC, request consideration of intra-county voting for any item on the agenda.

In either case, before such a matter may properly be placed before RTAC, the Chair shall determine in a manner generally provided by Roberts Rules of Order whether to invoke intra-county voting.

In the event intra-county voting is used:

- 3.6.6 The Chair will announce that intra-county voting will be used to resolve the matter before RTAC and designate which county's voting RTAC Members may vote.
- 3.6.7 Only voting RTAC Members present and representing General and Special Purpose Members in that county may cast a vote on the matter.
- 3.6.8 A simple majority of votes from that county is required to approve the matter before RTAC.

3.7 Action By Majority Vote. Except as otherwise expressly required by these by-laws or by applicable law, the vote of a majority of RTAC Members present at a meeting at which a quorum is present shall be the act of RTAC.

3.8 Rules of Order. The rules contained in the current edition of Roberts Rules of Order, in its most recent edition, shall generally govern all deliberations of RTAC.

3.9 Open Meetings. All meetings are subject to the open meetings law of the State of Idaho, with exceptions consistent with that law.

ARTICLE 4 DUTIES

4.1 UPWP. RTAC contributes to the development of the Unified Planning Work Program (“UPWP”) by presenting a realistic perspective of the program needs of the various implementing and planning agencies. Work in this area includes identifying tasks and activities to be considered for inclusion in the UPWP and prioritization of those tasks and activities. RTAC follows the approved UPWP and the budget and schedule of activities related thereto. If any agency identifies a need to deviate from the adopted UPWP or the budget and schedule of activities related thereto, or to initiate any special studies that have any bearing on the present or proposed transportation system, it will be the responsibility of the agency to bring this to the attention of the Executive Director to send to RTAC for consideration. Actions, if any, are recommended to the Executive Committee for consideration, who will make a recommendation to the Board for decision.

4.2 TIP. RTAC has major responsibility in the development of the Transportation Improvement Program (TIP). Work in this area includes the review and recommendations of priorities for federal funding requests, review of the TIP and related documents, development of project criteria, and review of TIP schedules.

4.3 Regional Long Range Transportation Plan. RTAC has major responsibility in the development and review of the regional long range transportation plan. During periods of an update, a subcommittee may meet frequently in order to provide timely input into the development process. Amendments and other necessary review will be completed by the committee as a whole.

4.4 Special Projects. The Executive Committee may use RTAC to review and comment on a variety of special transportation related projects, Comprehensive Plan amendments, major zoning reviews, public and/or private development/redevelopment projects, etc. The Executive Committee will utilize the review and comment of RTAC to make recommendations to the Board for final decisions. Work in this area is anticipated to be of a short-term nature and shall be authorized by the Executive Committee prior to RTAC and staff involvement.

4.5 Participation. RTAC Members constitute a primary communications link between COMPASS and its General and Special Purpose Members. As such, RTAC Members are expected to represent their respective General Member or Special Purpose Member at the meetings and to communicate to their General Member or Special Purpose Member information regarding COMPASS plans, studies, and other activities.

4.6 Status Reports. The RTAC Chair, on behalf of RTAC will submit a monthly status report on its activities to the Executive Committee.

**ARTICLE 5
ORGANIZATION**

5.1 Officers. The Chair (“**Chair**”) and Vice-Chair (“**Vice-Chair**”) of RTAC shall be elected by RTAC Members at the first scheduled meeting of each calendar year. COMPASS staff members shall not serve as Chair.

5.2 Presiding Member. The Chair shall preside at all meetings. In the absence of the Chair, the Vice Chair shall preside. In the absence of all these officers, RTAC Members shall select a temporary Chair for the meeting. The presiding officer may appoint any person to act as secretary for that meeting.

5.3 Staff. COMPASS shall be the coordinating staff for RTAC.

5.4 Subcommittees. RTAC is authorized to form such subcommittees as may be deemed necessary by RTAC.

**ARTICLE 6
MISCELLANEOUS**

6.1 Amendments. The COMPASS Board may amend or repeal these bylaws or adopt new bylaws consistent with Idaho law upon a vote of two-thirds of the COMPASS Board at any regular meeting; provided, however, that such amendment shall be introduced at one regular meeting of the Board and may not be voted upon before the next subsequent regular meeting of the Board; provided, further, that no amendment may be made that would be in contravention of the JPA.

6.3 Capitalized Terms. Capitalized terms not otherwise defined in these bylaws shall have the meaning ascribed to such terms in the JPA.

**ARTICLE 7
EFFECTIVE DATE**

These bylaws shall be effective from and after their adoption until amended or repealed in accordance with the provisions set forth in these bylaws.

DATE OF ADOPTION _____

Secretary
COMPASS Board of Directors

**BYLAWS
OF
THE COMPASS FINANCE COMMITTEE**

**ARTICLE 1
ESTABLISHMENT AND PURPOSE**

The Finance Committee ("**Committee**") is intended to provide guidance to management and to establish reasonable, but not absolute, assurance regarding internal policies, procedures and controls for the sound operation of COMPASS.

**ARTICLE 2
COMMITTEE STRUCTURE**

2.1 Composition. The Committee shall be composed of the following seven (7) members from the COMPASS Board of Directors ("**Board**"): the Board Secretary/Treasurer; three (3) Board members from Public Agencies in Ada County and three (3) Board members from Public Agencies in Canyon County.

2.2 Appointment. Vacancies on the Committee shall be filled by the Chair of the Board and presented annually to the Board for confirmation at the first meeting following the annual meeting of the Board. It is recommended that members of the Board having professional experience and responsibility for financial and accounting matters be among the first considered for appointment to the Committee.

2.3 Term. The term of appointment for Committee members ("**Members**") shall be two-year terms, except for the Secretary/Treasurer whose term is one year. There is no limit to the number of terms a Member may serve. Except for the Secretary/Treasurer, Members' terms of appointment shall be staggered so that three (3) Members' terms will expire on even years and the other three Members' terms will expire on odd years.

2.4 Removal from Committee. The Board may remove any Member from the Committee upon a two-thirds (2/3) vote. If any member of the Board wishes to remove a Member, that Board member shall give at least thirty (30) days' notice of intent to remove such Member to the Board, the Committee and the Member.

2.5 Resignation from Committee. Any Member may resign at any time from the Committee by giving written notice of his or her resignation to the Committee and the Board. Any such resignation shall take effect at the time specified in the notice of resignation or, if the time when it will become effective is not specified therein, immediately upon receipt by the Committee.

2.6 Additional Expertise. The Committee may by majority vote taken at any regularly scheduled meeting name one or more finance and accounting professionals to assist the Committee as additional, non-voting ex-officio members.

2.7 Alternates. In the event that a Member is unable to attend a meeting of the Committee, said Member may arrange for an alternate (“**Alternate**”) to participate in Committee deliberations and vote on said Member’s behalf. The Committee shall consider an Alternate’s participation and vote as if it were by the Member and the Member shall be bound by the Alternate’s participation and vote. Notice that an Alternate will be attending a meeting for a Member shall be delivered, in writing, to the COMPASS Executive Director no less than twenty-four (24) hours before the meeting.

ARTICLE 3 MEETINGS

3.1 Place and Times of Meetings. Meetings of the Committee may be held at times and places agreed to by the Committee.

3.2 Notice or Call for Meetings. All Members shall be notified of each meeting at least three (3) business days prior to the meeting. Notification shall include, at a minimum, the meeting location, meeting time and proposed agenda. Notification may be delivered via email, regular mail or hand delivery. Additionally, notice of each meeting shall be posted on the COMPASS website at least three (3) working days prior to the day of the meeting. No action may be taken at a meeting that has not met the criteria in this Section.

3.3 Quorum. A quorum shall consist of four Members or Alternates. A quorum may be established by physical attendance at the meeting or attendance via telephone, internet or other remote technologies, so long as the Member or the Alternate is able to cast a vote.

3.4 Voting. Each Member shall have one (1) vote.

3.5 Action By Majority Vote. Except as otherwise expressly required by these by-laws or by applicable law, the vote of a majority of Members present at a meeting at which a quorum is present shall be the act of the Committee.

3.6 Presiding Member. The Chair shall preside at all meetings. In the absence of the Chair, the Vice-Chair shall preside. In the absence of all these officers, Members shall select a temporary Chair for the meeting. The presiding officer may appoint any person to act as secretary for that meeting.

3.7 Rules of Order. The rules contained in the current edition of Roberts Rules of Order, in its most recent edition, shall generally govern all deliberations of the Committee.

3.8 Open Meetings. All meetings are subject to the open meetings law of the State of Idaho, with exceptions consistent with that law.

ARTICLE 4 OFFICERS

The Chair of the Committee (“**Chair**”) shall be the Secretary/Treasurer of the Board. The Committee shall elect a Vice-Chair of the Committee (“**Vice-Chair**”) at the first regularly scheduled meeting of the calendar year.

ARTICLE 5 POWERS AND DUTIES

5.1 Authority. The Committee is a standing committee of the Board. The Chair shall report all actions taken by the Committee to the Board. Ultimate authority resides with the Board.

5.2 Duties. The Committee shall have the following duties and responsibilities to advise and make recommendations to the Board:

5.2.1 Review and recommend internal financial controls over assets, revenues and expenditures, including the following specific objectives:

5.2.1.1 Determine that COMPASS expenditures comply with Board directives and are properly authorized and adequately documented;

5.2.1.2 Determine revenue sources and evaluate the revenue recognition process; and

5.2.1.3 Assess compliance with applicable state and federal finance and procurement regulations and statutes.

5.2.2 Review and analyze COMPASS financial documents, policies and procedures.

5.2.3 Review and recommend the COMPASS budget, including budget adjustments, financial assumptions and variance reports.

5.2.4 Review and accept internal and external financial reports, including all necessary financial statements and audit reports.

5.2.5 Review, prepare, and recommend a Financial Policy Manual.

5.2.6 Engage an independent accounting firm or other professional as needed to perform a compliance/performance review of practices, procedures and financial controls; and to identify and recommend policy and procedure changes.

5.2.7 Review and recommend changes to policies, procedures and controls related to procurement, utilization and tracking requirements of all federal funding.

5.2.8 Review and recommend changes to the scope of financial authority and responsibilities for COMPASS Board officers and the Executive Director.

5.2.9 Serve as the official audit committee for COMPASS.

**ARTICLE 6
STAFF RESPONSIBILITIES**

The COMPASS Executive Director shall provide adequate staff support to the Committee, specifically including preparation and distribution of meeting agendas and packets, recording of meetings and the preparation of minutes of all Committee meetings.

**ARTICLE 7
MISCELLANEOUS**

7.1 Amendment. The COMPASS Board may amend or repeal these bylaws or adopt new bylaws consistent with Idaho law upon a vote of two-thirds of the COMPASS Board at any regular meeting; provided, however, that such amendment(s) shall be introduced at one regular meeting of the Board and may not be voted upon before the next subsequent regular meeting of the Board; provided, further, that no amendment may be made that would be in contravention of the JPA.

7.2 Capitalized Terms. Capitalized terms not otherwise defined in these bylaws shall have the meaning ascribed to such terms in the Third Restated and Amended Joint Powers Agreement and Articles of Reformation and Organization of the Community Planning Association of Southwest Idaho, a Nonprofit Association, as may be amended (the “JPA”).

**ARTICLE 8
EFFECTIVE DATE**

These bylaws shall be effective from and after their adoption until amended or repealed in accordance with the provisions set forth in these bylaws.

DATE OF ADOPTION: _____

Secretary
COMPASS Board of Directors

~~SECOND~~THIRD RESTATED AND AMENDED JOINT POWERS
AGREEMENT
AND
ARTICLES OF REFORMATION AND ORGANIZATION
OF
THE COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO,

A NONPROFIT ASSOCIATION
(Modified 2/22/2010)

~~THIS AGREEMENT is entered into this 15th day of November, 1999, by and among the following public agencies: Ada County whose address is 650 Main Street, Boise ID 83702; Ada County Highway District whose address is 318 E. 37th St., Garden City, ID 83714; City of Boise whose address is 150 N. Capitol Blvd. Boise, ID 83702, City of Eagle whose address is 310 E. State, Eagle, ID 83616, City of Garden City whose address is 201 E. 50th, Garden City, ID 83714, City of Kuna whose address is 329 W. 3rd., Kuna, ID 83634, City of Meridian whose address is 33 E. Idaho, Meridian ID 83642, and City of Star whose address is Star, ID 83669.~~

1. — TITLE OF AGREEMENT:

~~_____ This Agreement shall be known and referred to as the "Second~~Third ~~Restated and Amended Joint Powers Agreement and Articles of Reformation and Organization Of Theof the~~ Community Planning Association of Southwest Idaho, a Nonprofit Association."

2. — DEFINITIONS:

~~For all purposes of this Agreement the following words, terms, and phrases herein contained in this section shall be defined and interpreted as herein provided for, unless the clear context of the presentation of the same requires otherwise:~~

~~2.1 — "Ada County", means and refers to Ada County, a party to this Agreement, which is a governmental subdivision, organized and existing pursuant to the laws of the State of Idaho, whose address is 650 Main Street, Boise ID 83702.~~

~~2.2 — "Ada County Highway District" means and refers to the Ada County Highway District, a party to this Agreement, which is a governmental subdivision, organized and existing pursuant to the laws of the State of Idaho, whose address is 318 E. 37th St., Garden City, ID 83714.~~

~~2.3 — "Association" means and refers to the Community Planning Association of Southwest Idaho, a Nonprofit Association formed pursuant to this agreement.~~

- ~~2.4 — "Board" means and refers to the Board of Directors of the Community Planning Association of Southwest Idaho, a Nonprofit Association.~~
- ~~2.5 — "Boise" means and refers to the City of Boise, a party to this Agreement, which is a municipal corporation and government subdivision, organized and existing pursuant to the laws of the State of Idaho, whose address is 150 N. Capitol Blvd. Boise, ID 83702.~~
- ~~2.6 — "COMPASS" means and refers to the Community Planning Association of Southwest Idaho, a Nonprofit Association formed pursuant to this agreement.~~
- ~~2.7 — "Countywide highway district" means and refers to a single countywide highway district organized pursuant to Chapter 14, Title 40, Idaho Code or any re-codifications and/or amendments of the same.~~
- ~~2.8 — "Eagle", means and refers to the City of Eagle, a party to this Agreement, which is a municipal corporation and governmental subdivision, organized and existing pursuant to the laws of the State of Idaho, whose address is 310 E. State, Eagle, ID 83616.~~
- ~~2.9 — "Equipment" means, refers to, and includes all that equipment described in Exhibit A, attached hereto, and by this reference incorporated herein as if set forth at length.~~
- ~~2.10 — "Executive Director" means and refers to the Executive Director of the Community Planning Association of Southwest Idaho, a Nonprofit Association.~~
- ~~2.11 — "Fiscal Year" means and refers to that certain twelve-month period of time within which budgets are calculated, expenditures are made, and tax and other revenues are collected, as established by state law for the parties, which at this time commences October 1st and ends on September 30th of the following calendar year.~~
- ~~2.12 — "Garden City" means and refers to the City of Garden City, a party to this Agreement, which is a municipal corporation and political subdivision, organized and existing pursuant to the laws of the State of Idaho, whose address is 201 E. 50th, Garden City, ID 83714.~~
- ~~2.13 — "General Member" means and refers to a General Member of the Community Planning Association of Southwest Idaho, a Nonprofit Association.~~
- ~~2.14 — "Initial Party" means and refers to the initial parties to this agreement being the Cities of Boise, Eagle, Garden City, Kuna, Meridian, and Star and the Ada County Highway District, and Ada County.~~

SECOND

THIRD RESTATED AND AMENDED JOINT POWERS AGREEMENT AND ARTICLES OF REFORMATION AND ORGANIZATION OF THE COMMUNITY PLANNING ASSOCIATION OF SOUTHWESTERN IDAHO, A NON-PROFIT ASSOCIATION—2_2

~~2.15 "Kuna" means and refers to the City of Kuna, a party to this Agreement, which is a municipal corporation and governmental subdivision, organized and existing pursuant to the laws of the State of Idaho whose address is 329 W. 3rd, Kuna, ID 83634.~~

~~2.16 "Meridian" means and refers to the City of Meridian, a party to this Agreement, which is a municipal corporation and governmental subdivision, organized and existing pursuant to the laws of the State of Idaho whose address is 33 E. Idaho, Meridian, ID 83642.~~

~~2.17 "Parties" means and refers to any party to this agreement and shall also mean and refer to subsequent parties as members of the Community Planning Association of Southwest Idaho, a Nonprofit Association that is formed by the provisions of this agreement.~~

~~2.18 "Planning Services" means and refers to coordination and planning activities such as the preparation, review and recommendation of plans, policies and programs which may include, but are not limited to air and water quality, economic development, emergency management, land use, mapping and geographic information systems, population and employment, public services, facilities and utilities, recreation, parks and open space; and transportation for any ("Agreement"), is entered into this _____ day of _____, 2015, by and among the undersigned Public Agency which is entitled to those services as provided in this agreement. Agencies (individually, a "Party" and, collectively, the "Parties").~~

~~2.19 "Public Agency" means any city or political subdivision of the state of Idaho, including, but not limited to cities, counties, school districts, highway districts; and instrumentalities of counties, cities or any political subdivision created under the laws of the State of Idaho; any agency of the State of Idaho; and any city or political subdivision of any State within the United States of America.~~

~~2.20 "Real property" means and refers to certain parcels of real property no matter where located together with the improvements thereon.~~

~~2.21 "Special Purpose Member" means and refers to a Special Purpose Member of the Community Planning Association of Southwest Idaho, a Nonprofit Association.~~

~~2.22 "Subsequent Party" means and refers to any public agency that becomes a general member of COMPASS which is not an initial party.~~

~~2.23 "Star" means and refers to the City of Star, a party to this Agreement, which is a municipal corporation and governmental subdivision, organized and existing pursuant to the laws of the State of Idaho whose address is Star, Idaho 83669.~~

SECOND

~~THIRD RESTATED AND AMENDED JOINT POWERS AGREEMENT AND ARTICLES OF REFORMATION AND ORGANIZATION OF THE COMMUNITY PLANNING ASSOCIATION OF SOUTHWESTERN IDAHO, A NON PROFIT ASSOCIATION—2_3~~

31. RECITALS:**3.1 Powers and Intentions of Parties**

~~3._____~~ 1.1 WHEREAS, initially, there ~~exists~~was that certain Amended and Restated Articles of Agreement of the Ada Planning Association, ~~to which the parties to this agreement are parties; and~~

~~3.1.2 WHEREAS it is the intent and purpose of the parties to continue and amend and restate the as has been amended and restated, most recently by that certain Second Restated and Amended Joint Powers Agreement and Restated Articles of Agreement Reformation and Organization of the Ada Community Planning Association to the provisions of this agreement which shall amend and supersede the provisions of the Amended and Restated Articles of Agreement of the Ada Planning Southwest Idaho, a Nonprofit Association; and, dated February 22, 2010 (collectively, the "JPA");~~

~~3.____~~ 1.32 WHEREAS, ~~it is the intent~~previous amendments and ~~purpose of the parties~~restatements to ~~reform~~the JPA, among other things, reformed and restated the legal organizational agreement governing the formation ~~and~~, operation and name of the Ada Planning Association to provide nonprofit association the subject of the JPA, and provided for its separate legal entity status as a nonprofit association in accordance with the provisions of Chapter 7 ~~of~~, Title 53, Idaho Code, ~~and to rename it the Community Planning Association of Southwest Idaho, a Nonprofit Association; and;~~

~~_____~~ 1.3.1.4 WHEREAS, it is the intent and purpose of the pParties to further exercise their powers and authority jointly in accordance with the provisions of Idaho Code ~~"§§ 67-2326 -through 67-2330; to further amend~~ and restate the JPA;

~~3.____~~ 1.54 WHEREAS, by the provisions of Chapter 65 ~~of~~, Title 67, Idaho Code, the pParties have certain planning duties and responsibilities and authority, and it is recognized₁ depending on the pParty and the authority provided to that pParty by the Idaho Legislature, that all are in need of Planning Services; ~~and~~

~~3.____~~ 1.65 WHEREAS, increasing interdependence among local governments of southwest Idaho has made it advisable to coordinate certain local government planning functions throughout the region; ~~and~~

~~3.____~~ 1.76 WHEREAS, the Parties wish to make the most efficient use of their powers by cooperating to their mutual advantage in coordinating local government planning functions; ~~and~~

~~3.____~~ 1.87 WHEREAS, there is a demonstrated need for a regional planning and cooperative

SECOND

~~THIRD RESTATED AND AMENDED JOINT POWERS AGREEMENT AND ARTICLES OF REFORMATION AND ORGANIZATION OF THE COMMUNITY PLANNING ASSOCIATION OF SOUTHWESTERN IDAHO, A NON-PROFIT ASSOCIATION—2_4~~

organization in southwest Idaho to provide a forum for discussion and study of area problems of mutual interest and concern and to facilitate the development of policies, actions, and recommendations for the solution of such problems; ~~and~~

~~3. ____ 1.98~~ WHEREAS, it is the desire of the Parties that constructive and workable policies and programs for meeting the common and individual problems and concerns of the various ~~public agencies~~ Public Agencies within southwest Idaho will be most effectively and expeditiously developed by regular meetings of cities, counties, ~~school districts,~~ highway districts and other ~~political~~ governmental subdivisions, together with other agencies and entities concerned with particular problems, in a regional, voluntary and cooperative association dedicated to the study and solution of these problems; ~~and~~

~~3. ____ 1.109~~ WHEREAS, it is the desire of the Parties to establish generalized policies and comprehensive regional plans, while concurrently providing that each member ~~public agency~~ Public Agency retain the authority to adopt and implement the detailed plans within its own jurisdictional area in coordination with all of the members for the highest good of the citizens of the region; and

~~3. ____ 1.110~~ WHEREAS, ~~public agencies~~ Public Agencies in southwest Idaho have in common the responsibility for the general welfare of the public to study, discuss and recommend policies for the solution of area problems of direct concern to the performance of their constitutional and statutory powers and responsibilities, and have the right to jointly exercise these powers and responsibilities and expend public funds for these purposes.

____ NOW THEREFORE, in consideration of the foregoing recitals, which are a part of this Agreement and not mere recitals, and of the other considerations ~~and,~~ purposes, ~~the parties terms and conditions set forth herein, the Parties~~ covenant and agree that this Agreement further amends and restates the JPA, and supersedes and replaces the same in its entirety, as follows:

~~4. —~~ INCORPORATION OF RECITALS:

~~4.1 — That~~ 2. DEFINITIONS.

For all purposes of this Agreement the above recitals are contractual following words, terms, and binding phrases shall be defined and are incorporated interpreted as herein as if provided, unless the clear context of the presentation of the same requires otherwise:

2.1 "Ada County" means and refers to Ada County, a Party to this Agreement, which is a governmental subdivision, organized and existing pursuant to the laws of the State of Idaho.

2.2 "Ada County Highway District" means and refers to the Ada County Highway District, a Party to this Agreement, which is a governmental subdivision, organized and existing pursuant to the laws of the State of Idaho.

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- 2.3 "Association" means and refers to the Community Planning Association of Southwest Idaho, a Nonprofit Association formed pursuant to this Agreement (also referred to as "COMPASS").
- 2.4 "Board" means and refers to the Board of Directors of the Association. The Board may also be referred to in this Agreement as the "Board of Directors." Members of the Board may also be referred to "Directors" or "Board Members."
- 2.5 "Boise" means and refers to the City of Boise, a Party to this Agreement, which is a municipal corporation and governmental subdivision, organized and existing pursuant to the laws of the State of Idaho.
- 2.6 "Caldwell" means and refers to the City of Caldwell, a Party to this Agreement, which is a municipal corporation and governmental subdivision, organized and existing pursuant to the laws of the State of Idaho.
- 2.7 "Canyon County" means and refers to Canyon County, a Party to this Agreement, which is a governmental subdivision, organized and existing pursuant to the laws of the State of Idaho.
- 2.8 "Canyon Highway District #4" means and refers to Canyon Highway District #4, a Party to this Agreement, which is a governmental subdivision, organized and existing pursuant to the laws of the State of Idaho.
- 2.9 "Countywide highway district" means and refers to a single countywide highway district organized pursuant to Chapter 14, Title 40, Idaho Code, or any re-codifications and/or amendments of the same.
- 2.10 "Eagle" means and refers to the City of Eagle, a Party to this Agreement, which is a municipal corporation and governmental subdivision, organized and existing pursuant to the laws of the State of Idaho.
- 2.11 "Executive Committee" means and refers to the Executive Committee, a standing committee appointed by the Board pursuant to Subsection 4.1.10 of this Agreement and the bylaws.
- 2.12 "Executive Director" means and refers to the Executive Director of the Association, as further defined in Subsection 4.1.13 of this Agreement.
- 2.13 "Ex Officio Member" means and means and refers to an Ex Officio Member of the Association, as further defined in Subsection 4.1.5.E of this Agreement.
- 2.14 "Garden City" means and refers to the City of Garden City, a Party to this Agreement, which is a municipal corporation and governmental subdivision.

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~~THIRD RESTATED AND AMENDED JOINT POWERS AGREEMENT AND ARTICLES OF REFORMATION AND ORGANIZATION OF THE COMMUNITY PLANNING ASSOCIATION OF SOUTHWESTERN IDAHO, A NON PROFIT ASSOCIATION—2_6~~

organized and existing pursuant to the laws of the State of Idaho.

- 2.15 "General Member" means and refers to a General Member of the Association, as further defined in Subsection 4.1.5.C of this Agreement.
- 2.16 "Kuna" means and refers to the City of Kuna, a Party to this Agreement, which is a municipal corporation and governmental subdivision, organized and existing pursuant to the laws of the State of Idaho.
- 2.17 "Meridian" means and refers to the City of Meridian, a Party to this Agreement, which is a municipal corporation and governmental subdivision, organized and existing pursuant to the laws of the State of Idaho.
- 2.18 "Middleton" means and refers to the City of Middleton, a Party to this Agreement, which is a municipal corporation and governmental subdivision, organized and existing pursuant to the laws of the State of Idaho.
- 2.19 "Nampa" means and refers to the City of Nampa, a Party to this Agreement, which is a municipal corporation and governmental subdivision, organized and existing pursuant to the laws of the State of Idaho.
- 2.20 "Nampa Highway District #1" means and refers to the Nampa Highway District #1, a Party to this Agreement, which is a governmental subdivision, organized and existing pursuant to the laws of the State of Idaho.
- 2.21 "Parma" means and refers to the City of Parma, a Party to this Agreement, which is a municipal corporation and governmental subdivision, organized and existing pursuant to the laws of the State of Idaho.
- 2.22 "Planning Services" means and refers to coordination and planning activities such as the preparation, review and recommendation of plans, policies and programs which may include, but are not limited to air and water quality, economic development, emergency management, land use, mapping and geographic information systems, population and employment, public services, facilities and utilities, recreation, parks and open space; and transportation for any Public Agency which is entitled to those services as provided in this Agreement.
- 2.23 "Public Agency" means any city or governmental subdivision of the State of Idaho as defined in Idaho Code § 67-2327 or any re-codifications and/or amendments of the same.
- 2.24 "Southwest Idaho," as referenced in the name of the Association or elsewhere in this Agreement, means and includes the ten-county area comprised of Ada, Adams, Boise, Canyon, Elmore, Gem, Owyhee, Payette, Valley and Washington Counties.

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~~THIRD RESTATED AND AMENDED JOINT POWERS AGREEMENT AND ARTICLES OF REFORMATION AND ORGANIZATION OF THE COMMUNITY PLANNING ASSOCIATION OF SOUTHWESTERN IDAHO, A NON PROFIT ASSOCIATION—2_7~~

2.25 "Special Purpose Member" means and refers to a Special Purpose Member of the Association, as further defined in Subsection 4.1.5.D of this Agreement.

2.26 "Star" means and refers to the City of Star, a Party to this Agreement, which is a municipal corporation and governmental subdivision, organized and existing pursuant to the laws of the State of Idaho.

2.27 "Wilder" means and refers to the City of Wilder, a Party to this Agreement, which is a municipal corporation and governmental subdivision, organized and existing pursuant to the laws of the State of Idaho.

Definitions for terms herein, either as set forth in full, the foregoing or elsewhere in this Agreement, also apply to those same terms as they may appear in the various bylaws of the Association or a committee of the Association, unless specifically defined otherwise in said bylaws.

5.3. DURATION:

5.1 ~~Term: This~~ The term of this Agreement is perpetual unless terminated or dissolved as herein provided.

64. ARTICLES OF REFORMATION AND ORGANIZATION ~~OF A NONPROFIT ASSOCIATION:~~

The ~~Ada Planning~~JPA is amended and restated to provide that the Association ~~Amended and Restated Articles of Agreement are hereby further amended and reformed and~~is organized as a separate legal entity as a nonprofit association under the provisions and authority of Chapter 7 ~~of~~, Title 53, Idaho Code¹, which is organized as follows:

64.1 The Parties, acting as the organizers of a nonprofit association under the Uniform Unincorporated Nonprofit Association Act, Chapter 7, Title 53, Idaho Code (the "Act"), adopt the following amended Articles of Organization for ~~such nonprofit association~~the Association:

64.1.1 Name: The name of the nonprofit association is the Community Planning Association of Southwest Idaho, a Nonprofit Association.

64.1.2 Nonprofit and Unincorporated Nonprofit Association: This Association is a nonprofit association organized and existing under the Uniform

¹Note: ~~For~~ purposes of I.C. 53 Idaho Code § 53-701(1), these Articles shall also be considered rules or practices of organization.

~~Unincorporated Nonprofit Act.~~ The Association ~~Act~~ shall also be considered an unincorporated association as defined in Idaho Code § 6-1601(6), which is organized and existing exclusively for nonprofit purposes and for the purpose of ~~the State of Idaho, presently codified~~ bestowing benefits upon the community at ~~chapter 7~~ large, and no part of the net income, if any, of ~~Title 53 Idaho Code~~ the Association shall be distributed to its members, directors or officers.

64.1.3 Purposes; Authority:

A. Purposes: The purposes for which ~~this association~~ the Association exists are:

~~A. Purpose: To~~ to conduct and/or coordinate various ~~planning services~~ Planning Services, activities and functions of and for the ~~p~~Parties, which may include the preparation, review and/or recommendation of plans, policies and programs related to planning and regulatory responsibilities for:

1. Air and water quality;_
2. Economic development;_
3. Emergency management;_
4. Land use, mapping and geographic information systems;_
5. Population and employment;_
6. Public services, facilities and utilities;_
7. Recreation, parks and open space;_
8. Transportation;_ ~~and~~ _
9. Such other purposes and authority as are consistent with the conduct of ~~planning services~~ Planning Services for members or in the pursuit and/or performance of cooperative agreements for regional planning as hereinafter provided.

B. Authority to Enter Into Cooperative Agreements for Regional Planning:

- 1.- The Association, upon authorization of the Board, may enter into agreements with counties, municipalities, and ~~political~~ governmental subdivisions in southwest Idaho for the purpose of jointly exercising the powers of the Association set forth herein, so long as the purpose of the joint action will, in the judgment of the Board, further the purposes of this ~~Joint Powers~~ Agreement.

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- 2.- The Association shall have the authority to manage or administer contracts with agencies of the federal government and other providers of funding when acting jointly with other government entities under this Subsection.
- 3.- The purpose of any cooperative agreement authorized under this ~~Sub-section~~Subsection shall be to permit the Association to address problems of a regional nature in southwest Idaho, but which may transcend ~~C~~county boundaries, to facilitate joint planning on a regional level and to provide for the administration of contracts with the ~~F~~federal government or other funding sources for regional planning.

~~C. This association shall also be considered an unincorporated association as defined in Idaho Code ' 6-1601(6) and which association is organized and exists exclusively for nonprofit purposes and for the purpose of bestowing benefits upon the community at large, and no part of the net income, if any, of this association shall be distributed to its members, directors or officers.~~

6C. Metropolitan Planning Organization: The Association is the single designated Metropolitan Planning Organization (MPO) for all urbanized areas within southwest Idaho and shall have the authority to carry out the metropolitan transportation planning process as required by federal transportation legislation.

4.1.4 Initial Registered Office and Agent: The address of the registered office of this nonprofit association is 413 W. Idaho Street, Boise, Idaho 83702, and the name of the nonprofit association's initial registered agent at such address is Clair M. Bowman, Executive Director. The Board may redesignate the regular office and agent from time to time as it sees fit.

6.1.5 Dissolution Provisions: In the event ~~this nonprofit association~~the Association has been inactive for three ~~(3)~~ years or longer, the last General Members who were General Members in good standing during the last calendar year of activity shall for purposes of this section appoint members to the Board to complete dissolution of ~~this~~ise Association in accordance with the following:

4.1.4.1 The Association shall continue its existence but may not carry on any activities except those appropriate to wind up and

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liquidate its affairs ~~which includes:~~

- ~~A. To preserve and protect association assets and to minimize its liabilities;~~
- ~~B. To discharge or make provision for discharging association liabilities and obligations;~~
- ~~C. To dispose of association properties that will not be distributed in kind;~~
- ~~D. To return, transfer or convey assets held by the association upon a condition requiring return, transfer or conveyance, which condition occurs by reason of the dissolution, in accordance with such condition;~~
- ~~E. To transfer, subject to any contractual or legal requirements, association assets as provided in or authorized by this agreement and bylaws;~~
- ~~F. If no provision has been made for distribution of assets on dissolution, it may transfer, subject to any contractual or legal requirement, association assets to the last General member/s who were in good standing during the last calendar year the association was active; and~~
- ~~G. Doing every other act necessary to wind up and liquidate its assets and affairs.~~

H.

4.1.4.2 Dissolution of the ~~a~~Association does not:

1. Transfer title to the ~~association's~~Association's property;
2. Subject the directors or officers to standards of conduct different from those prescribed in ~~sections~~Idaho Code §§ 30-3-80 and 30-3-85, ~~Idaho Code;~~
3. Change quorum or voting requirements for its board or members; change provisions for ~~selection~~appointment, resignation or removal of its directors or officers or both; or change provisions for amending its bylaws;
4. Prevent commencement of a proceeding by or against the ~~a~~Association in its association name;
5. Abate or suspend a proceeding pending by or against the ~~a~~Association on the effective date of dissolution; ~~or.~~
6. Terminate the authority of the registered agent.

~~6.1.6~~ 4.1.5 Membership; and Dues: The types and classes of membership

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~~THIRD~~ RESTATED AND AMENDED JOINT POWERS AGREEMENT ~~AND ARTICLES OF REFORMATION AND ORGANIZATION OF THE COMMUNITY PLANNING ASSOCIATION OF SOUTHWESTERN IDAHO, A NON PROFIT ASSOCIATION~~—2_11

~~of this Association and dues therefor~~ shall be as follows:

- A. Eligibility: Only ~~public agencies as defined in I.C. § 67-2327 or any re-codifications and/or amendments of the same~~ Public Agencies shall be allowed to become members of the Association; ~~provided, however, that certain non-Public Agencies may be allowed to become members of Association committees, taskforces or work groups, as further set forth below.~~
- B. Establishing Membership: In order to become ~~aan Association~~ member, a ~~public agency~~ Public Agency shall submit an application to the Board ~~of Directors~~ which shall set forth ~~its~~ the applicant's willingness to pay the ~~assessment provided~~ dues assessed for that ~~public agency~~ Public Agency and, in the case of application ~~for to~~ become a General ~~m~~ Membership, that the ~~public agency~~ Public Agency is willing to become a ~~p~~ Party to this ~~a~~ Agreement. A ~~public agency~~ Public Agency then becomes ~~aan Association~~ member by approval of the Board ~~of Directors~~, and the payment of the initial ~~assessment~~ dues assessed and, in the case of ~~an application to~~ become a General ~~Members~~ ship, upon that ~~public agency entering into~~ Public Agency executing this ~~agreement~~.
- ~~C. Initial Members: The initial members of this nonprofit association are the parties to this agreement and include: Cities of Boise, Eagle, Garden City, Kuna, Meridian, Agreement and Star and the Ada County Highway District, and Ada County and all initial members are for all purposes of this Agreement General Members. becoming a Party hereto.~~
- ~~D. C. General Members: Only public agencies~~ Public Agencies that are ~~either an~~ incorporated city, a county ~~cities, counties, or a~~ countywide ~~highway districts~~ may be general members. "General Members." There shall be various classes of General ~~Member, which include~~ Members, as follows:
1. Class 1: General Members ~~which that~~ are a county or counties, General Members ~~which are an~~ that are countywide highway districts, or General Members that are incorporated cities ~~ies~~ with a current population greater than 100,000 according to the most recent population estimate adopted by the Board.
 - 2.- Class 2: General Members that are ~~an~~ incorporated cities ~~ies~~ with a current population greater than 25,000 and less than

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100,000 according to the most recent population estimate adopted by the Board.

- 3.- Class 3: General Members ~~which that~~ are ~~an~~ highway districts, or General Members that are incorporated cities with a current population of 25,000 or fewer according to the most recent population estimate adopted by the Board.
4. ~~Class 4: General Members that are a countywide highway district.~~

~~E.D.~~ Special Purpose Members: Public ~~a~~ Agencies that do not qualify to be General Members may ~~request to~~ become "Special Purpose Members," upon approval by the Board. Special Purpose Members have all rights of membership except each ~~such member~~ Special Purpose Member shall ~~only~~ be entitled to only one member on the Board of Directors ~~Member~~.

~~F.E.~~ Ex Officio Members: Public ~~a~~ Agencies that do not qualify to be either General Members or Special Purpose Members may become non-voting ex officio members upon approval by the Board. Ex ~~Officio Members. Ex Officio Members~~ officio members shall have only those rights as authorized by the Board ~~of Directors~~.

~~G.~~ Membership Dues: ~~Membership dues for All General Members shall be set annually by the Board as a per capita fee applied to all General Members. Membership dues for and~~ Special Purpose Members and Ex Officio members shall ~~shall~~ pay dues, calculated annually by the Board, based on (i) a dues per capita (per person) rate established annually ~~be determined~~ by the Board.

~~1.F.~~ ~~For purposes of this section, and (ii) the following population for cities and counties shall be one hundred percent (100%) of their most current population estimates as adopted by the Board.~~ based formula:

~~For purposes~~

1. General Member county dues = (1/2 of ~~this section, the~~ unincorporated county population ~~for countywide~~ + 1/3 of the population from incorporated portions of the county) x the dues per capita rate.

2. General Member highway ~~districts shall be sixty-five~~ district dues = (1/2 of the unincorporated county population within the highway district boundary + 1/3 of the population from incorporated portions of the county within the highway district

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boundary) x the dues per capita rate.

3. General Member city dues = (1/3 of each city's population within its incorporated boundaries) x the dues per capita rate.

4. Special Purpose Member dues for each member are equal to one percent (65%) of their most current of the total General Member dues, rounded to the nearest hundred.

2.

The population data used in the calculation are the population estimates as adopted for each jurisdiction developed by the Association's staff and approved by the Board annually.

~~H. Termination of Membership: Any membership shall be terminated upon Notice of Withdrawal to the Board given on or before September 1st, effective October 1st of any calendar year and/or upon the failure of a member to pay assessment as authorized by the board in the adoption of the budget. Such event shall terminate the membership and shall be a withdrawal from this agreement in the case of a general member.~~

G. Disqualification from Membership for Failure to Pay Dues: Failure by an Association member to pay dues that are due and owing within 30 days after notice of delinquency from the Executive Director is cause for disqualification from membership in the Association pursuant to the bylaws.

4.1.6-1.7 Board of Directors:

A. The business of ~~this nonprofit association~~the Association shall be managed by ~~a Board of Directors and the~~the Board of Directors, but only those Directors who are "Voting Board Members" (defined in Subsection B, immediately following) may vote. The total number of voting directorsVoting Board Members shall equal the number ~~of director representatives there are for~~appointed by the General and Special Purpose Members as ~~herein~~provided ~~for~~in Subsection B, immediately following.

B. The Voting ~~Directors~~Board Members are the only ~~members~~Directors with a right to vote on any and all questions submitted to the Board ~~of Directors and~~. Voting Board Members shall be ~~selected and elected~~appointed by the ~~following~~process; set forth in Subsections C

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and D, respectively, immediately following.

C. General Members:

- 1.- Class 1 General Members shall each ~~select 3~~appoint three Voting Board Members.
2. Class 2 General Members shall each ~~select 2~~appoint two Voting Board Members.
- 3.- Class 3 General Members shall each ~~select 1~~appoint one Voting Board ~~m~~Member.
4. ~~Class 4 General Members shall each select 3 Voting Board Members. Any commissioner not elected as a Voting Board Member is hereby granted non-voting Ex Officio Membership.~~
- 5.- Voting Board Members shall be ~~selected~~appointed by the appointing General Member and any vacancy shall be filled by the appointing General Member in a timely manner. It is strongly preferred but not required that Voting Board Members be ~~an~~ elected officials of the General Member.
5. Any elected official from any General Member who is not appointed as a Voting Board Member is hereby granted non-voting ex officio membership on the Board.

D. Special Purpose Members

1. Special Purpose Members shall each ~~select~~appoint one Voting Board Member.
2. Voting Board Members shall be ~~selected~~appointed by the appointing Special Purpose Member and any vacancy shall be filled by the appointing Special Purpose Member in a timely manner. It is preferred but not required that Special Purpose ~~Member~~Voting Board Members be an elected official of the Special Purpose Member.

E. Ex Officio Members

Ex officio members are non-voting and consistent therewith, have no right to appoint Voting Board Members.

F. Alternate Board Members

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1. Each General Member and each Special Purpose Member may also ~~select~~appoint one or more Alternate Board Member(s) to serve in the absence of ~~an elected~~its appointed Board ~~member.~~Member(s).
2. General Members and Special Purpose Members who wish to appoint Alternate Board Members who are not elected officials must provide written notice of the appointed Alternate Board Member at least 24 hours in advance of the Board or Committee meeting at which the Alternate Board Member will serve.
3. An Alternate Board Member, duly appointed, shall have the same authority as the Board Member for whom the Alternate Board Member is serving.
4. General Members and Special Purpose Members shall provide evidence to the Executive Director of the appointment of their Board of Directors MemberMembers and any Alternate DirectorBoard Member(s) to the). The Executive Director who shall keep records of the Board of Directors election. Directors and Alternate Directors who are not elected officials are appointed subject to approval by the Boardall Board elections and appointments.

~~F. Each voting or non-voting Member of the Board of Directors~~G. Board Members shall serve without compensation from the Association, and shall serve at the pleasure of the appointing ~~Member~~Association member.

~~G. H.~~ Organization of Board of Directors:

- 1.- The Board ~~of Directors~~ shall have an annual meeting at the principal office of the Association on the third Monday of ~~January in each year, beginning with the year 2000~~December, or at such other time and/or at such other place as the Board shall announce at least ~~thirty (30)~~ days in advance, for the purpose of electing officers and for the transaction of such other business as may come before the Board.
- 2.- Notice of the annual meeting shall be given to all ~~Directors of the Board by mail and/or by phone and/or any other method~~

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~~reasonably calculated to give notice to the Board members, and fourteen (14) Members at least 14~~ days in advance of the annual meeting.

~~H. Officers of the Board of Directors:~~

- ~~1. The business of this nonprofit association as authorized by the Board of Directors shall be managed by Officers of the Board of Directors and the number of officers shall be four (4).~~
- ~~2. Manner of Selection. The Officers of the Board of Directors shall be selected and elected at the annual meeting of the Board and whose terms shall expire at the next annual meeting following their election and not until their respective successors are elected and qualified.~~
- ~~3. Officers. Officers may be appointed or elected to successive terms and the Officers elected shall be the following, to-wit: Chair, Chair-Elect, Vice-Chair and Secretary-Treasurer, who shall be voting members of the Board of Directors and who shall be elected by a majority vote of the Voting members of the Board of Directors. The duties and responsibilities of the Officers shall be those assigned to them by the Board of Directors.~~

- I. Quorum: Any Board meeting duly called requires a majority of the Voting Board ~~of Directors~~Members to reach a quorum to transact business.
- J.- Committees; Standing Committees; Taskforces and Work Groups: The Board ~~of Directors~~ shall have authority (i) to appoint standing and special committees of the Board and (ii) to establish special ~~task forces, standing committees and steering committees~~ taskforces and work groups composed of representatives as designated by the Board ~~of Directors~~ for consideration of general and specific problems assigned to it by the Board ~~of Directors~~. Said representatives ~~to task forces or committees shall be~~ may be selected from the Board ~~of Directors~~ and other elected officials of the government entities of General and/or Special Purpose Members; the boards and commissions of the respective members; the staffs of the respective members; private groups and organizations with a particular interest in the problem; and residents of southwest Idaho. ~~Each committee representative~~

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To the extent allowed by law, members of committees and representatives on taskforces and work groups may be reimbursed for expenses incurred in the performance of their duties for the task force or committee, in addition to such daily allowances as the Association may hereinafter provide.

The Executive Committee shall have the authority to recommend representatives to serve on taskforces and work groups and the members thereof, subject to Board confirmation.

Standing committees shall continuously conduct business as necessary. Standing committees shall include at least the following:

1. Executive Committee;
2. Finance Committee; and
3. Regional Transportation Advisory Committee.

K.- Open Meeting Law: All Meetings of the Board of Directors shall be governed under the provisions of what is known as the "Open Meetings Law" including, Chapter 2, Title 74, Idaho Code, and any amendments and/or re-codification of said law which is presently codified at I.C. 67-2340 - 2345 thereof.

L. Public Records: All records of the Association shall be maintained and provided and subject to disclosure under the provisions of the Public Records Law including Act, Chapter 1, Title 74, Idaho Code, and any amendments and/or re-codification of said law which is presently codified at I.C. 9-337 through 9-347 thereof.

64.1.87 Bylaws:

A.- The power to make, alter, amend or repeal the bylaws of this association the Association shall be vested in its voting the Voting Board m Members, and the bylaws may contain any provision for the regulation and management of the affairs of this association the Association not inconsistent with this Agreement and the laws of the State of Idaho. Bylaws may be adopted and amended from time to time by two-thirds (2/3) vote of the Voting Board Members in attendance at a regularly scheduled meeting of the Board.

B. Bylaws shall include specific definition of required The Board may create such committees, taskforces and task forces.

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THIRD RESTATED AND AMENDED JOINT POWERS AGREEMENT AND ARTICLES OF REFORMATION AND ORGANIZATION OF THE COMMUNITY PLANNING ASSOCIATION OF SOUTHWESTERN IDAHO, A NON PROFIT ASSOCIATION—2_18

6.1.9 Initial Voting Board of Directors

~~The names~~ work groups as necessary to its operations, and ~~agency affiliations of the persons constituting the initial Board of Directors and who are to serve until~~ provide bylaws therefor as may be necessary for their ~~successors are elected and qualify, are~~ operation.

NAME	AGENCY
Glen Bentley	City of Meridian
Dave Bivens	Ada County Highway District
Brent Coles	City of Boise
Robert Corrie	City of Meridian
Ted Ellis	City of Garden City
Paula Forney	City of Boise
Anne Hausrath	City of Boise
Sherry Huber	Ada County Highway District
Grant Kingsford	Ada County
Jack Kirtley	City of Star
Marlyss Meyer-Routson	Ada County Highway District
Greg Nelson	City of Kuna
Roger Simmons	Ada County
Frank Walker	Ada County
Rick Yzaguirre	City of Eagle

6.1.10 Initial Officers

~~The names and addresses of the persons constituting the initial officers and who are to serve until the first annual meeting of the Board of Directors held under the provision of this Agreement are:~~

TITLE	NAME
Chairman:	Roger Simmons
Vice Chairman:	Sherry Huber
Secretary-Treasurer	Rick Yzaguirre

6.1.119 Work Program and Budget

The Executive Director shall prepare annually a proposed Work Program and Budget for the ensuing fiscal year that shall be prepared and submitted to the Board ~~of Directors~~ for consideration on or before ~~June~~September 1 of the preceding fiscal year. The Board ~~of Directors~~ shall review the proposed Work Program and Budget, and on or before the last regularly scheduled meeting of the Board in the preceding fiscal year shall approve and adopt a

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~~THIRD RESTATED AND AMENDED JOINT POWERS AGREEMENT AND ARTICLES OF REFORMATION AND ORGANIZATION OF THE COMMUNITY PLANNING ASSOCIATION OF SOUTHWESTERN IDAHO, A NON PROFIT ASSOCIATION—2_19~~

~~program of work~~ Work Program and ~~B~~ Budget for the next fiscal year, which ~~B~~ Budget shall set the ~~assessment fees~~ dues to be assessed for all classes of ~~General Members, for Special Purpose Members and Ex-officio Members.~~ members of the Association. The basis upon which the ~~assessment fee and/or contribution requirements of Members of all categories~~ dues are calculated is ~~determined shall be established and~~ set forth in ~~the Bylaws.~~ Section 4.1.5.F of this Agreement.

~~64.1.12~~ 10 Executive Committee: The Board ~~of Directors may shall~~ appoint an executive committee ~~of not fewer than Four (4) Directors which shall consist at a minimum of (“Executive Committee”)~~ pursuant to the ~~Chairman, Chair-Elect, Vice Chairman and the Secretary/Treasurer to serve at its pleasure,~~ bylaws to act for it with respect to specifically delegated functions as established and set forth in the ~~B~~ bylaws.

~~64.1.13~~ 11 Planning Services: Each General or Special Purpose Member may request special services to be performed by the staff and/or any other employees or officers of the Association. Such services ~~shall~~ may be provided pursuant to a specific contract executed between the particular member and the Association. Assessments ~~shall~~ may be made upon those participating members that are directly benefited by the plan or project, according to said contract. The use of the employees of said participating member ~~shall~~ may be taken into consideration when determining their respective share of said assessments.

~~64.1.14~~ 12 Special Services or Projects: As each special service or project is considered for study, the Association shall determine how the study shall be financed and ~~may~~ may recommend to the General and/or Special Purpose Members involved that they finance the study, either by supplying cash or contributed services; and if the members involved accept the recommendations, the study ~~shall~~ may proceed under the proposed financing.

~~64.1.15~~ 13 Executive Director: The Board ~~of Directors~~ shall employ an “Executive Director” who shall be a non-voting ~~Ex Officio Member~~ ex officio member of the Board and who shall be under the direction and control of the Board. The Executive Director serves at the pleasure of the Board and may be removed at any time by a two-thirds (~~2/3~~) majority vote of the Voting Board. ~~Said Members. The~~ Executive Director is ~~hereby~~ empowered to employ staff as authorized in the approved Work Program and Budget for the Association and within the provisions of the ~~B~~ bylaws of the Association in accordance with the directives of the Board. The Executive Director, as is the case with all members of Directors, ~~the Board, shall not receive any~~

SECOND

THIRD RESTATED AND AMENDED JOINT POWERS AGREEMENT AND ARTICLES OF REFORMATION AND ORGANIZATION OF THE COMMUNITY PLANNING ASSOCIATION OF SOUTHWESTERN IDAHO, A NON PROFIT ASSOCIATION—2_20

compensation for being a Board member, but shall be separately compensated for services rendered as the Executive Director.

~~64.1.16 Existing Property Ownership: The initial Board shall cause all titled and/or recorded property whether real or personal that is an asset of "The Ada Planning Association" to be re-titled into the new name of "The Community Planning Association of Southwest Idaho, A Nonprofit Association" and all assets and liabilities of the same, including contract rights, and shall cause to be made and kept current a Statement of authority as to real property as is required by I.C. '53-705 or any re-codifications and/or amendments of the same.~~

~~6.1.1714~~ Amendments: The power to amend this Agreement is expressly conferred upon the Voting Board ~~of Directors~~Members and requires a two thirds (~~2/3~~) vote of all the ~~entire~~ Voting Board ~~of Directors~~Members.

~~64.1.18~~ 15 Real Property Powers: The Association, upon authorization of the Board, may (i) acquire and transfer or dispose of real property or any interest therein, whether by purchase, lease, option, exchange, gift, grant, bequest, devise or otherwise, and (ii) mortgage, pledge, hypothecate or otherwise encumber or dispose of real property or any interest therein, all as subject to applicable constitutional and statutory limitations. Funds of the Association, whether from dues, fees, grants, donations or otherwise, upon authorization of the Board, may be collected, set aside and/or expended in the exercise of the foregoing powers.

~~64.1.19~~ 16 Disposition upon Dissolution: Notwithstanding anything in Section ~~64.1.54~~ or elsewhere in this Agreement to the contrary, upon dissolution of the Association, any real property interest held by the Association shall be (i) transferred, subject to any contractual or legal requirements, to the association, corporation or other entity that has been designated to replace the Association, if any, or, (ii) if there is no such designated replacement entity, disposed of in the manner approved by the majority vote of the ~~entire~~ Voting Board ~~of Directors~~Members as ~~such Board~~ existed on the day immediately preceding the day of dissolution of the Association.

7.5. GENERAL PROVISIONS:

75.1. This Agreement constitutes and contains the entire Agreement of the pParties and supersedes and merges all other prior understandings or agreements between the pParties on the subject of this Agreement, if any, whether oral or written; and.

SECOND

THIRD RESTATED AND AMENDED JOINT POWERS AGREEMENT ~~AND ARTICLES OF REFORMATION AND ORGANIZATION OF THE COMMUNITY PLANNING ASSOCIATION OF SOUTHWESTERN IDAHO, A NON PROFIT ASSOCIATION~~—2_21

~~75.2.~~ In the event any provision or section of this Agreement conflicts with applicable law, or is otherwise held to be unenforceable, the remaining provisions shall nevertheless be enforceable and carried into effect; ~~and.~~

~~75.3.~~ This Agreement shall be governed and interpreted by the laws of the State of Idaho;.

~~5.4~~ The headings and

~~7.4~~ ~~Captions appearing under the section number designations~~ captions of this Agreement are inserted solely for convenience of reference only, and are do not a part define, describe or limit the scope or intent of this Agreement, and do not or any term hereof.

~~5.5~~ If a Member fails to appropriate sufficient funds in any way limit of amplify the terms and provisions fiscal year for payments due pursuant to this Agreement, this Agreement shall not be renewed for such fiscal year as to that Member and all of this Agreement. Member's obligations shall terminate on the last day of the last fiscal year for which payments were appropriated. Nonappropriation is grounds for nonrenewal under this Section 5.5, but is not grounds for disqualification under Section 7.2.

~~8.6.~~ NOTICE:

~~8.1~~ All notices given pursuant to this Agreement or contemplated under this Agreement shall be given by certified U.S. mail, return receipt requested, postage prepaid, addressed e-mail, facsimile, and/or by phone and/or any other method reasonably calculated to give notice to the proper pParty at the following addresses:

~~SECOND~~

~~THIRD RESTATED AND AMENDED JOINT POWERS AGREEMENT AND ARTICLES OF REFORMATION AND ORGANIZATION OF THE COMMUNITY PLANNING ASSOCIATION OF SOUTHWESTERN IDAHO, A NON PROFIT ASSOCIATION—2_22~~

- ~~8.1.1 — Ada County
650 Main Street,
Boise ID 83702;~~
- ~~8.1.2 — Ada County Highway District
318 E. 37th St.,
Garden City, ID 83714;~~
- ~~8.1.3 — City of Boise
150 N. Capitol Blvd.
P.O. Box 500
Boise, ID 83701~~
- ~~8.1.4 — City of Eagle
310 E. State,
P.O. Box 477
Eagle, ID 83616~~
- ~~8.1.5 — City of Garden City
201 E. 50th,
Garden City, ID 83714~~
- ~~8.1.6 — City of Kuna
329 W. 3rd.,
P.O. Box 13
Kuna, ID 83634~~
- ~~8.1.7 — City of Meridian
33 E. Idaho,
Meridian ID 83642~~
- ~~8.1.8 — City of Star
P.O. Box 130,
Star, ID 83669.~~

~~8.2 — accompanying each Party's signature below.~~ Any notice so given shall be deemed delivered, given served, or received on the date personally delivered or on the date deposited in the United States mail or verified as received by Faxe-mail or facsimile transmission. Any ~~p~~Party may change the address or designee to who notices shall thereafter be given upon five ~~(5)~~ days prior written notice to the other partyParties in the manner set forth in this section.

97. SUBSEQUENT PARTIES:; DISQUALIFICATION OF A PARTY.

SECOND

~~THIRD RESTATED AND AMENDED JOINT POWERS AGREEMENT AND ARTICLES OF REFORMATION AND ORGANIZATION OF THE COMMUNITY PLANNING ASSOCIATION OF SOUTHWESTERN IDAHO, A NON PROFIT ASSOCIATION—2_23~~

~~9.1~~ 7.1 Subsequent Parties: It is anticipated that there will be Public Agencies joining as General Members of this Association who will be required to sign as ~~p~~PParties to this ~~a~~Agreement as a joint exercise of their powers and there shall be prepared a separate signature sheet for each such ~~p~~Party, the original of which shall upon approval of the Board ~~of~~ Directors for admission as General Member be appended to this Agreement.

~~10.~~ WITHDRAWAL OF PARTY:

~~10.1~~ In the event a General Member ceases to be a member as provided for herein the same shall be considered a withdrawing party and shall have no more legal interests in and to this association, including any interest in its dissolution, unless otherwise provided for herein specifically, but in the event the withdrawing party has any separate legal contract with the association the same shall not be affected by withdrawal unless such agreement specifically so provides.

7.2 Disqualification: An Association member who is disqualified from membership in the Association for failure to pay dues or otherwise, shall be stricken automatically from being a Party to this Agreement without the need for formal amendment to this Agreement.

SIGNATURES APPEAR ON FOLLOWING PAGES

IN WITNESS WHEREOF, the pParties have herein executed this Agreement and made it effective as hereinabove provided.

ADA COUNTY
200 W. Front Street
Boise ID 83702

By: _____
Commissioner

Dated: _____

By: _____
Commissioner

Dated: _____

By: _____
Commissioner

Dated: _____

SECOND

THIRD RESTATED AND AMENDED JOINT POWERS AGREEMENT ~~AND ARTICLES OF REFORMATION AND ORGANIZATION OF THE COMMUNITY PLANNING ASSOCIATION OF SOUTHWESTERN IDAHO, A NON PROFIT ASSOCIATION~~ -2- 25

Chairperson

ADA COUNTY HIGHWAY DISTRICT
3775 Adams Street
Garden City, ID 83714

By: _____
Commissioner

Dated: _____

By: _____
Commissioner

Dated: _____

By: _____
CommissionerPresident

Dated: _____

CITY OF BOISE
150 N. Capitol Blvd.
Boise ID 83702

By: _____
Mayor

Dated: _____

CITY OF EAGLE

CITY OF CALDWELL
411 Blaine St.
PO Box 1179
Caldwell ID 83606

By: _____

Dated: _____

SECOND

~~THIRD RESTATED AND AMENDED JOINT POWERS AGREEMENT AND ARTICLES OF REFORMATION AND ORGANIZATION OF THE COMMUNITY PLANNING ASSOCIATION OF SOUTHWESTERN IDAHO, A NON PROFIT ASSOCIATION~~ -2- 26

Mayor

~~GARDEN CITY~~

CANYON COUNTY

1115 Albany St.
Caldwell ID 83605

By: _____
Chairperson

Dated: _____

CANYON HIGHWAY DISTRICT #4

15435 Hwy 44
Caldwell ID 83607

By: _____
Chairperson

Dated: _____

CITY OF EAGLE

660 E. Civic Lane
Eagle ID 83616

By: _____
Mayor

Dated: _____

CITY OF GARDEN CITY

6015 N. Glenwood Street
Garden City ID 83714

By: _____
Mayor

Dated: _____

~~SECOND~~

~~THIRD RESTATED AND AMENDED JOINT POWERS AGREEMENT AND ARTICLES OF REFORMATION AND ORGANIZATION OF THE COMMUNITY PLANNING ASSOCIATION OF SOUTHWESTERN IDAHO, A NON PROFIT ASSOCIATION~~ -2- 27

CITY OF KUNA
763 W. Avalon
Kuna ID 83634

By: _____ Dated: _____
Mayor

~~CITY OF KUNA~~

~~By: _____ Dated: _____~~
~~Mayor~~

SECOND

~~THIRD~~ RESTATED AND AMENDED JOINT POWERS AGREEMENT ~~AND ARTICLES OF~~
~~REFORMATION AND ORGANIZATION OF THE COMMUNITY PLANNING ASSOCIATION OF~~
~~SOUTHWESTERN IDAHO, A NON PROFIT ASSOCIATION~~ -2-28

CITY OF MERIDIAN

33 E. Broadway
Meridian ID 83642

By: _____
Mayor

Dated: _____

CITY OF STAR

By: _____
Mayor

Dated: _____

SECOND

~~THIRD RESTATED AND AMENDED JOINT POWERS AGREEMENT AND ARTICLES OF REFORMATION AND ORGANIZATION OF THE COMMUNITY PLANNING ASSOCIATION OF SOUTHWESTERN IDAHO, A NON PROFIT ASSOCIATION~~ -2- 29

CITY OF WILDERMIDDLETON
6 North Dewey Avenue
Middleton ID 83644

By: _____

Mayor

Dated: _____

CITY OF NAMPA
411 3rd St. S., Nampa, ID 83651

By: _____

Mayor

Dated: _____

NAMPA HIGHWAY DISTRICT #1
4507 12th Avenue Rd.
Nampa ID 83686

By: _____

Chairperson

Dated: _____

CITY OF PARMA
P.O. Box 608
305 N. 3rd Street
Parma ID 83660

By: _____

Mayor

Dated: _____

CITY OF STAR
10769 West State Street

SECOND

~~THIRD RESTATED AND AMENDED JOINT POWERS AGREEMENT AND ARTICLES OF REFORMATION AND ORGANIZATION OF THE COMMUNITY PLANNING ASSOCIATION OF SOUTHWESTERN IDAHO, A NON PROFIT ASSOCIATION~~ -2_30

Star ID 83669

By: _____ Dated: _____
 Mayor

CITY OF WILDER

219 Third Street
Wilder ID 83676

By: _____ Dated: _____
 Mayor

SECOND

THIRD RESTATED AND AMENDED JOINT POWERS AGREEMENT AND ARTICLES OF REFORMATION AND ORGANIZATION OF THE COMMUNITY PLANNING ASSOCIATION OF SOUTHWESTERN IDAHO, A NON PROFIT ASSOCIATION -2_31

BYLAWS AS ADOPTED BY THE BOARD OF

THE COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO

Initially Adopted: March 1, 2000

Amended: January 22, 2001

Amended June 18, 2001

Amended September 27, 2004

Amended: August 17, 2009

Amended August , 2015

ARTICLE I.

OFFICERS

Article 1 ~~SECTION 1.~~ OFFICERS OF THE
BOARD. ~~OFFICERS OF THE~~ DIRECTORS

1.1 Board of Directors. The Board of Directors (“Board”) shall be elected~~appointed~~ and serve as provided in ~~Section 6.1.7H of the Second~~ that certain Third Restated And Amended Joint Powers Agreement and Articles of Reformation and Organization ~~Of The~~ of the Community Planning Association of Southwest Idaho, a Nonprofit Association. ~~The following subsections provide additional detail to Section 6.1.7H as provided in Section 6.1.7H(3).~~, as may be amended (the “JPA”).

~~Section 2. Terms of Office. Officers of the Board shall be elected at the annual meeting and shall serve terms of one year (or until their successors are elected and qualified) as provided in Section 6.1.7.H of the Second Restated and Amended Joint Powers Agreement and Articles of Reformation and Organization of the Community Planning Association of Southwest Idaho, a Nonprofit Association.~~

~~Section 3. Succession. Unless other officers are elected by a majority vote of the Voting Members of the Board at the annual meeting (or special meeting called for the purpose of electing one or more officers, in compliance with the Second Restated and Amended Joint Powers Agreement and Articles of Reformation and Organization of the Community Planning Association of Southwest Idaho, a Nonprofit Association) the person serving as Secretary/Treasurer shall be~~

As Amended August 17, 2009

~~electd to the office of Vice Chair, the person serving as Vice Chair shall be elected as Chair-Elect and the person serving as Chair-Elect shall be elected Chair.~~

~~Section 4. Duties.~~

~~a. Chair: The Chair shall be the chief executive officer of COMPASS. The Chair shall preside over all meetings of the Board, and shall see that all orders and resolutions of the Board are carried into effect, subject, however, to the right of the Board to delegate any specific power or authority. The Chair shall be a member of and chair the Executive Committee.~~

~~b. Chair-Elect: The Chair-Elect shall perform the duties and exercise the powers of the Chair in case of the Chair's illness, disability or temporary absence and shall perform such other duties as may, from time to time, be granted or requested by the Board. The Chair-Elect shall be a member of and serve as vice chair of the Executive Committee.~~

~~c. Vice Chair: The Vice Chair shall perform the duties and exercise the powers of the Chair in case of the Chair and Chair-Elect's mutual illness, disability or temporary absence and shall perform such other duties as may, from time to time, be granted or requested by the Board. The Vice Chair shall be a member of the Executive Committee.~~

~~d. Secretary/Treasurer: The Secretary/Treasurer shall:~~

~~* Give, or cause to be given, notice of all meetings of the Board and its standing committees in compliance with the open meeting law;~~

~~* Keep, or cause to be kept, the minutes, books, and records of the financial statements and accounts of COMPASS;~~

~~* Oversee COMPASS' compliance with the public records law;~~

~~* Monitor, or cause to be monitored, the financial affairs of COMPASS and report periodically to the Executive Committee;~~

~~* Create, or cause to be created, at the beginning of each meeting of the Board a roster of Voting Directors and Alternate Voting Directors who are in attendance; and~~

~~* Be a member of the Executive Committee.~~

~~Section 5. Removal of Officers. The Board may remove from office any officer upon two-thirds (2/3) majority vote. If any member of the Board wishes to remove an officer, that Board member shall give at least~~

~~As Amended August 17, 2009~~

~~thirty (30) days notice of intent to remove such officer to both the officer and to the Board. Any officer subject to removal proceedings shall not take part in the voting to remove them. An officer who is removed shall continue on the Board and retain full voting privileges as long as they remain a Voting Director.~~

~~Section 6. Appointment of Officers upon Removal or Resignation. Upon the removal or resignation of an officer, the Board shall appoint a Board member to fill such vacant office. The appointed officer shall serve out the remainder of the term of the removed officer or the officer who resigned.~~

~~Section 7. Delegation of Powers. The Board may delegate any of the powers and duties appropriate to the functioning of COMPASS to any officer, employee, or agent of COMPASS.~~

————— As Amended August 17, 2009

ARTICLE II.

1.2 Term of Office. Each member of the Board entitled to vote ("**Voting Board Member**") shall hold office until replaced or until the Voting Board Member's earlier death, resignation or disqualification. All other members of the Board hold office as allowed under the JPA.

Article 2 **BOARD MEETINGS**

2.1 Section 1.—Place of Meetings. All meetings of the Board shall be held at ~~the~~ principal office, of COMPASS or at such other place as the Board may order or direct before the call of such meeting. The time and place of such meetings shall be stated in the notice or call for the meetings.

2.2 Section 2.—Regular Meetings. Regular meetings of the Board shall be held on the third Monday of February, April, June, August, October and December of each ~~month~~year, if not a legal holiday, and if a legal holiday, then on the first Monday following which is not a legal holiday. All business, which the Board is authorized and empowered to take up at such a meeting, may be transacted without further or special notice.

2.3 Section 3.—Special Meetings. Special meetings ~~of the Board~~ may be called at any time by the ~~representatives of any three (3) General~~Chair or Vice-Chair. Special ~~Purpose~~meetings may also be called by the Chair upon written request by any five (5) or more Voting Board Members ~~serving notice upon the Secretary/Treasurer of COMPASS; provided however, that all General and Special Purpose Members of the Board be given adequate notification as provided herein.~~

2.4 Section 4.—Notice or Call for Meetings: ~~Association representatives. All members of the Board~~ shall be notified of each regular or special meeting of the Board at least forty-eight (48) hours in advance of each meeting. Notification shall include, at a minimum, the meeting location, meeting time and proposed agenda. Notification may be delivered via email, regular mail, ~~facsimile~~ or hand delivery. Annually, at the last regular meeting of a calendar year, a schedule of regular meetings for the following year shall be adopted and distributed in a manner determined by the Board.

2.5 Section 5.—Quorum. A quorum shall consist of a ~~simple~~majority of ~~all~~the ~~Association representatives of General and Special Purpose~~Voting Board Members. Voting Board Members participating in the meeting telephonically or via audio or audiovisual internet connection shall be considered present and are included in determination of quorum.

———— As Amended August 17, 2009

2.6 ~~Section 6.~~ **Action by Majority Vote.** Except as otherwise expressly required by these by-laws, the JPA or by applicable law, the vote of a majority of the Voting Board Members present at a meeting at which a quorum is present shall be the act of the Board. Voting Board Members participating in the meeting telephonically or via audio or audiovisual internet connection shall be considered present.

2.7 **Presiding Officer.** The Chair~~person~~ shall preside at all meetings. In the absence of the Chair~~person~~, the Chair~~—~~Elect shall preside. In the absence of the Chair~~person~~ and the Chair~~—~~Elect the Vice Chair~~person~~ shall preside. In the absence of all these officers, the Board shall select a temporary Chair~~person~~ for the meeting. The Secretary/Treasurer shall act as ~~S~~secretary at all meetings of the ~~Association~~Board, but in the Secretary/Treasurer's absence, the presiding officer may appoint any person to act as ~~S~~secretary for that meeting. Should the Secretary/Treasurer be the presiding officer, as provided above, the Secretary/Treasurer may appoint any person to act in the capacity of Secretary for that meeting.

2.8 ~~Section 7.~~ **Rules of Order.** The rules contained in the current edition of Roberts Rules Newly Revised generally shall govern in all cases to which they are applicable and in which they are not inconsistent with these ~~Bylaws, the Second Restated And Amended Joint Powers Agreement and Articles of Reformation and Organization Of The Community Planning Association of Southwest Idaho, a Nonprofit Association~~bylaws, the JPA, and any special order that may be adopted by the Board.

————— As Amended August 17, 2009

ARTICLE III.

VOTING

~~Section 1. Voting Directors. Voting Directors and Alternate Voting Directors shall be selected by their appointing agency and approved, when required, by the COMPASS Board as provided in Section 6.1.7 of the Second Restated And Amended Joint Powers Agreement and Articles of Reformation and Organization Of The Community Planning Association of Southwest Idaho, a Nonprofit Association, except that the following stipulation may apply to Special Purpose Members. Namely, each Special Purpose Member shall be represented by one (1) Voting Director, except that the total number of Voting Directors from a single class of special districts with similar responsibilities and authorities shall not exceed three (3) Voting Directors. In the event that more than three (3) membership applications are received from Special Purpose Members with similar responsibilities and authorities, the Board shall apportion the representation for the class of Special Purpose Members in an appropriate and equitable manner through resolution of the Board.~~

~~Article 3~~ **SECTION 2.**
AUTHORITY

3.1 Responsibilities. The Board of Directors has the primary responsibilities listed below. The Board may take other actions not listed here as appropriate to govern COMPASS.

3.1.1 Elect Officers;

3.1.2 Approve addition of new members to COMPASS;

3.1.3 Approve regional long range transportation plan and amendments to the regional long-range transportation plan;

3.1.4 Approve Transportation Improvement Program and amendments to Transportation Improvement Program;

3.1.5 Approve Unified Planning Work Program and Budget and revisions to Unified Planning Work Program and Budget;

3.1.6 Hire and oversee Executive Director;

3.1.7 Review and approve annual performance review of the Executive Director conducted by the Executive Committee, and approve salary adjustment or other compensation arrangement;

~~As Amended August 17, 2009~~

- 3.1.8 Approve annual state and federal legislative positions;
- 3.1.9 Approve strategic plan, as needed;
- 3.1.10 Approve grant applications where COMPASS is grantor;
- 3.1.11 Approve annual population estimates;
- 3.1.12 Approve annual membership dues;
- 3.1.13 Approve or select members of committees, task forces and work groups, as the case may be;
- 3.1.14 Approve COMPASS integrated communications plan as needed, but not less than every three (3) years;
- 3.1.15 Approve updates to Financial Policy, as needed;
- 3.1.16 Approve updates to Personnel Policy, as needed;
- 3.1.17 Review and approve Board policies, as needed; and
- 3.1.18 Approve the annual development plan which identifies: a) grants and other funding sources for COMPASS; and b) resource development activities which will be pursued by COMPASS staff.

Article 4 VOTING

4.1 Voting Board Member. Only Voting Board Members and, where applicable, Alternate Board Members, are entitled to cast a vote at any meeting of the Board.

4.2 Authority to Vote. A Voting ~~Director~~Board Member is entitled to vote on any matter which comes before the Board or before any ~~COMPASS~~ committee ~~or~~, task force ~~or~~ work group of which the Voting ~~Director~~Board Member is a duly appointed member, provided the Voting ~~Director's~~Board Member's member agency is current in the payment of its membership dues and all other proper assessments. ~~All general membership dues~~ Similarly, an approved Alternate Board Member, as provided for in the JPA, shall have the authority to vote as a Voting Board Member on behalf of the members for whom he or she is serving, provided the Voting Board Member's member is current in the payment of its dues and other proper assessments ~~are due and payable upon receipt of each invoice. Any General Member agency that fails to pay any assessment in full within thirty (30) days (or such other period of time as may be requested by the General Member and approved by the COMPASS Board) after the due date shall be considered delinquent and in violation of this section. Written notice of delinquency shall be sent by certified mail, return receipt requested, to the Mayor and City Clerk or Chair of the Commission and County Auditor of the General Member agency~~

—————As Amended August 17, 2009

~~involved. Upon non-payment of the full assessment within thirty (30) days of receipt of the delinquency notice, that General Member agency will be deemed to have voluntarily withdrawn its membership in COMPASS. No representative of that government agency shall thereafter be allowed to vote on any matter coming before the COMPASS Board or any COMPASS subcommittee until and unless general membership dues assessments are fully paid retroactively or until the COMPASS Board takes some alternative action to reinstate the government's status as a General Member agency.~~

4.3 Section 3.—**Voting.** All matters before the Board shall be disposed of by simple majority vote of all votes cast by Voting DirectorsBoard Members present at the meeting unless otherwise provided in these Bylawsbylaws, applicable law, the Second Restated And Amended Joint Powers Agreement and Articles of Reformation and Organization Of The Community Planning Association of Southwest Idaho, a Nonprofit Association andJPA or any special order that may be adopted by the Board. Voting Board Members participating in the meeting telephonically or via audio or audiovisual internet connection shall be considered present.

4.4 Section 4.—**Votes Pper Voting DirectorBoard Member.** Three voting alternatives exist. Unless otherwise provided, Alternative A“a” (one vote per Voting DirectorBoard Member) shall be used.

A.—One vote per Voting Director:

(a) _____ Board Member: Each Voting DirectorBoard Member casts one and only one vote.

B.—Weighted Voting:

(b) _____ Voting DirectorsBoard Members from each General and Special Purpose Member cast a number of votes equal to the member agency's AssociationCOMPASS membership dues as provided below.

C.—Intra-County Voting:

(c) _____ Only Voting DirectorsBoard Members from within one county cast a vote.

4.5 Section 5.—**Weighted Voting.** Weighted voting may be used when all Voting DirectorsBoard Members from any General Member request weighted voting after a matter is properly before the Board and before the question is called or the vote is held. In the event weighted voting is requested:

_____ As Amended August 17, 2009

- (a) _____ **A.** Each General and Special Purpose Member represented at the Board meeting by one or more Voting ~~Directors~~ Board Members shall be granted one vote for each dollar it contributes as its membership dues to COMPASS in the current fiscal year as provided in the most recently adopted COMPASS Unified Planning Work Program and Budget.
- (b) _____ **B.** In the event more than one Voting ~~Director~~ Board Member is present for a General Member, the votes for that General Member shall be divided equally among the member's Voting ~~Directors~~ Board Members present at the time the vote is held.
- (c) _____ **C.** The Secretary/Treasurer ~~will~~ shall determine and announce, or cause to be determined and announced, the number of votes assigned to each Voting ~~Director~~ Board Member. The Chair ~~will~~ shall read the number of votes assigned to each member agency before the vote.
- (d) _____ **D.** A roll-call vote ~~will~~ shall be held.

4.6 _____ ~~Section 6.~~ **Intra-County Voting.** Intra-county voting may be used according to the provisions of this section when any matter properly before the Board pertains overwhelmingly within the borders of one county. Examples of such matters include, but are not limited to:

- (a) _____ * _____ Setting transportation project priorities when all such projects are within the borders of one county;
- (b) _____ * _____ Approving a Transportation Improvement Program when the program applies only within the borders of one county;
- (c) _____ * _____ Approving a ~~Long Range Transportation Plan~~ long range transportation plan when the plan applies only within the borders of one county;
- (d) _____ * _____ Approving an expenditure of funds when the funds are both generated and expended within the borders of one county; and
- (e) _____ * _____ Adopting air or water quality recommendations or strategies for inclusion in official State Implementation Plans when the

_____ As Amended August 17, 2009

recommendations or strategies apply only within the borders of one county.

_____The Chair may optionally determine, before distributing an agenda for any regular or special meeting of the Board, whether any item on the agenda is likely to qualify for intra-county voting and shall so designate on the agenda. In addition any Voting ~~Director~~Board Member may, at any meeting of the Board, request consideration of intra-county voting for any item on the agenda.

_____In either case, before such a matter may properly be placed before the Board, the Chair shall determine in a manner generally provided by Roberts Rules of Order whether to invoke intra-county voting. In the event intra-county voting is used:

(a) _____A._____The Chair ~~will~~shall announce that intra-county voting ~~will~~shall be used to resolve the matter before the Board and designate which county's ~~Voting Directors~~Board Members may vote.

(b) _____B._____Only Voting ~~Directors~~Board Members present and representing General and Special Purpose Members in that county may cast a vote on the matter.

(c) _____C._____A simple majority of Voting ~~Directors~~Board Members present from that county is required to approve the matter before the Board.

~~D.~~(d) Weighted voting within the county may be utilized as provided elsewhere in this section.

_____As Amended August 17, 2009

ARTICLE IV.

EXECUTIVE DIRECTOR

Article 5 ~~SECTION 1.~~
OFFICERS

5.1 Officers of the Board. The Board shall have four officers (collectively "Officers"): (i) the Chair, (ii) the Chair-Elect, (iii) the Vice Chair and (iv) the Secretary/Treasurer. All Officers must be Voting Board Members.

5.2 Election. The Officers shall be elected annually by the Board at the Board's annual meeting.

5.3 Terms of Office. Officers shall hold office until such Officer's successor is elected and qualified or until such officer's earlier death, resignation or removal.

5.4 Removal of Officers. The Board may remove from office any Officer upon two-thirds majority vote. If any member of the Board wishes to remove an Officer, that Board member shall give at least 30 days' notice of intent to remove such Officer to both the Officer and to the Board. Any Officer subject to removal proceedings shall not take part in the voting to remove them. An Officer who is removed shall continue on the Board and retain full voting privileges as long as they remain a Voting Board Member.

5.5 Resignation of Officers. Any Officer may resign at any time by giving written notice of his or her resignation to the Board. Any such resignation shall take effect at the time specified therein or, if the time when it shall become effective shall not be specified therein, immediately upon its receipt. Unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective.

5.6 Appointment of Officers upon Removal or Resignation. Upon the removal or resignation of an Officer, the Board shall appoint a Board Member to fill such vacant office. The appointed Officer shall serve out the remainder of the term of the removed Officer or the Officer who resigned.

5.7 Succession. Unless other Officers are elected by a majority vote of the Voting Board Members at the annual meeting (or special meeting called for the purpose of electing one or more Officers) the person serving as Secretary/Treasurer shall be elected to the office of Vice Chair, the person serving as Vice Chair shall be elected as Chair-Elect and the person serving as Chair-Elect shall be elected Chair.

5.8 Nomination of Officers. The Executive Committee shall identify and screen individuals qualified to become Officers and recommend officers for approval by the Board in accordance with the provisions of this Section.

5.8.1 Nomination. Not less than three (3) months prior to the Board's annual meeting, the Executive Committee shall submit a call for nominations to all Voting Board Members for any Officer position to be voted upon that year. Any Voting Board Member may

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submit a nomination for one or more of the Officer positions. All nominations shall be submitted, in writing, to the Executive Committee no later than forty-eight (48) hours prior to the Executive Committee's regularly scheduled meeting that occurs just prior to the Board's annual meeting. Any nomination received after this deadline shall not be considered.

5.8.2 Consideration. The Executive Committee shall review all nominations, compare the nominees against the qualifications, qualities, skills and other expertise identified by the Board, if any, and nominate a slate of candidates to succeed the Officers whose terms are expiring or vacant ("**Nominated Officers**"). The slate may include current Officers for re-election. The Executive Committee shall recommend the Nominated Officers to the Board for approval.

5.8.3 Additional Nominations. In addition to the Nominated Officers, other nominations for any Officer's position may be submitted by any five (5) Voting Board Members if filed with the Board not less than fifteen (15) days prior the Board's annual meeting.

5.8.4 Election Procedure. No new nominations from the floor shall be accepted at the Board's annual meeting. If the Nominated Officer's slate is the only list of nominees under consideration, election of the entire slate shall be decided by a majority vote of Voting Board Members present and voting. If there are additional nominees qualifying pursuant to Section 5.8.3, the Board shall consider and vote for each Officer position individually. The nominee for each Officer position which garners the greatest number of votes shall be elected.

5.9 Duties.

5.9.1 Chair. The Chair shall be the chief executive officer of COMPASS. The Chair shall preside over all meetings of the Board, and shall see that all orders and resolutions of the Board are carried into effect, subject, however, to the right of the Board to delegate any specific power or authority. The Chair shall be a member of and chair the Executive Committee.

5.9.2 Chair-Elect. The Chair-Elect shall perform the duties and exercise the powers of the Chair in case of the Chair's illness, disability or temporary absence and shall perform such other duties as may, from time to time, be granted or requested by the Board. The Chair-Elect shall be a member of the Executive Committee.

5.9.3 Vice Chair. The Vice Chair shall perform the duties and exercise the powers of the Chair in case of the Chair and Chair-Elect's mutual illness, disability or temporary absence and shall perform such other duties as may, from time-to-time, be granted or requested by the Board. The Vice Chair shall be a member of the Executive Committee.

5.9.4 Secretary/Treasurer. The Secretary/Treasurer shall:

- (a) Give, or cause to be given, notice of all meetings of the Board and its standing committees in compliance with Idaho's "Open Meeting Law" including any amendments and/or re-codification of said law which is presently codified at Idaho Code §§ 74-201 through 74-207;

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- (b) Keep, or cause to be kept, the minutes, books, and records of the financial statements and accounts of COMPASS;
- (c) Oversee COMPASS' compliance with Idaho's Public Records Law including any amendments and/or re-codification of said law which is presently codified at Idaho Code §§ 74-101 through 74-122;
- (d) Monitor, or cause to be monitored, the financial affairs of COMPASS and report periodically to the Board;
- (e) Create, or cause to be created, at the beginning of each meeting of the Board a roster of Voting Board Members and Alternate Board Members who are in attendance; and
- (f) Be a member of the Executive Committee.
- (g) Serve as Chair of the Finance Committee.

5.10 Delegation of Powers. The Board may delegate any of the powers and duties appropriate to the functioning of COMPASS to any Officer, employee, or agent of COMPASS.

Article 6 **EXECUTIVE DIRECTOR**

6.1 Appointment. The Board shall appoint an Executive Director as provided in ~~Section 6.1.15 of the Second Restated And Amended Joint Powers Agreement and Articles of Reformation and Organization Of The Community Planning Association of Southwest Idaho, a Nonprofit Association~~the JPA.

6.2 Section 2.— Powers and Duties. The Executive Director ~~may~~is authorized to enter into any contract or execute in the name of COMPASS all deeds, bonds, mortgages, contracts, and other documents and agreements as may be authorized ~~by the Board~~in the approved ~~work program~~Unified Planning Work Program and ~~budget or by~~Budget. ~~In all other action of~~instances the ~~Executive Director is authorized with~~ Board approval. The Executive Director shall be the disbursing officer of COMPASS for all funds made available thereto. The Executive Director shall also have the general powers and duties of supervision and management, including but not limited to, employment, hiring and dismissal of members of the staff. The Executive Director shall have the emergency authority to act to protect the rights and interests of COMPASS as they relate to the approved ~~work program and budget~~Unified Planning Work Program and Budget, pending confirmation by the Board.

6.3 Section 3.— Committee Assignments. The Executive Director or a designated delegate shall be an ex-officio member of any special committee ~~or~~, task force ~~or~~ work group of COMPASS and ~~each General and Special Purpose Member and~~ shall periodically attend meetings of other organizations involved in planning within southwest Idaho.

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6.4 ~~Section 4.~~ **Conditions of Employment.** Salary and other conditions of employment for the Executive Director shall be established by the Board upon recommendation by the Executive Committee.

6.5 ~~Section 5.~~ **Regular Reporting Required.** The Executive Director shall ~~monthly~~ prepare a summary of significant staff activities which have ~~taken place during~~ occurred since the ~~prior month~~ last regular meeting of the Board and provide it as an item on the agenda of each regular meeting of the Board. The packet for each regular meeting of the Executive Committee shall be distributed to the entire Board.

ARTICLE V.

MEMBERSHIP DUES

~~Section 1. General Members. Membership dues for General Members shall be determined consistently with Section 6.1.6G of the Second Restated And Amended Joint Powers Agreement and Articles of Reformation and Organization Of The Community Planning Association of Southwest Idaho, a Nonprofit Association. At the time of adoption of these Bylaws, the per capita fee is seventy-five cents (\$.75).~~

~~Section 2. Special Purpose Members. Membership dues for Special Purpose Members shall be annually determined by the Board.~~

~~Section 3. Ex-Officio Members. Ex-Officio members pay no membership dues.~~

~~As Amended August 17, 2009~~

ARTICLE VI.

~~STANDING COMMITTEES~~

~~Article 7~~ ~~SECTION 1.~~
~~STANDING COMMITTEES~~

7.1 **Open Meetings and Public Records.** All meetings of committees established and authorized under this section shall be conducted according to and be subject to the same open meeting law and public records provisions as provided in Sections ~~6.1.7K and 6.1.7L, respectively, of the Second Restated And Amended Joint Powers Agreement and Articles of Reformation and Organization Of The Community Planning Association of Southwest Idaho, a Nonprofit Association~~ 4.1.7J and 4.1.7K, respectively, of the JPA.

7.2 ~~Section 2.~~ **Executive Committee:**

7.2.1 **Establishment.** An Executive Committee is hereby established as a standing committee of the Board.

7.2.2 ~~B.~~ **Membership.** The Executive Committee shall be composed of the following ~~Voting Directors~~ Board Members:

~~1.~~(a) All four Board Officers;

(b) 2.—The mayor of each General Member that is an incorporated city with a current population greater than 25,000 according to the most recent population estimates adopted by the Board;

(c) 3.—The chair of each county commission;

(d) 4.—The president of each single county-wide highway district commission;

(e) 5.—Two ~~(2)~~ mayors of General Members who are incorporated cities with a current population of 25,000 or fewer according to the most recent

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population estimates adopted by the Board and who shall annually be selected by the representatives of the cities who fit into that classification, provided, however, that the total number of mayors on the Executive Committee from this grouping of smaller cities shall not exceed two ~~(2)~~; and provided, further, that one of the selected cities must be located in Canyon County and the other selected city must be located in Ada County;

(f) ~~6.~~—The Chair of one of the highway districts located in Canyon County; and

(g) The immediate past Chair;

7.2.3 ~~7.~~—Limitations. Notwithstanding Sections ~~2.B. 6, 7.2.2(b)~~ through ~~2.B. 6, 7.2.2(g)~~, there shall be no more than one ~~Voting Director~~Board Member on the Executive Committee from any member agency.

7.2.4 ~~8.~~—Elected Official; Alternate. All Executive Committee members shall be currently elected local government officials; provided, however, that Alternate Board Members may serve in the place of Executive Committee members as provided in the JPA.

7.2.5 Place and Times of Meetings. Meetings of the Executive Committee may be held at times and places agreed to by the Executive Committee.

7.2.6 Notice or Call for Meetings. All Executive Committee members shall be notified of each meeting at least three (3) business days prior to the meeting. Notification shall include, at a minimum, the meeting location, meeting time and proposed agenda. Notification may be delivered via email, regular mail or hand delivery. Additionally, notice of each meeting shall be posted on the COMPASS website at least three (3) working days prior to the day of the meeting. No action may be taken at a meeting that has not met the criteria in this Section.

7.2.7 Quorum. A quorum shall consist of the presence of a majority of Executive Committee members at the time of the meeting. Presence may be established by physical attendance at the meeting or by attendance via telephone, Internet or other remote technologies.

7.2.8 Voting. Each Executive Committee member shall have one (1) vote.

7.2.9 Action by Majority Vote. Except as otherwise expressly required by applicable law, the vote of a majority of the Executive Committee members present at a meeting at which a quorum is present shall be the act of the Committee.

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7.2.10 Authority. The Executive Committee is empowered to act on behalf of the COMPASS Board only in the following instances:

- ~~1. To authorize the Chairman and/or Executive Director to execute grant documents and other agreements necessary for the conduct of COMPASS business;~~
- ~~2. To approve grant applications, pending confirmation by the Board;~~
- ~~3. To approve formal responses to local, state, regional and federal issues affecting COMPASS' planning process, pending confirmation by the Board;~~
- ~~4. To authorize the Chairman~~ To receive monthly status updates from the Regional Transportation Advisory Committee (RTAC) chair on the work of the RTAC committee;
- (a) To recommend task forces or work groups to work with COMPASS as needed to provide input, technical support and feedback on planning activities. Each task force or work group 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 Executive Committee shall establish a process for selection of members for each task force or work group for final approval by the Board;
- (b) To receive periodic status updates from staff liaisons to the active authorized work groups on the activities of those work groups;
- (c) To review and recommend updates to the charter of each work group at least once per year;
- (d) To authorize the Chair and/or Executive Director to enter into agreements with other local, state, regional, federal and private agencies which expedite COMPASS' planning process, pending confirmation by the Board;
- (e) ~~5.~~ To commit COMPASS staff to address local planning issues, which are outside the current ~~work program~~ Unified Planning Work Program and ~~h~~Budget but for which prompt response is essential and for which COMPASS participation is deemed desirable, pending confirmation by the Board;

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~~6. To approve minor amendments to the Transportation Improvement Program and the current work program and budget, pending confirmation by the Board;~~

~~7.(g)~~ To approve preliminary versions of the ~~work program and budget~~ Unified Planning Work Program and Budget for purposes of federal grant application and distribution to members for their use in budgeting, pending confirmation by the Board;

~~8. To accept non-policy documents such as the annual audit, Development Monitoring Reports, Quarterly Status Reports, etc.; and~~

~~(h) To approve amendments to the current Unified Planning Work Program and Budget, pending confirmation by the Board;~~

~~(i) To approve amendments to the Transportation Improvement Program pending confirmation by the Board; and~~

~~9.(j) To conduct an annual performance review of the Executive Director and recommend report the results of its evaluation and make a recommendation for salary adjustment or other compensation arrangements, if any proposed changes, to the full Board for its approval at the regularly scheduled Board meeting in salary and other conditions of employment to the Board June.~~

~~Section 3. Other Standing Committees:~~

~~7.3 A. Regional Transportation Advisory Committee.~~

~~7.3.1 Establishment. The following are. A Regional Transportation Advisory Committee ("RTAC") is hereby established as other a standing committees of the Board.~~

~~1. Demographic Advisory Committee. The purpose of this committee is to assist COMPASS staff and the Board by preparing and recommending population estimates and forecasts to the Board for application in all COMPASS' planning activities.~~

~~As Amended August 17, 2009~~

~~2. Finance Committee. The purpose of this committee is to provide guidance to management and to establish reasonable, but not absolute, assurance regarding internal policies, procedures and controls for the sound operation of COMPASS.~~

~~3. Public Participation Committee. The purpose of this committee is to encourage community involvement in transportation planning issues in the COMPASS planning area.~~

~~4. **Regional Geographic Information System Advisory Committee.** The purpose of this committee is to be a coordinated body of co-operative geographic information systems professionals providing a technical forum to promote compatibility of data and the expansion of data and to advise COMPASS on investment in and policies regarding geographic information systems. The committee will also be a forum for exchanging ideas and data related to regional geographic information.~~

~~7.3.2~~ 5. Regional Technical Advisory Committee. ~~The purpose of this committee~~ **Membership.** RTAC shall be composed of such individuals as the Board may direct.

7.3.3 Purpose. The purpose of RTAC is to assist COMPASS staff and the Board by reviewing and recommending appropriate action(s) to the Board with regard to all transportation-related matters to come before the Board.

~~7.3.4~~ 6. Transportation Modeling Advisory **Duties.** RTAC's duties are set forth in the bylaws of RTAC.

7.4 Finance Committee.

7.4.1 Establishment. A Finance Committee ("Finance Committee") is hereby established as a standing committee of the Board.

7.4.2 Purpose. The purpose of ~~this committee~~ the Finance Committee is to ~~assist~~ provide guidance to management and to establish reasonable assurance regarding internal policies, procedures and controls for the sound operation of COMPASS ~~staff in maintaining and improving the bi-county transportation forecast model.~~

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~~B. Membership. The number and appointment of membership on other standing committees shall be reviewed and approved annually by the Board at the first regular Board meeting of each calendar year.~~

~~C. Bylaws. Bylaws for other standing committees shall be prepared and may be amended from time to time by each standing committee. Bylaws provisions become effective only upon ratification by the Board.~~

~~7.4.3 Section 4. Duties. The duties of the Finance Committee shall be set forth in the bylaws of the Finance Committee.~~

~~7.4.4 Chair. The Chair of the Finance Committee shall be the Secretary/Treasurer.~~

~~7.5 Other Committees. The Board may from time to time create other committees and task forces as it sees fit. Such committees and task forces shall be composed of such individuals as the Board may direct and shall have only the authority, powers, duties, and responsibilities as may be necessary and as the Board may determine. The number and appointment of membership on other committees shall be reviewed and approved at the meeting immediately following the creation and appointment of the committee and annually thereafter. COMPASS maintains a policy of meaningful participation by the public in all of its activities. The Board shall, therefore, consider the inclusion of members of the public in the committees and task forces it establishes.~~

~~As Amended August 17, 2009~~

ARTICLE VII.

GENERAL PROVISIONS

7.6 Section 1. — Bylaws. Bylaws necessary for the operation of any standing or other committee created by the Board will be provided by the Board, and thereafter may be amended by the Board, from time to time, as the Board deems necessary.

7.7 Task Forces and Work Groups. The Board may from time to time, either upon recommendation by the Executive Committee or upon the Board's initiative, create task forces or work groups to perform specific tasks. All task forces and work groups shall be governed by a charter which specifically identifies the membership, assigned tasks and the timeline to complete the tasks. Concurrently with the creation of any work group, the Board shall approve the charter governing the work group. The charter may be drafted and recommended by the Executive Committee to the Board. COMPASS maintains a policy of meaningful participation by the public in all of its activities. The Board shall, therefore, consider the inclusion of members of the public in the task forces and work groups.

Article 8 **MEMBERSHIP DUES**

8.1 General Members. Membership dues for General Members, Special Purpose Members and ex officio members shall be as set forth in the JPA.

8.2 Calculation and Payment of Membership Dues. The Board shall calculate membership dues for all members of COMPASS concurrently with the annual Unified Planning Work Program and Budget. Upon approval of the membership dues, the Board shall notify each member of its membership dues for the ensuing year. All membership dues assessments are due and payable upon receipt of each invoice (or such other period of time as may be requested by the member and approved by the COMPASS Board).

8.3 Failure to Pay Membership Dues. Any member agency that fails to pay any assessment in full within thirty days after the due date shall be considered delinquent and in violation of this section. The Executive Director shall send written notice of delinquency to the Mayor and City Clerk, Chair of the Commission and County Auditor, or other governing body of the member agency involved. Upon non-payment of the full assessment within thirty days of receipt of the delinquency notice, that member agency shall be deemed to have voluntarily withdrawn its membership in COMPASS. No representative of that government agency shall thereafter be allowed to vote on any matter coming before the Board or any committee until and unless membership dues and assessments are fully paid retroactively or until the Board takes some alternative action to reinstate the member agency.

Article 9 **GENERAL PROVISIONS**

9.1 Books and Records. COMPASS shall maintain adequate and correct books, records and accounts of all its obligations, properties, assignments, and other such records or accounts as are generated. All such books, records and accounts shall be kept at its main

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office and shall be open to inspection by any General or Special Purpose Member or ~~Voting Director~~Board Member at any time.

9.2 Section 2.—Amendment. These ~~B~~ylaws may be amended or repealed and replaced by the adoption of such new ~~B~~ylaws as may be approved by a two-thirds ~~(2/3)~~ vote of the Board at any regular meeting provided, however, that such amendment(s) shall be introduced at one regular meeting of the Board and may not be voted upon before the next subsequent regular meeting of the Board.

~~ADOPTED: March 1, 2000~~
~~Amended: January 22, 2001~~
~~Amended: June 18, 2001~~
~~Amended: September 27, 2004~~

9.3 Capitalized Terms. Capitalized terms not otherwise defined in these bylaws shall have the meaning ascribed to such terms in the JPA.

Article 10
EFFECTIVE DATE

These bylaws shall be effective from and after their adoption until amended or repealed in accordance with the provisions set forth in these bylaws.

DATE OF ADOPTION: _____

Secretary
COMPASS Board of Directors

~~As Amended August 17, 2009~~

**REGIONAL ~~TECHNICAL~~ TRANSPORTATION ADVISORY COMMITTEE
BYLAWS**

~~(Approved as Amended January 28, 2008)~~
Amended July , 2015

**Article 2
NAME**

**ARTICLE 1
ESTABLISHMENT AND PURPOSE**

1.1 Establishment and Purpose. ~~The name of this organization shall be the Regional Technical Transportation Advisory Committee ((“RTAC”) of the Community Planning Association (COMPASS). The RTAC shall advise”)~~ is intended to provide advice to the COMPASS Board of Directors (“Board”) on regional transportation and related planning issues.

ARTICLE 2

COMMITTEE STRUCTURE

Article 32.1 Composition and Voting ~~The members of the_~~ RTAC shall be composed of key staff or otherwise qualified representatives of ~~COMPASS’ member agencies~~ members of COMPASS, preferably having a transportation-related technical background.

2.2 Appointment. ~~The Board shall appoint members to RTAC (“RTAC Member”). COMPASS members shall have the right to designate the individuals to be appointed to RTAC by the Board (“Appointment Request”). The number of appointments by a COMPASS member shall be limited to the number of Board seats allotted to the requesting COMPASS member under that certain Third Restated and Amended Joint Powers Agreement and Articles of Reformation and Organization of COMPASS (“JPA”), as amended. Additionally, the COMPASS Public Participation Workgroup (“PPW”) shall be entitled to appoint one PPW member to sit on RTAC.~~

2.3 Term. ~~The term of appointment for a RTAC Member shall be for one (1) year. Each RTAC Member shall submit its Appointment Request(s) to the Board at the Board’s annual meeting in December for appointments to RTAC for the following year.~~

2.4 Removal from RTAC. ~~The Board may remove from RTAC any RTAC Member upon two-thirds (2/3) vote. If any member of the Board wishes to remove a RTAC Member, that Board member shall give at least thirty (30) days’ notice of intent to remove such RTAC Member to the Board, RTAC and the RTAC Member. Additionally, the COMPASS member submitting the Appointment Request may remove any RTAC Member appointed pursuant to the Appointment Request, at the COMPASS member’s sole discretion, and replace the removed RTAC Member with any other person to serve as a RTAC Member, subject to the Board’s appointment.~~

2.5 Resignation from Committee. ~~Any RTAC Member may resign at any time from RTAC by giving written notice of his or her resignation to RTAC. Any such resignation shall take effect at the time specified therein or, if the time when it shall become effective shall not be specified therein, immediately upon receipt by RTAC.~~

2.6 Additional Expertise. RTAC may, by majority vote taken at any regularly scheduled meeting, name one or more professionals in transportation, environmental, land use, or other areas of expertise deemed to be relevant to the duties of RTAC as ex-officio members of RTAC. Ex-officio members are non-voting but are otherwise entitled to full participation in RTAC. Ex-officio memberships must be approved by Board and are subject to annual review/confirmation by the Board.

2.7 Alternates. The COMPASS member submitting the Appointment Request may also name any alternates (“Alternate”) to any RTAC Member in the event said RTAC Member is unable to attend a RTAC meeting. An Alternate may participate in RTAC deliberations and vote on said RTAC Member’s behalf. RTAC shall consider the Alternate’s participation and vote as if it were by the RTAC Member and the RTAC Member shall be bound to the Alternate’s participation and votes. Notice that an Alternate will be attending a meeting for a RTAC Member shall be delivered, in writing, to the COMPASS Executive Director no less than twenty-four (24) hours before the meeting.

2.8 Failure to Participate. If a RTAC Member has three (3) successive unexcused absences (“Inactive Member”) a "notice of member inactivity" may be sent to the director, chair, mayor, etc. of the General or Special Purpose Member, with a copy mailed to the Inactive Member, requesting an active replacement. If no action is taken by represented agency, the Inactive Member will be removed as a RTAC Member upon written notice signed by the COMPASS Executive Director to the represented agency and a copy to the Board member of the represented agency, when applicable. Reinstitution of membership may be granted only upon written request by the agency and appointment of a specific person(s) as a RTAC Member as set forth in Section 2.2. Until such time as an appointment has been made in writing, the vote of the terminated Inactive Member shall not be counted nor the presence of the Inactive Member considered in determining a quorum.

ARTICLE 3 **MEETINGS**

3.1 Place and Times of Meetings. RTAC shall meet at regularly scheduled monthly meetings to be held at least one week prior to the subsequent regularly scheduled Board meeting. Additional meetings of RTAC may be held at times and places agreed to by RTAC. All meetings must occur in a physical place to allow public attendance.

3.2 Special Meetings. Special meetings may be called at any time by the Chair or Vice-Chair. Special meetings may also be called by the Chair upon written request by any five (5) or more RTAC Members.

3.3 Notice or Call for Meetings. COMPASS staff shall notify all RTAC Members of each regular meeting at least two (2) weeks in advance or special meeting at least forty-eight (48) hours in advance of the meeting. Notification shall include, at a minimum, the meeting location, meeting time and proposed agenda. Notification may be delivered via email, regular mail or hand delivery. Meeting agendas and minutes may also be posted on COMPASS’ website.

3.4 Quorum. A quorum shall consist of the presence of a ~~simple~~-majority of ~~the sum of the votes of qualified~~ RTAC ~~m~~Members at the time of the meeting. Presence may be established by physical attendance at the meeting or by attendance via telephone, Internet or other remote technologies. ~~All meetings must occur in a physical place to allow public attendance.~~

~~**3.5** Voting privileges shall be accorded to those current representatives from COMPASS member governments. Each RTAC member~~ Member(s) representing a COMPASS member government shall ~~General Member or Special Purpose Member~~ shall collectively have the same ~~weight~~ number of votes as enjoyed by ~~that member~~ the General Member or Special Purpose Member on the COMPASS Board under the Joint Powers Agreement, JPA and COMPASS bylaws. In the event that the number of RTAC Member(s) casting votes is less than the number of votes allotted to the General Member or Special Purpose Member under the JPA and COMPASS bylaws, RTAC Member(s) may collectively cast up to the number of votes allotted to the said General Member or Special Purpose Member. For purposes of clarification and as an example, if a General Member is represented by three (3) RTAC Members, the three (3) RTAC Members are granted three (3) votes under these bylaws, and if only one (1) RTAC Member is present at a meeting, the RTAC Member may cast all three (3) votes. RTAC Members authorized under these bylaws and not representing a COMPASS member ~~General Member or Special Purpose Member~~ shall be entitled to one (1) vote. ~~When entitled to more than one vote, the member's votes may be exercised by separate persons or by one or more persons representing the member government each.~~ The PPW representative shall have one (1) vote.

~~**3.4** The COMPASS Public Participation Committee (PPC) shall be entitled to appoint one of its members to sit on RTAC. The PPC representative shall have one vote.~~

3.6 Intra-County Voting. Intra-County Voting may be used according to the provisions of this section when any matter properly before the RTAC pertains overwhelmingly within the borders of one county. Examples of such matters include, but are not limited to:

- ~~3.5-13.6.1~~ 3.6.1 Setting transportation project priorities when all such projects are within the borders of one county;
- ~~3.5-23.6.2~~ 3.6.2 ~~Approving~~ Recommending to the Board a Transportation Improvement Program when the program applies only within the borders of one county;
- ~~3.5-33.6.3~~ 3.6.3 ~~Approving~~ Recommending to the Board a long-range transportation plan when the plan applies only within the borders of one county;
- ~~3.5-43.6.4~~ 3.6.4 ~~Approving~~ Recommending to the Board an expenditure of funds when the funds are both generated and expended within the borders of one county; and
- ~~3.5-53.6.5~~ 3.6.5 ~~Adopting~~ Recommending to the Board air quality recommendations or strategies for inclusion in official State Implementation Plans when the recommendations or strategies apply only within the borders of one county.

The Chair may optionally determine, before distributing an agenda for any regular or special meeting of RTAC, whether any item on the agenda is likely to qualify for intra-county voting and shall so designate on the agenda. In addition, any ~~voting member~~ RTAC Member may, at any meeting of RTAC, request consideration of intra-county voting for any item on the agenda.

In either case, before such a matter may properly be placed before ~~the~~ RTAC, the Chair shall determine in a manner generally provided by Roberts Rules of Order whether to invoke intra-county voting.

3.6 In the event intra-county voting is used:

~~3.6-13.6.6~~ The Chair will announce that intra-county voting will be used to resolve the matter before ~~the~~ RTAC and designate which county's voting ~~members~~RTAC Members may vote.

~~3.6-23.6.7~~ Only voting ~~members~~RTAC Members present and representing General and Special Purpose Members in that county may cast a vote on the matter.

~~3.6-33.6.8~~ A simple majority of votes from that county is required to approve the matter before ~~the~~ RTAC.

~~3.7~~—Appointments to the RTAC may be made by members through a written notice specifying the name(s) of the appointee(s) and any alternates as well as the duration of the appointment(s) when applicable. When no duration is provided, the appointment shall remain valid until written notice of a change is made to COMPASS.

~~3.8~~—Ex-officio members may be appointed to represent transportation, environmental, land use, or other areas of expertise deemed to be relevant to the duties of the RTAC. Ex-officio members are non-voting but are entitled to full participation in RTAC. Ex-officio memberships must be approved by vote of the RTAC or the COMPASS Board and are subject to annual review/confirmation by the COMPASS Board.

~~3.9~~—If a member has three (3) successive unexcused absences a "notice of member inactivity" may be sent to the director of that represented agency, with a copy mailed to the member, requesting an active replacement. If no action is taken by the agency, that representative will be dropped with a written notice signed by the Executive Director of COMPASS to the director of the agency and a copy to the Board member of the agency, when applicable. Reinstitution of membership may be granted only upon written request by the agency and appointment of a specific person(s) as RTAC members. Until such time as an appointment has been made in writing, the vote of the terminated member shall not be considered in determining a quorum.

3.7 Action By Majority Vote. Except as otherwise expressly required by these by-laws or by applicable law, the vote of a majority of RTAC Members present at a meeting at which a quorum is present shall be the act of RTAC.

3.8 Rules of Order. The rules contained in the current edition of Roberts Rules of Order, in its most recent edition, shall generally govern all deliberations of RTAC.

3.9 Open Meetings. All meetings are subject to the open meetings law of the State of Idaho, with exceptions consistent with that law.

ARTICLE 4 DUTIES

~~4.1 — The **UPWP**. RTAC shall have major responsibility in contributes to the development of the Unified Planning Work Program (UPWP). Work in this area includes the description of project tasks, estimates of manpower requirements, time completion schedules and task priority evaluations. Recommendations concerning work program activities shall be submitted to the COMPASS Board in a timely manner to facilitate the finalization of the COMPASS Unified Planning Work Program Budget.~~

~~4.2 — The RTAC should present (“UPWP”) by presenting a realistic perspective of the program needs of the various implementing and planning agencies so. Work in this area includes identifying tasks and activities to be considered for inclusion in the UPWP and prioritization of those tasks and activities. RTAC follows the approved UPWP and the budget and schedule of activities related thereto. If any agency identifies a need to deviate from the adopted UPWP or the COMPASS Board can give appropriate priority to budget and schedule of activities related thereto, or to initiate any special studies that have any bearing on the present or proposed transportation planning projects as part system, it will be the responsibility of the finalized Work Program Budget.~~

~~4.1 — The agency to bring this to the attention of the Executive Director to send to RTAC shall have for consideration. Actions, if any, are recommended to the Executive Committee for consideration, who will make a recommendation to the Board for decision.~~

~~4.34.2 TIP. RTAC has major responsibility in the development of the Transportation Improvement Program (TIP). Work in this area includes the review and recommendations of priorities for federal funding requests, review of the TIP and related documents, development of project criteria, and review of TIP schedules. Recommendations concerning TIP activities shall be submitted to the COMPASS Board in a timely manner to facilitate the finalization of the COMPASS Work Program Budget.~~

~~4.44.3 The RTAC shall have **Regional Long Range Transportation Plan**. RTAC has major responsibility in the development and review of the regional long range transportation plan. During periods of an update, a subcommittee may meet frequently in order to provide timely input into the development process. Amendments and other necessary review will be completed by the committee as a whole.~~

~~4.5 — The RTAC shall periodically review the status of work program activities and report to the COMPASS Board as part of an established quarterly status reporting system.~~

~~4.6 — The RTAC shall follow the approved work program and schedule of activities. If any agency identifies a need to deviate from the adopted work program or initiate any special studies that have any bearing on the present or proposed transportation system, it will be the responsibility of the agency to bring this to the attention of the RTAC for consideration, action and/or information.~~

~~4.74.4 The COMPASS Board may use the **Special Projects**. The Executive Committee may use RTAC to review and comment on a variety of special transportation related projects, Comprehensive Plan Amendments, major zoning reviews, public and/or private development/redevelopment projects, etc. The Executive Committee will utilize the review and comment of RTAC to make recommendations to the Board for final decisions. Work in this area~~

is anticipated to be of a short-term nature and shall be authorized by the ~~COMPASS Board Executive Committee~~ prior to ~~the~~ RTAC and staff involvement.

4.84.5 Participation. RTAC ~~m~~Members constitute a primary communications link between COMPASS and its ~~members~~. ~~General and Special Purpose Members.~~ As such, RTAC ~~m~~Members are expected to represent their respective ~~agencies'~~ ~~General Member or Special Purpose Member~~ at the meetings and to communicate to their ~~agencies~~ ~~General Member or Special Purpose Member~~ information regarding COMPASS plans, studies, and other activities.

4.6 Status Reports. The RTAC Chair, on behalf of RTAC will submit a monthly status report on its activities to the Executive Committee.

ARTICLE 5 ORGANIZATION

5.1 ~~Voting members of the Officers.~~ The Chair (“Chair”) and Vice-Chair (“Vice-Chair”) of RTAC shall ~~elect a chair and vice chair~~ be elected by RTAC Members at their first scheduled meeting of each calendar year. COMPASS staff members shall not serve as ~~chairperson~~. Chair.

5.2 Presiding Member. The Chair shall preside at all meetings. In the absence of the Chair, the Vice Chair shall preside. In the absence of all these officers, RTAC Members shall select a temporary Chair for the meeting. The presiding officer may appoint any person to act as secretary for that meeting.

5.3 Staff. COMPASS shall be the coordinating staff for ~~the~~ RTAC.

~~5.35.4 Subcommittees may be established by action of the Committee.~~
MEETINGS

6.1 ~~The RTAC shall meet at regularly scheduled monthly meetings to be held at least one week prior to the subsequent regularly scheduled COMPASS Board meeting. The time and place of meetings shall be established by the RTAC.~~

6.2 ~~COMPASS staff shall give notice of all meetings to all members reasonably in advance of a called meeting. All meetings shall be open to the public.~~

Article 7 AMENDMENTS TO BYLAWS

~~These Bylaws may be amended by an affirmative vote of a simple majority of the voting members present at a meeting subject to approval by the COMPASS Board. A Bylaws change shall be presented for consideration at a regularly scheduled meeting of the Committee; however, voting shall be deferred until the regularly scheduled meeting following the meeting at which the Bylaws change was proposed~~

. RTAC is authorized to form such subcommittees as may be deemed necessary by RTAC.

ARTICLE 6
MISCELLANEOUS

6.1 Amendments. The COMPASS Board may amend or repeal these bylaws or adopt new bylaws consistent with Idaho law upon a vote of two-thirds of the COMPASS Board at any regular meeting; provided, however, that such amendment shall be introduced at one regular meeting of the Board and may not be voted upon before the next subsequent regular meeting of the Board; provided, further, that no amendment may be made that would be in contravention of the JPA.

6.3 Capitalized Terms. Capitalized terms not otherwise defined in these bylaws shall have the meaning ascribed to such terms in the JPA.

ARTICLE 7
EFFECTIVE DATE

These bylaws shall be effective from and after their adoption until amended or repealed in accordance with the provisions set forth in these bylaws.

DATE OF ADOPTION _____

Secretary
COMPASS Board of Directors

BYLAWS
OF
THE COMPASS FINANCE COMMITTEE BYLAWS

Article 1ARTICLE 1
ESTABLISHMENT AND PURPOSE

The Finance Committee ("**Committee**") is intended to provide guidance to management and to establish reasonable, but not absolute, assurance regarding internal policies, procedures and controls for the sound operation of ~~the Community Planning Association ("COMPASS"). The name of this committee shall be the Finance Committee ("Committee") of COMPASS~~COMPASS.

Article 2ARTICLE 2
COMMITTEE STRUCTURE

Section 1:2.1 Composition. The Committee shall be composed of ~~the following seven (7) members from the COMPASS Board members of Directors ("Board"); the COMPASS Board Secretary/Treasurer;~~ three (3) Board members from Public Agencies in Ada County and three (3) Board members from Public Agencies in Canyon County.

~~2.2 — Term of Office. The term of office for Committee members will be two-year staggered terms, except for the Secretary/Treasurer whose term is one year. There is no limit to the number of terms a member may serve. Terms will be numbered except for the Secretary/Treasurer as odd-year/even-year terms.~~

Section 3:2.2 Appointment. Vacancies on the Committee shall be filled by the Chair of the Board ~~Chair~~ and presented annually to the ~~COMPASS~~ Board for confirmation at the first meeting following the annual meeting of the Board. It is recommended that ~~Board members of the Board~~ having professional experience and responsibility for financial and accounting matters be among the first ~~Board members~~ considered for appointment to the Committee.

2.3 Term. The term of appointment for Committee members ("Members") shall be two-year terms, except for the Secretary/Treasurer whose term is one year. There is no limit to the number of terms a Member may serve. Except for the Secretary/Treasurer, Members' terms of appointment shall be staggered so that three (3) Members' terms will expire on even years and the other three Members' terms will expire on odd years.

2.4 Removal from Committee. The Board may remove any Member from the Committee upon a two-thirds (2/3) vote. If any member of the Board wishes to remove a Member, that Board member shall give at least thirty (30) days' notice of intent to remove such Member to the Board, the Committee and the Member.

2.5 Resignation from Committee. Any Member may resign at any time from the Committee by giving written notice of his or her resignation to the Committee and the Board. Any such resignation shall take effect at the time specified in the notice of

resignation or, if the time when it will become effective is not specified therein, immediately upon receipt by the Committee.

Section 4:2.6 Additional Expertise. The Committee may by majority vote taken at any regularly scheduled meeting name one or more finance and accounting professionals to assist the Committee as additional, non-voting ex-officio members of the Committee.

Section 5:2.7 Alternates. In the event that a ~~duly appointed Committee member~~ Member is unable to attend a meeting of the Committee, ~~that member~~ said Member may arrange for an alternate ("**Alternate**") to participate in Committee deliberations and vote on his/her ~~said Member's~~ behalf. The Committee shall consider an Alternate's participation and vote as if it were by the Member and the Member shall be bound by the Alternate's participation and vote. Notice that an Alternate will be attending a meeting for a Member shall be delivered, in writing, to the COMPASS Executive Director no less than twenty-four (24) hours before the meeting.

~~Article 3~~ **ARTICLE 3** **MEETINGS**

Section 1:3.1 Frequency ~~Place~~ **and Notification** ~~Times of Meetings.~~ Meetings of the ~~Finance~~ Committee may be held at times and places agreed to by the Committee.

3.2 Notice or Call for Meetings. All Members shall be notified of each meeting at least three (3) business days prior to the meeting. Notification shall include, at a minimum, the meeting location, meeting time and ~~distributed to all COMPASS Board members, provided, however, that~~ proposed agenda. Notification may be delivered via email, regular mail or hand delivery. Additionally, notice of such meetings is ~~each meeting shall be posted on the COMPASS website and distributed via e-mail to all COMPASS Board members by at least the third~~ at least three (3) working days prior to the ~~day of the~~ day of the meeting. No action may be taken at a meeting that has not met these criteria in this Section.

3.3 Quorum. A quorum shall consist of four Members or Alternates. A quorum may be established by physical attendance at the meeting or attendance via telephone, internet or other remote technologies, so long as the Member or the Alternate is able to cast a vote.

3.4 Voting. Each Member shall have one (1) vote.

3.5 Action By Majority Vote. Except as otherwise expressly required by these by-laws or by applicable law, the vote of a majority of Members present at a meeting at which a quorum is present shall be the act of the Committee.

3.6 Presiding Member. The Chair shall preside at all meetings. In the absence of the Chair, the Vice-Chair shall preside. In the absence of all these officers, Members shall select a temporary Chair for the meeting. The presiding officer may appoint any person to act as secretary for that meeting.

3.7 Rules of Order. The rules contained in the current edition of Roberts Rules of Order, in its most recent edition, shall generally govern all deliberations of the Committee.

Section 2:3.8 Open Meetings. All meetings are subject to the open meetings law of the State of Idaho, with exceptions consistent with that law.

~~Article 4~~**ARTICLE 4**
OPERATIONS OFFICERS

~~4.1~~ ~~Rules of Order.~~ Roberts Rules of Order, in its most recent edition, shall govern all deliberations of the Committee.

~~4.2~~ ~~Quorum.~~ A quorum shall consist of four Committee members or alternates.

~~4.3~~ ~~Voting.~~ Each Committee member shall have one vote.

~~4.4~~ ~~The Chair and Vice of the Committee (“Chair.”) shall be the Secretary/Treasurer of the Board.~~ The Committee shall elect a ~~Committee Vice-Chair and a of the Committee (“Vice-Chair to serve as”)~~ Chairperson in the event the Chair is unable to attend of the calendar year.

~~Article 5~~**ARTICLE 5**
POWERS AND DUTIES

Section 1:5.1 Authority. The ~~Finance~~ Committee is a ~~Standing Committee~~ standing committee of the ~~COMPASS~~ Board. The ~~Committee~~ Chair shall report all actions taken by the Committee to the Board. Ultimate authority resides with the Board.

Section 2:5.2 Duties. The Committee shall have the following duties and responsibilities to advise and make recommendations to the ~~COMPASS Board as approved by the~~ Board:

5.2.1 Review and recommend internal financial controls over assets, revenues and expenditures, including the following specific objectives:

~~(a)~~5.2.1.1 Determine that COMPASS expenditures comply with Board directives and are properly authorized and adequately documented.;

~~(b)~~5.2.1.2 Determine revenue sources and evaluate the revenue recognition process.;

~~(c)~~5.2.1.3 Assess compliance with applicable state and federal finance and procurement regulations and statutes.

5.2.2 Review and analyze COMPASS financial documents, policies and procedures.

5.2.3 Review and recommend the COMPASS budget, including budget adjustments, financial assumptions and variance reports.

5.2.4 Review and ~~recommend~~accept internal and external financial reports, including all necessary financial statements and audit reports.

5.2.5 Review, prepare, and recommend a Financial Policy Manual.

5.2.6 Engage an independent accounting firm or other professional as needed to perform a compliance/performance review of practices, procedures and financial controls; and to identify and recommend policy and procedure changes.

5.2.7 Review and recommend changes to policies, procedures and controls related to procurement, utilization and tracking requirements of all federal funding.

5.2.8 Review and recommend changes to the scope of financial authority and responsibilities for COMPASS Board officers and the Executive Director.

5.2.9 Serve as the official audit committee for COMPASS.

~~Article 6~~**ARTICLE 6**
STAFF RESPONSIBILITIES

The COMPASS Executive Director shall provide adequate staff support to the ~~Finance~~ Committee, specifically including preparation and distribution of meeting agendas and packets, recording of meetings and the preparation of minutes of all ~~Finance~~ Committee meetings.

ARTICLE 7
AMENDMENTS

~~These Bylaws may be amended by an affirmative vote of at least four Committee members who are present at a duly authorized meeting, subject to ratification by the COMPASS Board. A Bylaws change shall be presented for consideration at a regularly scheduled meeting of the Committee; however, voting shall be deferred until the regularly scheduled meeting following the meeting at which the Bylaws change was proposed.~~

Dated: _____, 2001 _____
Insert name

~~INSERT ENTITY NAME IN ALL CAPITAL LETTERS~~

ARTICLE 7 ~~DATED: _____, 2001 BY:~~

~~_____ INSERT NAME~~

~~_____ INSERT TITLE~~

MISCELLANEOUS

7.1 Amendment. The COMPASS Board may amend or repeal these bylaws or adopt new bylaws consistent with Idaho law upon a vote of two-thirds of the COMPASS Board at any regular meeting; provided, however, that such amendment(s) shall be introduced at one regular meeting of the Board and may not be voted upon before the next subsequent regular meeting of the Board; provided, further, that no amendment may be made that would be in contravention of the JPA.

7.2 Capitalized Terms. Capitalized terms not otherwise defined in these bylaws shall have the meaning ascribed to such terms in the Third Restated and Amended Joint Powers Agreement and Articles of Reformation and Organization of the Community Planning Association of Southwest Idaho, a Nonprofit Association, as may be amended (the "JPA").

ARTICLE 8
EFFECTIVE DATE

These bylaws shall be effective from and after their adoption until amended or repealed in accordance with the provisions set forth in these bylaws.

DATE OF ADOPTION: _____

Secretary

COMPASS Board of Directors

COMPASS BOARD AGENDA ITEM VIII-C

DATE: AUGUST 17, 2015

Topic: FY2016 Unified Planning Work Program and Budget (UPWP)

Background/Summary:

The Finance Committee recommended Board approval of the attached FY2016 UPWP on July 30, 2015.

The FY2016 UPWP includes the following assumptions for revenues and expenses:

1. Total membership dues increase compared to the prior year. The per capita rate remained the same as FY2015. The increase reflects year over year population growth in the jurisdictions, as approved by the Board on March 16, 2015.
2. Projected revenue from the Consolidated Planning Grant reflects the amount included in the FY2015-FY2019 Regional Transportation Improvement Program (TIP), with the historical obligation authorization percentage of 94.10% applied.
3. Revenue of \$306,705 from off-the-top STP-TMA funds, as approved by the COMPASS Board on April 19, 2010, continues.
4. STP-TMA revenues for the *Communities in Motion 2.0* (CIM) update are included, as reflected in the FY2015-FY2019 TIP. There are corresponding expenses associated with these revenues.
5. STP-TMA revenues of \$115,825 that will be carried over from FY2015 to complete the onboard transit survey have been added. These revenues were not included in the FY2016 UPWP presentation on May 14, 2015. The corresponding expenses for the onboard transit survey were included however. Although historically COMPASS staff does not capture carryover revenues until Revision 1 of the UPWP is prepared, staff felt it would be more accurate to include these revenues in the UPWP since the corresponding expenses are reflected and the revenues are clearly identifiable and have already been obligated.
6. COMPASS was awarded a grant of \$225,000 from the Strategic Highway Research Program 2 (SHRP 2) in FY2015. These funds are being carried over to FY2016 and are reflected in revenues. There are corresponding expenses associated with these revenues.
7. COMPASS anticipates carryover of unspent federal funds from FY2015. These funds, in the amount of \$155,000, are included in the UPWP. This carryover results from both anticipated savings in direct expenditures made in FY2015 and the obligation of additional federal grant revenues that were not included in the FY2015 UPWP.
8. 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.
9. Revenues include funds released from fund balance for the orthophotography project planned for FY2016 and also a release from fund balance to cover shortfall. This release of fund balance is consistent with Board direction to draw down the fund balance amount that exceeds the three month operating reserve.

10. Salary costs include an annual 3% overall increase. Distribution of individual salary adjustments will be determined by the Executive Director.
11. The UPWP includes funding of \$75,000 for CIM Implementation Grants. This amount represents an increase of \$25,000 over the \$50,000 that was approved by the Board for FY2015 Implementation Grant funding, but remains under the \$100,000 annual funding limit directed by the Board. Funding at this level would allow award of all grant applications submitted for FY2016, inclusive of an approximately 15% contingency.
12. The Project Development Program is proposed to be funded in FY2016, its second year, at \$100,000. COMPASS received significant interest and applications from member agencies to support this level of funding.
13. Direct expenses include costs to finish the onboard transit survey, which will get under way in FY2015 and be completed in FY2016.
14. The UPWP includes direct expenses of \$195,000 to complete the regional orthophotography flight. COMPASS provides orthophotography as a service to members.
15. Direct expenses include \$94,000 for the purchase of travel time sensors. This amount was originally included in the FY2015 UPWP but not expended due to issues with the functionality of the technology. COMPASS wanted to hold off on its purchase of devices to make sure that the selected devices would be compatible with technology in use by ACHD and ITD. Since then, the issues have been resolved and ACHD has issued an RFP for the devices. COMPASS proposes to proceed with its own purchase of devices to supplement data collection efforts on the state highway system and in Canyon County.
16. Regional Data Center expenses continue, but are included in program 860, Geographic Information System Maintenance, rather than broken out into a separate line.
17. Direct expenses for all other programs are fairly stable and consistent with current year activities.

Request/Recommendation:

Adopt Resolution 17-2015 approving the FY2016 Unified Planning Work Program and Budget.

Implication (policy and/or financial):

In order to use federal aid funds, a COMPASS Board approved UPWP must be submitted to the Idaho Transportation Department, the Federal Highway Administration and Federal Transit Administration by September 1, 2015.

More Information:

- 1) Attachments: Resolution 17-2015
Introduction
Planning Factors
Program Worksheets
Financial Worksheets
- 2) For detailed information contact: Megan Larsen, Director of Operations, at 475-2228 or mlarsen@compassidaho.org.



Working together to plan for the future

FY2016 Unified Planning Work Program and Budget

Report No.

Adopted by the COMPASS Board on
Resolution No. 17-2015



Working together to plan for the future

RESOLUTION NO. 17-2015

FOR THE PURPOSE OF APPROVING FY2016 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 FY2016 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 FY2016.

NOW, THEREFORE, BE IT RESOLVED, that the Community Planning Association of Southwest Idaho Board of Directors adopts the FY2016 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 FY2016 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 17th day of August, 2015.

APPROVED:

By: _____
Garret Nancolas, 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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FY2016 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 FY2016 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; Expenses by Work Program Number and Funding Source; Direct Expense Summary; 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
FY2016 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	Communications 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 and Household Travel Survey	x	x	x	x	x	x	x
842	Congestion Management System Process	x	x	x	x	x	x	x
860	Geographic Information System Maintenance						x	
861	Regional Orthophotography		x	x		x	x	
990	Direct Operations & Maintenance						x	
991	Support Services Labor						x	

PROGRAM NO.	601			CLASSIFICATION:	Project
TITLE:	UPWP Budget Development and Monitoring				
TASK / PROJECT DESCRIPTION:	Monitor and amend, as necessary, the FY2016 Unified Planning Work Program and Budget (UPWP) and related transportation grants for the metropolitan planning organization (MPO). Develop and obtain Board approval for the FY2017 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>				
FY2016 BENCHMARKS					
MILESTONES / PRODUCTS					
FY2016 UPWP					
Process and track revenues and expenditures for the FY2016 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 FY2016 UPWP revisions					
Distribute revisions of the FY2016 UPWP to the Idaho Transportation Department for tracking purposes					As Needed
Distribute revisions of the FY2016 UPWP to the Federal Highway Administration and the Federal Transit Administration for approval					As Needed
FY2017 UPWP Development					
Develop process and schedule for the FY2017 UPWP					
Solicit membership input on possible transportation planning projects and associated needs for FY2017					Oct
Submit initial revenue assessment for FY2017 to the Finance Committee for input					Nov-Jan
Obtain Board approval on FY2017 general and special membership dues					Mar
					Apr
Present FY2017 UPWP					
Present draft FY2017 UPWP to Finance Committee for input and feedback					May
Present draft FY2017 UPWP to Finance Committee for approval					Jun
Submit FY2017 UPWP to Board for adoption					Aug
Submit and obtain approval from Federal Highway Administration of FY2017 UPWP					Aug
Distribute FY2017 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: FY2015 UPWP revisions; FY2016 UPWP; Self-Certification; Maximize funding opportunities.					
					Expense Summary
					Total Workdays: 188
					Salary \$ 79,023
					Fringe 29,649
					Overhead 13,844
					Total Labor Cost: \$ 122,516
ESTIMATED DATE OF COMPLETION: September-2016					
Funding Sources				Participating Agencies	
	Ada	Canyon	Special	Total	
CPG k#13495	\$ 84,007	\$ 29,516		\$ 113,523	Member Agencies
FY2015 Unspent					Federal Highway Administration
STP-TMA, k12373					Federal Transit Administration
STP-TMA, k13047					
FHWA SHRP2					
STP-TMA, k13048	6,655	2,338		8,993	
Local					
Total:	\$ 90,662	\$ 31,854		\$ 122,516	
					DIRECT EXPENDITURES:
					Professional Services \$ -
					Legal / Lobbying
					Equipment Purchases
					Travel / Education
					Printing
					Public Involvement
					Meeting Support
					Other
					Total Direct Cost: \$ -
					Total Cost: \$ 122,516

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PROGRAM NO.	620			CLASSIFICATION:	Project
TITLE:	Demographics and Growth Monitoring				
TASK / PROJECT DESCRIPTION:	To collect, analyze, and report on growth and transportation patterns related to goals in the regional long range transportation plan. This program will result in two main reports each year: a Development Monitoring Report and a Performance Monitoring Report (PMR) including an analytical review of growth and transportation patterns. To develop population estimates by city, rural 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 training on census data and tools.				
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 analysis 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, and other analysis, and is an often requested member service. 4) Monitoring and reporting on progress toward the goals of <i>Communities in Motion</i> promotes the objectives of the plan and local efforts toward that plan.				
REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW	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..." <i>Communities in Motion</i> : The Performance Monitoring Report (PMR) is a requirement of the transportation plan to monitor and track "progress toward achieving alternative transportation and desired land use objectives." Task 4.4.3, Major Activity Center, Task 1.2.2 and providing data on various groups, Task 1.9.1.				
FY2016 BENCHMARKS					
MILESTONES / PRODUCTS					
Population Estimates					
Data collection and geocoding of building permits Complete 2015 Development Monitoring Report Complete 2016 population estimates and receive Board acceptance					Ongoing Feb Feb
Employment Data Estimates					
Collect and geocode employment data from Idaho Department of Labor Procure and geocode employment data from other data sources Compile master employment set					Oct-Jan Oct-Jan Feb
Census Liaison/Clearinghouse					
Integrate Census data in related projects Respond to member requests for census data Complete the Census Boundary and Annexation Survey (BAS)					Ongoing Ongoing Apr
Demographic Data and Forecasting					
Acquire sub-county demographic data Conduct demographics evaluation for age (school and elderly populations) Develop demographic data for modeling					Oct Nov-Mar Nov-Sept
Development Review					
Provide development and policy reviews and checklists Conduct area of influence analysis Conduct annual reporting to workgroup/committee					Ongoing Ongoing June
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 June
LEAD STAFF: Carl Miller					
END PRODUCT: Eight products: 1) 2016 Population Estimates by jurisdiction; 2) Employment estimates by jurisdiction; 3) Dissemination of census data for COMPASS and member agency planning; 4) Demographic forecast of special-needs populations; 5) Development reviews, area of influence analysis, and an annual reporting to workgroup/committee; 6) Reporting of entitled development through preliminary plat and vacant lot inventory; and 7) Annual reconciliation of the CIM 2040 Vision with entitled developments.					
Expense Summary					
Total Workdays:					161
Salary					\$ 56,316
Fringe					21,129
Overhead					9,866
Total Labor Cost:					\$ 87,311
ESTIMATED DATE OF COMPLETION: September-2016					
DIRECT EXPENDITURES:					
Professional Services					\$ 12,000
Legal / Lobbying					
Equipment Purchases					
Travel / Education					
Printing					
Public Involvement					
Meeting Support					
Other					
Total Direct Cost:					\$ 12,000
Total Cost:					\$ 99,311
620					
Funding Sources					
Participating Agencies					
Member Agencies					
	Ada	Canyon	Special	Total	
CPG k#13495	\$ 60,440	\$ 21,236		\$ 81,676	
FY2015 Unspent					
STP-TMA, k12373			10,345	10,345	
STP-TMA, k13047					
FHWA SHRP2					
STP-TMA, k13048	5,394	1,895		7,290	
Local					
Total:	\$ 65,834	\$ 23,131		\$ 99,311	

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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 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 Committee; 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 MPO planning activities. Public involvement for specific programs (e.g., Regional Transportation Improvement Program, regional long-range transportation plan) 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>						
FY2016 BENCHMARKS							
MILESTONES / PRODUCTS							
General							
Continue work with media -- set up interviews, develop story ideas, respond to inquiries, write/distribute news releases.					Ongoing		
Support work of Public Participation Committee.					Ongoing		
Provide outreach/public speaking support and training to staff.					Ongoing		
Conduct annual update of social media audit.					October		
Begin update of COMPASS Strategic Plan for adoption in December 2016.					Mar - Sept		
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).					Ongoing		
Continually update COMPASS website to keep content up to date; continue to track COMPASS website traffic.					Ongoing		
Develop FY2016 annual report.					Jul-Sep		
Write and distribute monthly update handout.					Ongoing		
Evaluate effectiveness of monthly Keeping Up With COMPASS newsletter, based on potential new committee structure; revise format as needed.					Sept - Dec		
Write and distribute revised monthly Keeping Up With COMPASS newsletter, based on evaluation.					Ongoing		
Use results of FY2015 random household survey to evaluate success and continually improve programs.					Ongoing		
Education and community outreach							
Develop and implement FY2016 public education series to include five speakers; focus on transportation components being developed for <i>Communities in Motion 2040 2.0</i> .					Jan-Jun		
Support and collaborate with other agencies' outreach and education efforts and programs.					Ongoing		
Participate in community events to share planning-related information.					Ongoing		
Attend/support member agencies at public meetings.					Ongoing		
Manage/support <i>Leadership in Motion</i> awards program.					Fall		
Plan and host annual "COMPASS 101" workshop.					Jan - Feb		
Sponsor "Look! Save a Life" bicycle/pedestrian safety campaign (coordinated through the City of Boise Police Department).					Fall		
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		
LEAD STAFF:	Amy Luft				Expense Summary		
END PRODUCT:	Public involvement in, and understanding of, transportation planning and related issues.						
					Total Workdays: 246		
					Salary \$ 83,794		
					Fringe 31,439		
					Overhead 14,680		
					Total Labor Cost: \$ 129,913		
ESTIMATED DATE OF COMPLETION:					September-2016		
Funding Sources				Participating Agencies			
	Ada	Canyon	Special	Total	Highway Districts		
CPG k#13495				\$ -	Member Agencies		
FY2015 Unspent					Federal Highways Administration		
STP-TMA, k12373					Idaho Transportation Department		
STP-TMA, k13047					Valley Regional Transit		
FHWA SHRP2					Department of Environmental Quality		
STP-TMA, k13048					Ada County Air Quality Board		
Local	148,916	52,322		201,238			
Total:	\$ 148,916	\$ 52,322		\$ 201,238			
					Professional Services \$ 20,500		
					Legal / Lobbying		
					Equipment Purchases		
					Travel / Education		
					Printing		
					Public Involvement 49,400		
					Meeting Support 1,425		
					Other		
					Total Direct Cost: \$ 71,325		
653						Total Cost: \$ 201,238	

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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 of the adopted long-range transportation plan.					
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 will help achieve the regional (CIM) goals.					
FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW, REFERENCE TO STRATEGIC PLAN:	Federal Code 23 CFR § 450 "Moving Ahead for Progress in the 21st Century" (MAP-21) 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.					
FY2016 BENCHMARKS						
MILESTONES / PRODUCTS						
661.101 General Project Management Compile components into transportation system Update financial analysis and revenue expenditure forecast Environmental mitigation strategies Evaluate potential long term air quality impacts Analyze consequences of unfunded needs Draft plan chapters and supporting documents					Oct-Sept	
661.102 Roadways Develop planning level cost estimates Determine current and projected transportation demand of vehicles Map and summarize to identify potential trade offs					Oct-Sept	
661.103 Freight Collect and analyze data SHRP grant effort Map and summarize information					Oct-Sept	
661.104 Bicycle and Pedestrian Support Active Transportation Committee, FACTS Maintain and update bike/pedestrian data collection Regional Bike and Pedestrian plan					Oct-Sept	
661.105 Public Transportation Public transportation future network analysis Planning level cost estimates for operating and capital costs estimates					Oct-Sept	
661.106 Performance Measurement Change in Motion report Data development for online dashboard Participation in development of and implementation of MAP-21 rule making SHRP2 Grant- development of benefit cost performance based system for eight elements in CIM					Oct-Sept	
LEAD STAFF: Liisa Itkonen					Expense Summary	
Communities in Motion 2040 update material, Regional Bicycle and Pedestrian Plan, Public Transportation System network analysis, SHRP-2 Grant completion.						
Total Workdays: 804						
Salary \$ 306,719 Fringe 115,079 Overhead 53,735 Total Labor Cost: \$ 475,534						
ESTIMATED DATE OF COMPLETION: September-2016					DIRECT EXPENDITURES:	
Funding Sources				Participating Agencies		
	Ada	Canyon	Special	Total		Member Agencies
CPG k#13495	\$ 211,678	\$ 74,373		\$ 286,051		ITD
FY2015 Unspent						FHWA
STP-TMA, K12373			210,338	210,338		FTA
STP-TMA, K13047			225,000	225,000		
FHWA SHRP2						
STP-TMA, K13048	42,287	14,857		57,145		
Local						
Total:	\$ 253,965	\$ 89,230	\$ 435,338	\$ 778,534		
					Total Direct Cost: \$ 303,000	
					661 Total Cost: \$ 778,534	

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PROGRAM NO.		685		CLASSIFICATION:		Project	
TITLE:		Resource Development/Funding					
TASK / PROJECT DESCRIPTION:		Develop a FY2017-2021 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 FY2016-2020 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. 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.					
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. Provides 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 balancing 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 ongoing 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). It addresses Objective 4.2 in COMPASS FY2015-2017 Strategic Plan - Implement Adopted Plans, and Federal Code 12 CFR § 450.306. Products may also be assisted through Unified Planning Work Program Task 693-Grant Research and Assistance, and the Communities in Motion Implementation Grant program. 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>					
FY2016 BENCHMARKS							
MILESTONES / PRODUCTS							
685.101 Transportation Improvement Program Solicit Projects for the FY2017-2021 Regional Transportation Improvement Program Prioritize projects for the FY2017-2021 Project List Develop the Final FY2017-2021 Regional Transportation Improvement Program Update Federal-Aid Map for FY2017-2021 Regional Transportation Improvement Program Monitor and Track FY2016-2020 Regional Transportation Improvement Program Assistance to Valley Regional Transit (VRT)							Oct-Sept
685.102 Project Development Program Member outreach 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)							Oct-Sept
685.104 CIM Implementation Grants Member outreach Solicit project applications Prioritize Applications Contract and project development Project Management							Oct-Sept
LEAD STAFF: Toni Tisdale						Expense Summary	
END PRODUCT: Pre-Concept report including purpose and need statement, public involvement plan, environmental scan, planning level design sketches of early alternatives, and cost estimates.						Total Workdays: 633 Salary \$ 254,030 Fringe 95,310 Overhead 44,504 Total Labor Cost: \$ 393,845	
ESTIMATED DATE OF COMPLETION: September-2016						DIRECT EXPENDITURES:	
Funding Sources				Participating Agencies			
	Ada	Canyon	Special	Total	Member Agencies		
CPG k#13495				\$ -			
FY2015 Unspent			155,000	155,000			
STP-TMA, k12373			296,360	296,360			
STP-TMA, k13047							
FHWA SHRP2							
STP-TMA, k13048	87,679	30,806		118,485			
Local							
Total:	\$ 87,679	\$ 30,806	\$ 451,360	\$ 569,845			
						Total Direct Cost: \$ 176,000 685 Total Cost: \$ 569,845	

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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 member 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>		
FY2016 BENCHMARKS			
MILESTONES / PRODUCTS			
Provide general assistance to member agencies as requested in the areas of:			
Geographic Information System (GIS) requests for maps, data and analyses Meeting support May in Motion Audience Response System services Travel Demand Modeling support Other various requests (such as training) as budget allows			Ongoing Ongoing Ongoing Ongoing Ongoing Ongoing Ongoing
Specific requested assistance, which may have been separate tasks in the past, include, but are not limited to:			
ACHD support Development Review Traffic Impact Studies Area of Influence Analysis Model Runs per member agency traffic impact study policies			As requested As requested As requested As requested
LEAD STAFF:	Sabrina Minshall		
END PRODUCT:	Data, mapping, and modeling assistance to COMPASS members. Support for member agency studies and planning activities.		Expense Summary
			Total Workdays: 45
			Salary \$ 16,860
			Fringe 6,326
			Overhead 2,954
			Total Labor Cost: \$ 26,140
ESTIMATED DATE OF COMPLETION:	September-2016		
Funding Sources		Participating Agencies	
	Ada	Canyon	Special
			Total
CPG k#13495			\$ -
FY2015 Unspent			
STP-TMA, k12373			
STP-TMA, k13047			
FHWA SHRP2			
STP-TMA, k13048			
Local	19,344	6,796	26,140
Total:	\$ 19,344	\$ 6,796	\$ -
			\$ 26,140
			DIRECT EXPENDITURES:
			Professional Services \$ -
			Legal / Lobbying
			Equipment Purchases
			Travel / Education
			Printing
			Public Involvement
			Meeting Support
			Other
			Total Direct Cost: \$ -
			701 Total Cost: \$ 26,140

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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 over 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).				
FY2016 BENCHMARKS					
MILESTONES / PRODUCTS					
Public Service Announcements Work with contractor (selected in FY2014) to purchase 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: 12
					Salary \$ 4,838
					Fringe 1,815
					Overhead 848
					Total Labor Cost: \$ 7,500
ESTIMATED DATE OF COMPLETION: September-2016					DIRECT EXPENDITURES:
Funding Sources				Participating Agencies	
	Ada	Canyon	Special	Total	Department of Environmental Quality
CPG k#13495				\$ -	Ada County Air Quality Board
FY2015 Unspent					
STP-TMA, k12373					
STP-TMA, k13047					
DEQ			18,150	\$ 18,150	
AQB			64,350	64,350	
Local					
Total:			\$ 82,500	\$ 82,500	
					Professional Services \$ 75,000
					Legal / Lobbying
					Equipment Purchases
					Travel / Education
					Printing
					Public Involvement
					Meeting Support
					Other
					Total Direct Cost: \$ 75,000
					702 Total Cost: \$ 82,500

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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 is 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.					
FY2016 BENCHMARKS						
MILESTONES / PRODUCTS						
Provide assistance to public and non-member entities, as requested, in the areas of: Geographic Information Systems (GIS) (maps, data, and analyses). Data and travel demand modeling. 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: 22	
					Salary \$ 8,363	
					Fringe 3,138	
					Overhead 1,465	
					Total Labor Cost: \$ 12,966	
ESTIMATED DATE OF COMPLETION: September-2016					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 Total Direct Cost: \$ - 703 Total Cost: \$ 12,966	
CPG k#13495				\$ -		
FY2015 Unspent						
STP-TMA, k12373						
STP-TMA, k13047						
FHWA SHRP2						
STP-TMA, k13048						
Local	\$9,595	\$3,371		12,966		
Total:	\$ 9,595	\$ 3,371		\$ 12,966		

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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.				
FY2016 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: 54
					Salary \$ 25,501
					Fringe 9,568
					Overhead 4,468
					Total Labor Cost: \$ 39,536
ESTIMATED DATE OF COMPLETION: September-2016					DIRECT EXPENDITURES:
Funding Sources				Participating Agencies	
	Ada	Canyon	Special	Total	Member Agencies
CPG k#13495				\$ -	
FY2015 Unspent					
STP-TMA, k12373					
STP-TMA, k13047					
FHWA SHRP2					
STP-TMA, k13048					
Local	29,257	10,279		39,536	
Total:	\$ 29,257	\$ 10,279		\$ 39,536	
					Professional Services \$ -
					Legal / Lobbying
					Equipment Purchases
					Travel / Education
					Printing
					Public Involvement
					Meeting Support
					Other
					Total Direct Cost: \$ -
					705 Total Cost: \$ 39,536

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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 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.				
FY2016 BENCHMARKS					
MILESTONES / PRODUCTS					
Federal Legislative Priorities Work with 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 FY2016 legislative priorities Educate and advocate on FY2016 legislative priorities Evaluate possible legislative priorities for FY2017 legislative session					Oct-Nov Nov-Dec Dec-Apr May-Sep
LEAD STAFF: Matt Stoll END PRODUCT: An effective advocacy program for legislative issues and positions that have been approved by the Board.					Expense Summary Total Workdays: 77 Salary \$ 42,069 Fringe 15,784 Overhead 7,370 Total Labor Cost: \$ 65,223
ESTIMATED DATE OF COMPLETION: September-2016					DIRECT EXPENDITURES: Professional Services Legal / Lobbying \$ 85,950 Equipment Purchases Travel / Education 9,000 Printing Public Involvement Meeting Support Other 11,100 Total Direct Cost: \$ 106,050
Funding Sources				Participating Agencies	
	Ada	Canyon	Special	Total	Member Agencies
CPG k#13495 FY2015 Unspent STP-TMA, k12373 STP-TMA, k13047 FHWA SHRP2 STP-TMA, k13048 Local	126,742	44,531		171,273	
Total:	\$ 126,742	\$ 44,531	\$ -	\$ 171,273	
					760
					Total Cost: \$ 171,273

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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. FY17 to continue this evaluation by working with stakeholders to detail growth incentive strategies and in FY18 COMPASS would test strategies through land use and travel demand modeling.		
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.		
REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW	Several <i>Communities in Motion 2040</i> 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."		

FY2016 BENCHMARKS	MILESTONES / PRODUCTS
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<p>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</p> <p>Industrial Lands Inventory Map industrial lands (zoning, comprehensive plans, and employers)</p>	<p>Oct-Dec Jan-Mar May</p> <p>Mar-May</p>
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LEAD STAFF: Carl Miller	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: 33
	Salary \$ 14,113
	Fringe 5,295
	Overhead 2,473
	Total Labor Cost: \$ 21,881

ESTIMATED DATE OF COMPLETION: September-2016					DIRECT EXPENDITURES: Professional Services Legal / Lobbying Equipment Purchases Travel / Education Printing Public Involvement Meeting Support Other
Funding Sources					
	Ada	Canyon	Special	Total	Member Agencies
CPG k#13495	\$20,275			\$20,275	
FY2015 Unspent					
STP-TMA, k12373					
STP-TMA, k13047					
FHWA SHRP2					
STP-TMA, k13048					
Local	1,605			1,605	
Total:	\$ 21,881	\$ -	\$ -	\$ 21,881	
					Total Direct Cost: \$ -
					761 Total Cost: \$ 21,881

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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>				
FY2016 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: 143
					Salary \$ 56,601
					Fringe 21,236
					Overhead 9,916
					Total Labor Cost: \$ 87,753
ESTIMATED DATE OF COMPLETION: September-2016					DIRECT EXPENDITURES:
Funding Sources				Participating Agencies	
	Ada	Canyon	Special	Total	
CPG k#13495	\$79,713	\$28,007		\$ 107,720	Federal Highway Administration
FY2015 Unspent					Federal Transit Administration
STP-TMA, k12373					
STP-TMA, k13047					
FHWA SHRP2					
STP-TMA, k13048					
Local	\$6,314	\$2,219		8,533	
Total:	\$ 86,027	\$ 30,226	\$ -	\$ 116,253	
					Professional Services \$ -
					Legal / Lobbying
					Equipment Purchases
					Travel / Education 28,500
					Printing
					Public Involvement
					Meeting Support
					Other
					Total Direct Cost: \$ 28,500
					801 Total Cost: \$ 116,253

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PROGRAM NO.	820			CLASSIFICATION:	System Maintenance
TITLE:	Committee Support				
TASK / PROJECT DESCRIPTION:	To provide support to the 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.				
FY2016 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, agendas, minutes, and information to promote involvement and communication.					Total Workdays: 176
					Salary \$ 66,062
					Fringe 24,786
					Overhead 11,574
					Total Labor Cost: \$ 102,422
ESTIMATED DATE OF COMPLETION: September-2016					DIRECT EXPENDITURES:
Funding Sources				Participating Agencies	
	Ada	Canyon	Special	Total	Member Agencies
CPG k#13495	\$71,601	\$25,157		\$ 96,758	
FY2015 Unspent					
STP-TMA, k12373					
STP-TMA, k13047					
FHWA SHRP2					
STP-TMA, k13048					
Local	5,672	1,993		7,664	
Total:	\$ 77,273	\$ 27,150	\$ -	\$ 104,422	
					Professional Services \$ -
					Legal / Lobbying
					Equipment Purchases
					Travel / Education
					Printing
					Public Involvement
					Meeting Support 2,000
					Other
					Total Direct Cost: \$ 2,000
					820 Total Cost: \$ 104,422

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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 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 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...."				
FY2016 BENCHMARKS					
MILESTONES / PRODUCTS					
Key Elements					
<p>Maintain and update traffic count database.</p> <p>Maintain the structure and integrity of the regional travel demand model for air quality conformity and use in TREDIS.</p> <p>Provide travel demand modeling assistance to support member agency needs and special projects.</p> <p>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</p> <p>Provide project and program evaluations using TREDIS (Transportation Economic Development Impact System) per member agency needs.</p> <p>Integrate the reconciled demographics for current and all forecast years into the regional model</p>					<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Mar - Jul</p> <p>Ongoing</p> <p>Apr - Jun</p>
CIM 2040 2.0 support					
<p>Use the regional travel demand model to provide current and projected vehicle demand (Task 661, 5.3)</p> <p>Use the regional travel demand model to analyze potential future public transportation service (Task 661, 5.5)</p> <p>Use the regional travel demand model to inform bike and ped implementation and planning efforts (Task 661, 5.6)</p> <p>Research guidance/options on how to analyze applicable ITS projects and the impact to the transportation system (Task 661, 5.1 & 5.2)</p>					<p>Oct - Sept</p> <p>Oct - Mar</p> <p>Jun-Aug</p> <p>Apr - Jul</p>
Special Tasks and Model Improvements					
<p>Continue development of CUBE Land and into the regional model structure (start in FY16 finish in FY17)</p> <p>Develop an agreed to protocol and process with ITD to integrate external trips from the Statewide model into the regional model.</p> <p>Research best practices to utilize travel time data from the Congestion Management Process into the regional model.</p> <p>Develop scripts to more efficiently provide model output data for TREDIS</p> <p>Modify model inputs and structure to better integrate area of influence model runs into the regional model (currently post-process)</p> <p>Test implications of utilizing generalized cost assignment process</p> <p>Begin developing regional model network for dynamic traffic assignment</p> <p>Project Development support</p> <p>Direct Dollars request: \$55,000</p> <p>CUBE land need \$60,000 but split over FY16 and FY17</p> <p>Assistance with model scripts and updates \$25,000</p> <p>CUBE land proof of concept will be done in FY15, see scope of work</p>					<p>Jun-Sept</p> <p>Jun-Sept</p> <p>Sept-Nov</p> <p>Feb-Mar</p> <p>Sept</p> <p>Sept - Nov</p> <p>Jul - Sept</p> <p>on going</p>
LEAD STAFF: MaryAnn Waldinger					
END PRODUCT:					Expense Summary
Reasonable and reliable regional travel demand model using the latest available information and forecasts for various types of projects, studies, and analyses.					Total Workdays: 232
					Salary \$ 78,782
					Fringe 29,559
					Overhead 13,802
					Total Labor Cost: \$ 122,143
ESTIMATED DATE OF COMPLETION: September-2017					
Funding Sources				Participating Agencies	
	Ada	Canyon	Special	Total	Highway Districts
CPG k#13495	\$ 121,464	\$ 42,677		\$ 164,141	Member Agencies
FY2015 Unspent					Federal Highways Administration
STP-TMA, k12373					Idaho Transportation Department
STP-TMA, k13047					Valley Regional Transit
FHWA SHRP2					Department of Environmental Quality
STP-TMA, k13048					
Local	9,621	3,381		13,002	
Total:	\$ 131,085	\$ 46,058	\$ -	\$ 177,143	
					DIRECT EXPENDITURES:
					Professional Services \$ 55,000
					Legal / Lobbying
					Equipment Purchases
					Travel / Education
					Printing
					Public Involvement
					Meeting Support
					Other
					Total Direct Cost: \$ 55,000
					836 Total Cost: \$ 177,143

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PROGRAM NO.	838			CLASSIFICATION:	System Maintenance
TITLE:	On-Board Transit and Household Travel Survey - minor update				
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...."				
FY2016 BENCHMARKS					
MILESTONES / PRODUCTS					
Key Elements					
<p>Complete collection of on-board and household travel data. Review data and draft report Final report Begin review of data for updates in the mode choice component of the regional model (start in FY16 and implement updates in FY17)</p> <p>Task 838 and PSA will be complete/closed by July 2016</p> <p>Schedule: On Board portion RFQ/P release by June 2015, select consultant by August 2015, execute PSA September 2015, data collection fall 2015 and spring 2016</p>					<p>Sept-Nov Jan - May Jul Aug-Sept</p>
LEAD STAFF: MaryAnn Waldinger					Expense Summary
END PRODUCT: Data for the upkeep of the regional travel demand model.					Total Workdays: 35
					Salary \$ 13,365
					Fringe 5,014
					Overhead 2,341
					Total Labor Cost: \$ 20,721
ESTIMATED DATE OF COMPLETION: September-2016					DIRECT EXPENDITURES:
Funding Sources				Participating Agencies	
	Ada	Canyon	Special	Total	Highway Districts
CPG k#13495	\$ 14,208	\$ 4,992		\$ 19,200	Member Agencies
FY2015 Unspent					Federal Highways Administration
STP-TMA, k12373					
STP-TMA, k13047					
FHWA SHRP2					
STP-TMA, k13048			115,825	115,825	
Local	7,915	2,781		10,696	
Total:	\$ 22,123	\$ 7,773	\$ 115,825	\$ 145,721	
					Professional Services \$ 125,000
					Legal / Lobbying
					Equipment Purchases
					Travel / Education
					Printing
					Public Involvement
					Meeting Support
					Other
					Total Direct Cost: \$ 125,000
					838 Total Cost: \$ 145,721

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PROGRAM NO.	842			CLASSIFICATION:	System Maintenance	
TITLE:	Congestion Management Process					
TASK / PROJECT DESCRIPTION:	Maintain a functional congestion management system 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.					
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 Program 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 scheme. Project-applications receive points if the project is on a CMS corridor and the higher congestion the higher the points. Therefore, annual travel time data collection and reporting is mandatory. 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.					
FY2016 BENCHMARKS						
MILESTONES / PRODUCTS						
Annual CMS Report and Travel Time Data Collection						
Collect and download (assuming deployment of devices) 2016 travel time data (40 days) Review and format 2016 CMS travel time data for incorporation into newly formatted annual report and for the dashboard 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 Create reporting mechanisms for annual travel time report						Mar - Apr Jul Aug Ongoing
Miscellaneous CMS/ITS tasks						
Transportation Project Coordination. Transportation Studies and Construction Coordination.						Ongoing Ongoing
LEAD STAFF: MaryAnn Waldinger						
END PRODUCT: Update of the Congestion Management Process and 2016 travel time data collection, analysis and report.						Expense Summary
						Total Workdays: 65
						Salary \$ 22,509
						Fringe 8,445
						Overhead 3,943
						Total Labor Cost: \$ 34,897
ESTIMATED DATE OF COMPLETION: September-2016						
Funding Sources				Participating Agencies		
	Ada	Canyon	Special	Total		
CPG k#13495	\$ 112,381	\$ 39,485		\$ 151,866	Highway Districts	
FY2015 Unspent					Member Agencies	
STP-TMA, k12373					Federal Highways Administration	
STP-TMA, k13047						
FHWA SHRP2						
STP-TMA, k13048						
Local	8,902	3,128		12,031		
Total:	\$ 121,283	\$ 42,613	\$ -	\$ 163,897		
					DIRECT EXPENDITURES:	
					Professional Services \$ 129,000	
					Legal / Lobbying	
					Equipment Purchases	
					Travel / Education	
					Printing	
					Public Involvement	
					Meeting Support	
					Other	
					Total Direct Cost: \$ 129,000	
					842	Total Cost: \$ 163,897

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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 Committee (RGAC) to create regional data that can be used for many purposes.					
REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW	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..."					
FY2016 BENCHMARKS						
MILESTONES / PRODUCTS						
<u>Provide GIS Data Maintenance and Support for COMPASS Projects.</u> Data Analysis, ped count analysis, crash analysis, TIP database Linear referencing data integration						Ongoing
<u>Provide CommunityViz Maintenance and Support for COMPASS and member agency projects.</u>						Ongoing
GIS Cooperation Continue participation in the Canyon Spatial Data Cooperative (SDC) and Ada County Special Interest Group (SIG) meetings.						Monthly
Regional Geographic Advisory Committee Host the Regional GIS Advisory Committee to enable regional cooperation of GIS data.						Quarterly/as needed
Regional Data Center Facilitate the maintenance and expansion of a RDC to address the need for real-time regional GIS data.						Ongoing
COMPASS staff will conduct data accuracy checks and metadata on regional data sets.						Ongoing
Documentation and training for staff and member agencies on the RDC and data maintenance. For initial datasets and others as they are added.						Ongoing
Ongoing						Ongoing
LEAD STAFF: Eric Adolfsen					Expense Summary	
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.						
ESTIMATED DATE OF COMPLETION: September-2016					Total Workdays: 394	
					Salary \$ 133,529	
					Fringe 50,099	
					Overhead 23,393	
					Total Labor Cost: \$ 207,021	
Funding Sources					DIRECT EXPENDITURES:	
					Professional Services \$ 40,000	
					Legal / Lobbying	
					Equipment / Software \$ 28,054	
					Travel / Education	
					Printing	
					Public Involvement	
					Meeting Support	
					Other - data \$ 1,200	
					Total Direct Cost: \$ 69,254	
Total:					860 Total Cost: \$ 276,275	
	Ada	Canyon	Special	Total	Member Agencies	
CPG k#13495	\$89,485	\$38,564		\$128,049		
FY2015 Unspent						
STP-TMA, k12373						
STP-TMA, k13047						
FHWA SHRP2						
STP-TMA, k13048						
Local	\$109,687	\$38,539		148,226		
Total:	\$199,172	\$77,103	\$0	\$276,275		

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PROGRAM NO.	861			CLASSIFICATION:	System Maintenance		
TITLE:	Regional Orthophotography						
TASK / PROJECT DESCRIPTION:	Digital orthophotography has become an essential source of data for local governments in the past decade. Much of the daily activities conducted by local governments have incorporated orthophotography. The orthophoto project in 2010 began a synchronized approach to future updates. Coordinated jointly-funded projects result in a large cost savings to participants. 2016 is the first COMPASS/locally funded full two-county project.						
PURPOSE, SIGNIFICANCE AND REGIONAL-VALUE:	Digital orthophotography is the starting point for an accurate, seamless GIS. Digital orthophotos can supply a wealth of information: lane striping, vegetation, land use, utilities, curb-lines, gutter-lines, building footprints, pole locations, sidewalks, access points, elevation data and many other uses.						
REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW	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...."						
FY2016 BENCHMARKS							
MILESTONES / PRODUCTS							
Provide orthophotography data to private sector as needed						Ongoing	
Continue to plan for future orthophotography acquisition and funding						Ongoing	
2015 Prepare for Regional Orthophotography Project						Sept	
Work with member agencies to finalize the specifications of the 2016 orthophotography project. Present findings and results to the COMPASS Board for approval.							
Work with the respective technical groups in Ada and Canyon Counties to update the RFQ/RFP for the project. Release the RFQ and RFP for a multi-acquisition project, with the 2016 project funded.						Oct	
Work with local participating members to interview orthophotography consultants.						Oct	
Select consultant and begin contract negotiation process.						Nov	
						Dec	
2016 Prepare for Regional Orthophotography Project						Feb/Mar	
Orthophotography Flight						May/June	
QC Process						July/Aug	
Final Delivery and Payment of Orthophotography consultant.							
LEAD STAFF:	Eric Adolfsen						
END PRODUCT:	Continuing selling orthophotography and 2000 contour data from years past. Conduct a 2016 Regional orthophotography project.						
Expense Summary							
Total Workdays:						57	
Salary						\$ 19,614	
Fringe						7,359	
Overhead						3,436	
Total Labor Cost:						\$ 30,410	
ESTIMATED DATE OF COMPLETION:	September-2016						
Funding Sources				Participating Agencies			
	Ada	Canyon	Special	Total	Member agencies		
CPG k#13495				\$ -	Additional Participants:		
FY2015 Unspent					Idaho National Guard		
STP-TMA, k12373					United Water		
STP-TMA, k13047							
FHWA SHRP2							
STP-TMA, k13048							
Local	166,803	58,607		225,410			
Total:	\$166,803	\$58,607	\$0	\$225,410			
DIRECT EXPENDITURES:							
Professional Services						\$ 195,000	
Legal / Lobbying							
Equipment Purchases							
Travel / Education							
Printing							
Public Involvement							
Meeting Support							
Other							
Total Direct Cost:						\$ 195,000	
861						Total Cost:	\$ 225,410

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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 update 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>				
FY2016 BENCHMARKS			MILESTONES / PRODUCTS		
Provide local dollars for expenditures not federally funded.			Ongoing		
LEAD STAFF: Megan Larsen			Expense Summary		
END PRODUCT: Adequately cover the direct expenses needed to support the Board, Executive Director, equipment needs, and COMPASS operations.			Total Workdays: 0		
			Salary		
			Fringe Overhead		
ESTIMATED DATE OF COMPLETION: September-2016			Total Labor Cost: \$ -		
Funding Sources				Participating Agencies	
	Ada	Canyon	Special	Total	Member Agencies
CPG k#13495				\$ -	
FY2015 Unspent					
STP-TMA, k12373					
STP-TMA, k13047					
FHWA SHRP2					
Local	12,950	4,550		17,500	
Interest Revenue			3,500	3,500	
Total:	\$ 12,950	\$ 4,550	\$ 3,500	\$ 21,000	
				DIRECT EXPENDITURES:	
				Professional Services	
				Legal / Lobbying	
				Equipment Purchases \$ 14,000.00	
				Travel / Education	
				Printing	
				Public Involvement	
				Meeting Support 7,000.00	
				Other	
				Total Direct Cost: \$ 21,000	
				990 Total Cost: \$ 21,000	

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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:	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. 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.		
FY2016 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. Personnel Management Prepare and complete recruitment processes. Conduct employee annual evaluations. Renew insurance policies. Pursue FY2016 benefit options. Financial Management Close FY2015 financial records and begin FY2016. 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. 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.			Aug As needed Ongoing Ongoing As needed As needed As needed As needed Oct-Nov Oct-Dec Jan Jan Quarterly Ongoing 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.		Total Workdays: 1,102	
		Salary \$	-
		Fringe	-
		Overhead	-
		Total Labor Cost: \$	-
ESTIMATED DATE OF COMPLETION: September-2016		DIRECT EXPENDITURES:	
Funding Sources		Participating Agencies	
	Ada	Canyon	Special
	Total		
CPG k#13495 FY2015 Unspent STP-TMA, k12373 STP-TMA, k13047 FHWA SHRP2 STP-TMA, k13048 Local			
Total:	\$0	\$0	\$0
		Member Agencies Idaho Transportation Department	
			Professional Services Legal / Lobbying Equipment Purchases Travel / Education Printing Public Involvement Meeting Support Other
		Total Direct Cost: \$	-
		991	Total Cost: \$ -

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FINANCIAL WORKSHEETS

**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
FY2016 UNIFIED PLANNING WORK PROGRAM and Budget
REVENUE AND EXPENSE SUMMARY**

REVENUE	FY2015 Revision 3	FY2016 Draft
GENERAL MEMBERSHIP		
Ada County	199,509	207,033
Ada County Highway District	199,509	207,033
Canyon Highway District No. 4	11,964	38,363
Nampa Highway District No. 1	11,964	54,816
City of Boise	95,999	98,618
City of Caldwell	31,375	22,874
Canyon County	131,049	103,472
City of Eagle	10,344	10,846
City of Garden City	4,921	5,317
City of Kuna	7,085	7,637
City of Meridian	37,583	40,259
City of Middleton	4,067	3,135
City of Nampa	56,110	39,333
City of Parma	1,329	944
City of Star	3,148	3,496
City of Wilder	1,018	723
Subtotal	806,974	843,899
SPECIAL MEMBERSHIP		
Boise State University	8,100	8,440
Capital City Development Corporation	8,100	8,440
Department of Environmental Quality	8,100	8,440
Idaho Transportation Department	8,100	8,440
Valley Regional Transit	8,100	8,440
Subtotal	40,500	42,200
GRANTS AND SPECIAL PROJECTS		
FHWA/FTA - Consolidated Planning Grants		
CPG - FY2014 K# 12380 Ada County - Carry Over	468,944	
CPG - FY2014 K# 12380 Canyon County - Carry Over	236,049	
CPG - FY2015 K# 12381 Ada County	886,544	
CPG - FY2015 K# 12381 Canyon County	311,489	
CPG - FY2016 K# 13495 Ada County		865,252
CPG - FY2016 K# 13495 Canyon County		304,007
Sub Total CPG Grants	1,903,026	1,169,259
STP TMA - K# 12373, off-the-top funds for Planning	289,051	306,705
STP TMA - K# 13047, <i>Communities in Motion</i> Update		210,338
STP TMA - K# 13048, onboard transit survey	324,310	115,825
FHWA - T2 Deployment Program	15,000	
FYWA - SHRP2 Implementation Assistance Program	225,000	225,000
Estimate of Unspent Federal Funds from FY2015		155,000
Subtotal	853,361	1,012,869
OTHER REVENUE SOURCES		
Idaho Department of Environmental Quality	18,150	18,150
Ada County Air Quality Board	64,350	64,350
Interest Income	4,056	3,500
Subtotal	86,556	86,000
COMPASS REVENUE		
Subtotal	3,690,416	3,154,226
Draw From Fund Balance (Orthophotography)	119,295	131,500
Draw From Fund Balance (to fund revenue shortfall)		70,133
TOTAL, ALL RESOURCES	3,809,711	3,355,859

EXPENSE	FY2015 Revision 3	FY2016 Draft
SALARY, FRINGE & CONTINGENCY		
Salary	1,190,683	1,216,783
Fringe	498,883	522,847
Salary Contingency (Overtime and Bonus)	20,000	20,000
Sick Time Trade	10,000	10,000
Interns	12,500	-
Subtotal	1,732,066	1,769,630
INDIRECT OPERATIONS & MAINTENANCE		
COMPASS	218,093	218,100
Subtotal	218,093	218,100
DIRECT OPERATIONS & MAINTENANCE		
605, Treasure Valley Bicycle and Pedestrian Data Collection	148,750	
620, Growth and Transportation Monitoring	1,750	12,000
647, Regional Growth Issues and Options	1,500	
653, Communications and Education	98,185	71,325
661, Long Range Plan	362,465	303,000
685, Transportation Improvement Program	3,500	176,000
686, Planning for Project Development	125,000	
701, General Membership Services	12,365	
702, Air Quality Outreach	75,000	75,000
760, Legislative Services	112,550	106,050
801, Staff Development	28,500	28,500
820, Committee Support	2,000	2,000
836, Regional Travel Demand Model	59,000	55,000
838, Household Travel Survey	350,000	125,000
842, Congestion Management and ITS	109,000	129,000
860, Geographic Information System Maintenance	1,200	69,254
861, Regional Orthophotography		195,000
862, Regional Data Center	52,360	-
990, Direct Operations and Maintenance	316,427	21,000
Subtotal	1,859,552	1,368,129
COMPASS EXPENSE	3,809,711	3,355,859

COMPASS REVENUE AND EXPENSE SUMMARY		
TOTAL REVENUE	3,809,711	3,355,859
LESS: TOTAL EXPENSES	3,809,711	3,355,859
CHANGE IN FUND BALANCE	0	0

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**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
FY2016 UNIFIED PLANNING WORK PROGRAM and Budget
EXPENSES BY WORK PROGRAM NUMBER AND FUNDING SOURCE**

WORK PROGRAM NUMBER	EXPENSES				FEDERAL FUNDING SOURCES							MATCH, LOCAL & OTHER FUNDING				TOTAL FUNDING SOURCES	
	Labor &		Direct Cost	Total Cost	FY16 CPG Ada County K# 13495	FY16 CPG Canyon County K# 13495	Estimate of Unspent Federal funds - FY2015	STP-TMA Off The Top K# 12373	STP-TMA CIM K# 13047	FHWA SHRP2 no match K# 19175	STP-TMA On Board Transit K# 13048	Total Federal Funds	Required Match	Local Funds	Other Revenue		Total Local & Other
	Work Days	Indirect Cost															
601.100 UPWP/Budget Development and Federal Assurances	188	122,516	-	122,516	84,007	29,516						113,523	8,993		8,993	122,516	
620.100 Demographics and Growth Monitoring	161	87,311	12,000	99,311	60,440	21,236		10,345				92,021	7,289		7,289	99,311	
653.100 Communications and Education	246	129,913	71,325	201,238								-	201,238			201,238	
661.100 Long Range Plan	-	-	17,000	17,000		3,264			11,342			15,752	1,248		1,248	17,000	
661.101 General Project Management	227	147,895	-	147,895	40,782	14,329			81,929			137,040	10,855		10,855	147,895	
661.102 Roadways	45	26,371	-	26,371	5,063	1,779			17,594			24,435	1,936		1,936	26,371	
661.103 Freight	105	64,649	100,000	164,649	49,997	17,567				85,000		152,564	12,085		12,085	164,649	
661.104 Bicycles/Pedestrians	160	78,744	16,000	94,744	18,190	6,391			63,209			87,790	6,954		6,954	94,744	
661.105 Public Transportation	99	54,358	-	54,358	10,436	3,667			36,265			50,368	3,990		3,990	54,358	
661.106 Performance Measurement	168	103,516	170,000	273,516	83,945	29,494				140,000		253,440	20,076		20,076	273,516	
685.100 Resource Development/Funding	-	-	-	-								-	-		-	-	
685.101 Transportation Improvement Program	395	239,421	-	239,421			155,000	66,847				221,847	17,573		17,573	239,421	
685.102 Project Development Program	80	53,012	101,000	154,012				142,707				142,707	11,304		11,304	154,012	
685.103 Grant Research and Development	129	82,730	-	82,730								-		82,730	82,730	82,730	
685.104 CIM Implementation Grants	29	18,681	75,000	93,681				86,805				86,805	6,876		6,876	93,681	
TOTAL PROJECTS	1,399	1,209,117	562,325	1,771,442	356,125	125,125	155,000	306,705	210,338	225,000	-	1,378,294	310,418	82,730	-	393,149	1,771,442
701.100 General Membership Services	45	26,140	-	26,140								-		26,140	26,140	26,140	
702.100 Air Quality Outreach	12	7,500	75,000	82,500								-			82,500	82,500	
703.100 General Public Services	22	12,966	-	12,966								-	12,966		12,966	12,966	
705.100 Transportation Liaison Services	54	39,536	-	39,536								-	39,536		39,536	39,536	
760.100 Legislative Services	77	65,223	106,050	171,273								-		171,273	171,273	171,273	
761.100 Growth Incentives	33	21,881	-	21,881	20,275							20,275	1,606		1,606	21,881	
TOTAL SERVICES	243	173,245	181,050	354,295	20,275	-	-	-	-	-	-	20,275	1,606	249,914	82,500	334,020	354,295
801.100 Staff Development	143	87,753	28,500	116,253	79,713	28,007						107,720	8,533		8,533	116,253	
820.100 Committee Support	176	102,422	2,000	104,422	71,601	25,157						96,758	7,665		7,665	104,422	
836.100 Regional Travel Demand Model	232	122,143	55,000	177,143	121,464	42,677						164,141	13,002		13,002	177,143	
838.100 On-Board Transit and Household Travel Survey	35	20,721	125,000	145,721	14,208	4,992					115,825	135,025	10,696		10,696	145,721	
842.100 Congestion Management Process	65	34,897	129,000	163,897	112,381	39,485						151,867	12,030		12,030	163,897	
860.100 Geographic Information System Maintenance	394	207,021	69,254	276,275	89,485	38,564						128,049	20,279	127,948	148,226	276,275	
861.100 Regional Orthophotography	57	30,410	195,000	225,410								-		225,410	225,410	225,410	
TOTAL SYSTEM MAINTENANCE	1,102	605,367	603,754	1,209,121	488,852	178,882	-	-	-	-	115,825	783,559	72,204	353,358	-	425,562	1,209,121
990.100 Direct Operations / Maintenance	-	-	21,000	21,000								-		17,500	3,500	21,000	21,000
991.100 Support Services Labor	993	-	-	-								-			-	-	-
999.100 Indirect Operations/Maintenance	-	-	-	-								-			-	-	-
TOTAL INDIRECT/OVERHEAD	993	-	21,000	21,000	-	-	-	-	-	-	-	-	-	17,500	3,500	21,000	21,000
G R A N D T O T A L	4,370	1,987,730	1,368,129	3,355,859	865,252	304,007	155,000	306,705	210,338	225,000	115,825	2,182,128	384,229	703,503	86,000	1,173,732	3,355,859

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**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
 FY2016 UNIFIED PLANNING WORK PROGRAM and Budget
 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)	FY2017 CARRY- FORWARD
620.100 Demographics and Growth Monitoring	12,000	12,000								
653.100 Communications and Education	71,325	20,500					49,400	1,425		
661.100 Long Range Plan	17,000						17,000			
661.103 Freight	100,000	100,000								
661.104 Bicycles/Pedestrians	16,000	16,000								
661.106 Performance Measurement	170,000	155,000								15,000
685.102 Project Development Program	101,000	100,000					1,000			
685.104 CIM Implementation Grants	75,000	75,000								
702.100 Air Quality Outreach	75,000	75,000								
760.100 Legislative Services	106,050			9,000		11,100			85,950	
801.100 Staff Development	28,500			28,500						
820.100 Committee Support	2,000							2,000		
836.100 Regional Travel Demand Model	55,000	55,000								
838.100 On-Board Transit and Household Travel Survey	125,000	125,000								
842.100 Congestion Management Process	129,000	129,000								
860.100 Geographic Information System Maintenance	69,254	40,000	28,054				1,200			
861.100 Regional Orthophotography	195,000	195,000								
990.100 Direct Operations / Maintenance	21,000		14,000					7,000		
GRAND TOTAL	1,368,129	1,097,500	42,054	37,500	-	12,300	67,400	10,425	85,950	15,000

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**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
 FY2016 UNIFIED PLANNING WORK PROGRAM and Budget
 INDIRECT OPERATIONS AND MAINTENANCE EXPENSE SUMMARY**

CATEGORY	ACCOUNT CODE	FY2015 Revision 3	FY2016 Draft
Professional Services	930	30,000	30,000
Equipment Repair / Maintenance	936	2,000	2,000
Travel / Education	940	2,500	2,500
Publications	943	1,500	1,500
COMPASS Membership	944	12,000	12,000
Employee Professional Membership	945	9,500	9,500
Postage	950	1,500	1,500
Telephone	951	13,100	13,100
Building Maintenance and Reserve for Major Repairs	955	41,293	41,300
Printing	960	2,000	2,000
Advertising	962	5,000	5,000
Audit	970	16,000	16,000
Insurance	971	13,000	13,000
Legal Services	972	10,000	10,000
General Supplies	980	4,500	4,500
Computer Supplies	982	10,500	10,500
Computer Software / Maintenance	983	24,200	24,200
Commuting Incentive	990	500	500
Vehicle Maintenance	991	3,000	3,000
Utilities	992	12,000	12,000
Local Travel	993	2,500	2,500
Other / Miscellaneous	995	1,500	1,500
TOTAL		218,093	218,100

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**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
FY2016 UNIFIED PLANNING WORK PROGRAM and Budget
WORKDAY ALLOCATION**

WORK PROGRAM DESCRIPTION		LEAD STAFF	DIRECTORS	PRINCIPAL PLANNERS	ASSOCIATE PLANNERS	ASSISTANT PLANNERS	OPERATIONS	TOTAL
601.100	UPWP/Budget Development and Federal Assurances	ML	48	30	2	2	106	188
620.100	Demographics and Growth Monitoring	CM	4	77	-	80	-	161
653.100	Communications and Education	AL	6	103	-	134	3	246
661.100	Long Range Plan	LI	-	-	-	-	-	-
661.101	General Project Management		40	116	32	22	17	227
661.102	Roadways		5	9	29	2	-	45
661.103	Freight		4	77	-	24	-	105
661.104	Bicycles/Pedestrians		8	34	10	108	-	160
661.105	Public Transportation		2	16	79	2	-	99
661.106	Performance Measurement		10	115	4	39	-	168
685.100	Resource Development/Funding	SM	-	-	-	-	-	-
685.101	Transportation Improvement Program	TT	30	245	4	115	1	395
685.102	Project Development Program	DM	20	39	4	16	1	80
685.103	Grant Research and Development	SM	30	58	4	36	1	129
685.104	CIM Implementation Grants	DM	4	19	-	6	-	29
TOTAL PROJECTS			211	938	168	586	129	2,032
701.100	General Membership Services	SM	5	20	2	18	-	45
702.100	Air Quality Outreach	AL	-	12	-	-	-	12
703.100	General Public Services	AL	3	9	2	8	-	22
705.100	Transportation Liaison Services	MS	19	31	2	2	-	54
760.100	Legislative Services	MS	67	3	-	4	3	77
761.100	Growth Incentives	CM	4	24	-	3	2	33
TOTAL SERVICES			98	99	6	35	5	243
801.100	Staff Development	ML	21	66	8	38	10	143
820.100	Committee Support	ML	19	20	4	13	120	176
836.100	Regional Travel Demand Model	MW	2	104	-	126	-	232
838.100	On-Board Transit and Household Travel Survey	MW	-	25	-	10	-	35
842.100	Congestion Management Process	WS	-	20	29	16	-	65
860.100	Geographic Information System Maintenance	EA	5	170	-	215	4	394
861.100	Regional Orthophotography	EA	-	28	-	29	-	57
TOTAL SYSTEM MAINTENANCE			47	433	41	447	134	1,102
TOTAL DIRECT			356	1,470	215	1,068	268	3,377
991.100	Support Services Labor	ML	334	140	15	82	422	993
TOTAL INDIRECT/OVERHEAD			334	140	15	82	422	993
TOTAL LABOR			690	1,610	230	1,150	690	4,370

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COMPASS BOARD AGENDA ITEM VIII-D

DATE: August 17, 2015

Topic: Approve COMPASS Application Guide

Request/Recommendation:

Staff seeks approval of the COMPASS Application Guide. The Regional Technical Advisory Committee recommended Board approval on June 24, 2015.

Background/Summary:

Applications for new projects for the FY2017-2021 TIP are due November 13, 2015. COMPASS staff created a COMPASS Application Guide (Guide) (Attachment 1) consolidating all application processes into one document, with one deadline for all programs managed directly by COMPASS and Valley Regional Transit. The application form is provided as Attachment 2.

The following programs are included in the Guide:

Federal Highway Administration (FHWA) Funds

- Surface Transportation Program (STP)
- Transportation Alternatives Program (TAP)

Federal Transit Administration (FTA) Funds

- Urbanized Area Formula Program (5307)
- Elderly and Persons with Disabilities (5310)
- Rural Area Formula Program (5311)
- Bus and Bus Facilities (5339)

Local Program Funds

- *Communities in Motion* (CIM) Implementation Grants
- COMPASS Project Development Program

Projects not selected for funding will become part of the unfunded portfolio and receive additional development, research, and grant writing for other funding sources.

The Guide incorporates *Communities in Motion 2040* goals and performance measures to facilitate implementation of the long-range transportation plan in the selection of projects. Gathering information in the application process allows measurement of the effectiveness of the completed project compared to the original goals of the project.

Implication (policy and/or financial):

Criteria adopted in the Guide determines which projects are recommended for funding. One application and deadline streamlines the application process.

The following policies are new or clarified in the Guide:

- All obligations are due March 1st (extensions through Board approval) (page 7)
- Funding levels for Surface Transportation Funds, as specified in *Communities in Motion 2040* (page 12)
- Public transportation used first for necessary operations, maintenance, and capital needs of the existing system. Remaining funds, if any, are available for other agencies and organizations through the application process. (page 20)

More Information:

- 1) Attachment 1 – Draft COMPASS Application Guide
- 2) Attachment 2 – Draft COMPASS Application Form
- 3) For detailed information contact: Toni Tisdale, Principal Planner, at 475-2238 or ttisdale@compassidaho.org.

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COMPASS
COMMUNITY PLANNING ASSOCIATION
of Southwest Idaho

Working together to plan for the future

COMPASS Application Guide

Report No. 10-2015
(Month Year)

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Section 1: Background

Introduction

Under the federal transportation act, Moving Ahead for Progress in the 21st Century (MAP-21), the Community Planning Association of Southwest Idaho (COMPASS) is responsible for programming and maintaining a five-year Regional Transportation Improvement Program (TIP) within Ada and Canyon Counties, and for prioritizing and selecting projects to receive funds from these federal funding sources:

Federal Highway Administration (FHWA) Funds

- Surface Transportation Program (STP)
- Transportation Alternatives Program (TAP)

Federal Transit Administration (FTA) Funds

- Urbanized Area Formula Program (5307)
- Elderly and Persons with Disabilities (5310)
- Rural Area Formula Program (5311)
- Bus and Bus Facilities (5339)

Highway projects in urban areas in Ada and Canyon Counties must be submitted as part of the COMPASS application process. Highway projects in rural areas may voluntarily participate in the COMPASS Rural Prioritization Process¹, and must also apply through the Local Highway Technical Assistance Council's (LHTAC) application process².

All public transportation projects, wholly or partially located, or operated in Ada and/or Canyon Counties, must be submitted as part of the COMPASS application process. Public transportation projects in rural areas (including rural areas in Ada and/or Canyon Counties) must also apply through Idaho Transportation Department's (ITD) application process³.

ITD or Valley Regional Transit (VRT), COMPASS, and the project sponsor are partners in the delivery of federal-aid projects. The application is the first step of a project. Communication throughout the project is key to developing a successful project; project managers at ITD, VRT, and COMPASS will require additional information subsequent to the application, such as a submittal schedule, in order to

¹ COMPASS Rural Prioritization Process:

<http://www.compassidaho.org/documents/prodserve/trans/FY14/RuralPrioritization.pdf>

² LHTAC Application Process: <http://lhtac.org/programs/>

³ ITD Public Transportation Application Process:

http://itd.idaho.gov/public_transportation/default.html

program staff time for reviews in the development of the project. See additional ITD requirements online⁴.

COMPASS also manages two local programs:

- *Communities in Motion* (CIM) Implementation Grants
- Project Development Program

Projects in these funding categories will not be included in the TIP, but will follow a similar application process.

This guidebook provides guidance and background information on regional policies, submitting project applications, the application itself, and prioritization criteria. The policy guidance is derived from the vision, goals, and implementation strategies provided in *Communities in Motion 2040* (CIM 2040)⁵, the regional long-range transportation plan for Ada and Canyon Counties. Additional funding sources may be included in this process in the future.

Development of the TIP

COMPASS produces a regional TIP for Ada and Canyon Counties. The list of projects in the TIP must be approved by the COMPASS and Idaho Transportation Boards of Directors. The U.S. Department of Transportation requires all projects in the TIP be derived from an approved long-range transportation plan (CIM 2040), meet air quality requirements⁶, and be financially constrained to the amount of funds expected to be available. The TIP contains all projects using federal transportation funds, as well as regionally significant projects,⁷ regardless of funding source.

Projects included in the TIP may be funded with federal, state, and/or local funds. All federally funded projects must be prioritized and programmed through the processes described in this document. To comply with regional policies and federal and state requirements, the TIP will include:

- Projects awarded with federal funds allocated through COMPASS
- Projects using federal and state funds managed by ITD
- Projects of regional significance, regardless of funding source
- Projects from the previous year's TIP with remaining funds

The COMPASS TIP and ITD's Idaho Transportation Investment Program (ITIP) (the statewide equivalent of the COMPASS regional TIP) are both updated annually, and program (budget) projects for at least five years into the future.

⁴ ITD Guidelines for Local Public Agency Projects:

http://itd.idaho.gov/manuals/Manual%20Production/LPA/lpa_cover.pdf

⁵ CIM 2040: <http://www.compassidaho.org/prodserv/cim2040.htm>

⁶ Northern Ada County is considered an air quality maintenance area; therefore, it must be demonstrated that transportation projects in this area conform to air quality plans.

⁷ Definition of "Regionally Significant":

<http://www.compassidaho.org/comm/glossary.htm#R>

COMPASS Planning Area

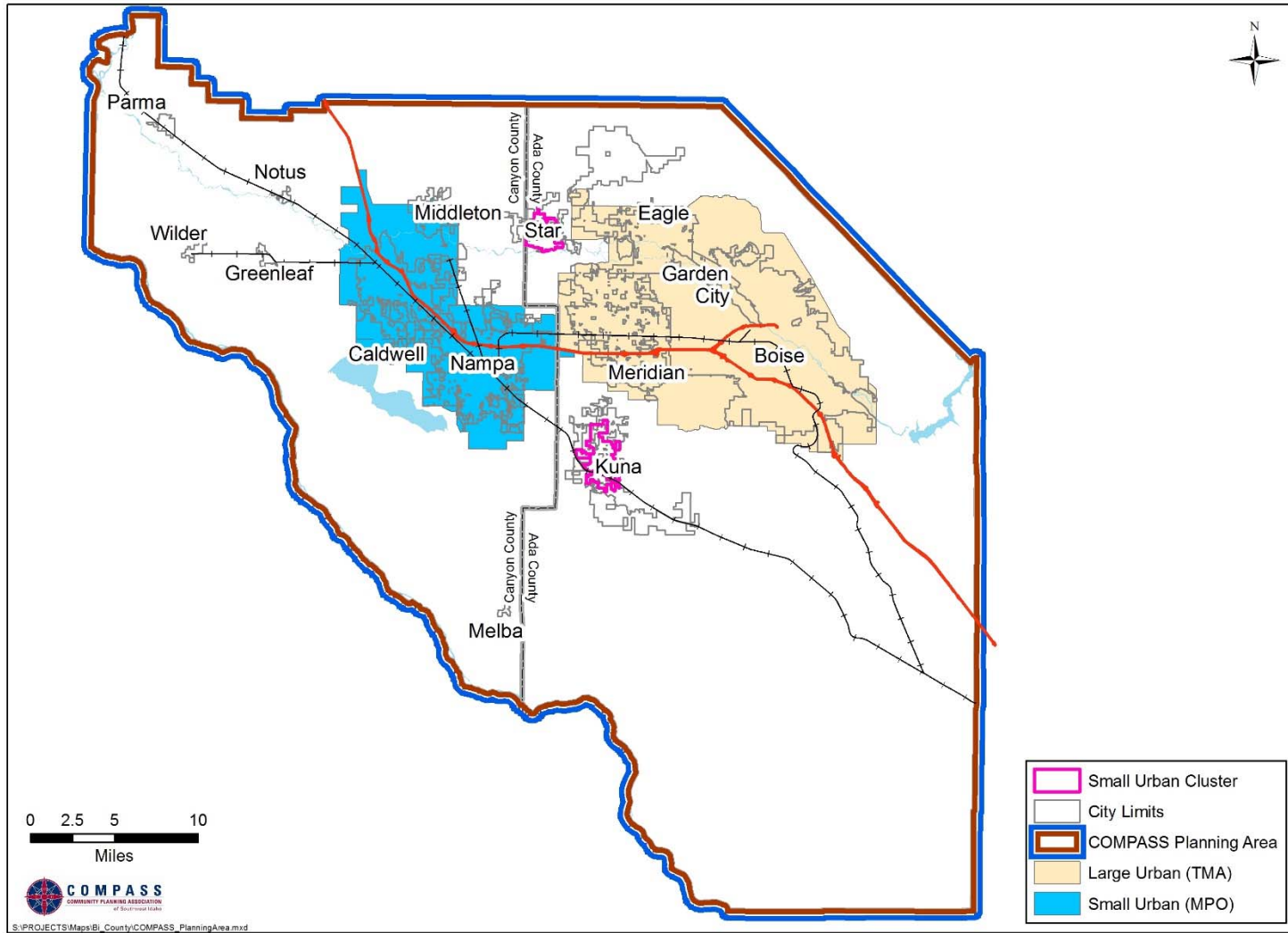


Figure 1. COMPASS Planning Area

TIP Development Schedule

(Tentative, shown in an annual cycle. Dates for each year will be published):

- Call for Projects – Summer
- COMPASS Applications Due – November
- ITD and LHTAC Applications Due – Fall and Winter
- Scoring of Projects (COMPASS, VRT) – December
- Approval of Priorities (COMPASS, VRT) – February
- Public Comment (COMPASS) – August
- Final TIP Approval (COMPASS) – September
- Final ITIP Approval (ITD) – September
- Final Federal Approval - December

A detailed schedule is available on the COMPASS website⁸.

Federal Requirements

MAP-21 requires all projects using federal funds comply with applicable federal provisions such as project agreements, authorization to proceed prior to incurring costs, prevailing wage rates (Davis-Bacon), competitive bidding, and other contracting requirements.

It is imperative these federal requirements^{9, 10} are considered when developing cost estimates and schedules for federal-aid applications.

Reimbursement Program and Local Match

Although these programs are “grant” programs under federal regulations, funds are available only as reimbursements. Not only must project sponsors incur the cost prior to being reimbursed, but the only costs eligible for reimbursement are costs incurred after a project is approved by ITD, COMPASS, and FHWA or FTA. However, some expenses, such as design or land acquisition, may count towards local match if those expenses are included in the agreement **prior to using local funds for these purposes**.

Local match rates vary; however, *generally*, the federal or program/local match rates for projects are as listed below:

- FHWA funded projects: 92.66% federal / 7.34% local
- FTA funded operations projects: 50% federal / 50% local
 - FTA 5311 operations projects: 57.5% federal / 42.5% local
- FTA funded capital projects: 80% federal / 20% local
 - FTA 5311 capital projects: 92.66% federal / 7.34% local

⁸ TIP Calendar: <http://www.compassidaho.org/documents/prodserv/trans/FY14/FY2016-2020TIPCalendar.pdf>

⁹ FHWA Federal Requirements: <http://www.fhwa.dot.gov/resources/legsregs/>

¹⁰ FTA Federal Requirements: http://www.fta.dot.gov/about/legislation_law.html

- CIM Implementation Grants: 92.66% program / 7.34% local
- Project Development Program: no local match (project managed by COMPASS in cooperation with sponsor)

Because there are exceptions to these match rates, always check federal requirements for specific match rates for specific projects. Note the local match includes the federal “sliding scale match” (local match rates are less for states with significant amounts of federal and state-owned land).

Available Funding

The annual estimates shown in Table 1 are estimated for each program for the annual application cycle (based on FY2014 appropriations, using federal portion only, with no inflation factors).

Table 1. Annual Estimates for the FY2017-2021 TIP

	Large Urban	Small Urban	Rural	Anywhere in State
STP	\$8,209,699	*\$7,647,230	*\$11,341,584	*\$33,017,869
TAP	\$422,068	*\$835,744	*\$634,255	*\$1,892,067
FTA 5307	\$3,502,704	\$2,357,314	--	--
FTA 5310	\$259,246	\$222,714	**\$89,317	--
FTA 5311	--	--	**\$1,211,169	--
FTA 5339	\$375,324	\$251,889	**\$287,550	--
Total	\$12,769,041	\$2,831,817	\$13,563,875	\$34,909,936

*Amount for category statewide; otherwise, amount specific to local program.

**Amount for category district-wide.

Estimated programmed and available funding amounts by year are provided in Tables 3 – 9, Sections 2 and 3 of this document. Only funds that are not already programmed are available for application.

Available estimates for local programs are provided in Table 2. Please note that projects funded in these two programs are not included in the TIP.

Table 2. Estimated Available Funds for Local Programs

	*FY2017
CIM Implementation Grants	Unknown
Project Development Program	Unknown

*Funds are expected to be approved in August 2016, as part of the COMPASS Unified Planning Work Plan and Budget.

Applications

Application forms are provided as an Excel file. They can be downloaded from the COMPASS and VRT websites¹¹ or requested from COMPASS or VRT staff. Application

¹¹ Applications: <http://www.compassidaho.org/prodserv/transimprovement.htm> or www.valleyregionaltransit.org

forms are available in August of each year, and are due no later than mid-November of each year. Deadlines will be published.

All applications will include the following basic information:

- Is the project consistent with CIM 2040?
- How does the project meet the CIM 2040 Vision, goals, or strategies?
- Has the sponsor committed available local match through a formal action, such as a resolution, meeting minutes, or letter?
- Has the sponsor committed to paying operating or maintenance costs through a formal action, such as a resolution, meeting minutes, or letter?
- Is the project located in an economically distressed area?
- Is the project located in an environmental justice consideration area?
- Did the environmental suitability analysis identify potential environmental considerations in the project area?
- Is the project purpose to add funds to or expand an existing project?
- Does the project include a partnership with another agency?
- Will the sponsor provide match above the requirement?
- Will the project eliminate or lessen safety hazards?
- Previous attempts to secure funding.

Selection Process

Each program uses a paired comparison selection process (except the Project Development Program). A paired comparison process works by comparing each project to every other project in consideration within a funding program. When deciding which project is “better,” a scoring committee will compare projects based on specific criteria; each funding source has its own unique criteria, which are listed in Sections 2 through 4 of this document. Each member of the scoring committee will score each project, resulting in an average score for each project. Each project’s score is the sum of the number of times it was selected as “better” than the project it was compared against. A sample score sheet is shown *below* (count all letters circled in the entire table). The final recommendation is determined after discussion.

A.	<u>3</u>	A/B	A/C	A/D	A/E	A/F
B.	<u>4</u>	B/C	B/D	B/E	B/F	
C.	<u>2</u>	C/D	C/E	C/F		
D.	<u>5</u>	D/E	D/F			
E.	<u>0</u>	E/F				
F.	<u>1</u>					

Figure 2. Sample Paired Comparison Score Sheet

This process provides a flexible method of prioritization that considers each project in a holistic way instead of against a rigid set of criteria. Support data are provided with each application for consideration by the scoring committee. Staff will also provide additional technical information for consideration.

While all prioritization will be conducted using the same type of paired comparison process, each project type has its own nuances. Specific details on the complete project selection process for each type of funding can be found in Sections 2 through 4.

Project Obligation

COMPASS staff monitors the progress of all projects programmed in the TIP to ensure timely obligation of funds. An obligation report is provided to the Regional Technical Advisory Committee (RTAC) each month. Initiation of an obligation request depends on the phase and required documentation, as outlined below:

- Project sponsor requests a state/local agreement for design – initiating design obligation
- Approval of environmental documents and right-of-way plans
- Project sponsor requests obligation of right-of-way
- Approval of the plans, specifications, and engineer's estimate and state/local agreement for construction (local submittal must include a check for local match)
- ITD initiates obligation of construction

FHWA funds must be obligated the year they are programmed. Funds will NOT carry over, and funds typically are not available in future years to replace funding of a delayed project. If delayed, funds must either come from another programmed project or be placed in the first year that funds are available – usually four or five years later.

FTA funds may carry over, or delay, for up to five years (depending on the funding category) before they are “swept” (removed) from the program. Obligation of FTA funds occurs when the project is approved in the FTA grant system.

Local program funding is expected to be expended the year awarded. If necessary, the sponsoring agency may request an extension, which must be approved by the COMPASS Board.

Loss of Unobligated FHWA Funds (End-of-Year “Sweep”)

The deadline for obligations (any phase) is March 1 in the fiscal year for federal funding. If a project cannot meet the March 1 deadline, options for reprogramming are available. Requests for an extension for obligation must be approved by the COMPASS Board.

ITD “sweeps” unobligated FHWA funds near the end of the fiscal year and reprograms those funds to other projects to ensure the state does not lose federal funding. The hard deadlines listed below are for projects that receive an extended deadline from the COMPASS Board.

For FHWA funds, the paperwork listed below must be approved for a project to be considered “obligated.” The paperwork and local match must be submitted prior to

the dates shown in order for all approvals to be made in time for obligation; unobligated funds will be swept one month later.

- June 1: Paperwork due for design funds
 - design, environmental review, and right-of-way acquisition
 - state/local agreement for design
 - ITD will sweep unobligated funds on July 1
- July 1: Paperwork due for construction funds
 - construction and utility
 - plans, specifications, and engineer's estimate
 - state/local construction agreement and local match
 - ITD will sweep unobligated funds on August 1

Section 2: FHWA Funds Selection Process

General Application Requirements

Completed applications for all FHWA funds must contain the following items:

- Application¹²
- Resolution or similar agency document supporting the project, confirming commitment of local match, and committing to maintain the project once complete
- Checklist for project development¹³
- Proposed project schedule
- Project Cost Summary Sheet, ITD Form 1150¹⁴
- Local Federal-Aid Project Request, ITD Form 2435¹⁵
- Sub-Awardee Reporting For the Federal Funding Accountability and Transparency Act (FFATA), ITD Form 0414¹⁶, if applicable
- Maps and/or photos, if applicable

Surface Transportation Program (STP)

Typically, STP funds are used on roadways that are federally-classified as collectors, arterials, or interstates¹⁷; however, STP funds can be used for a variety of other types of activities. Eligible activities can be found in 23 USC 133(b)¹⁸.

STP funds are divided into funds for large urban areas (Boise Urbanized Area/Transportation Management Area [TMA]; STP-TMA), small urban areas (Nampa Urbanized Area and small urban clusters; STP-U), rural areas (STP-R), and state projects (not included in this application process). See Figure 3 for a visual demonstration of these geographies.

¹² Applications: <http://www.compassidaho.org/prodserve/transimprovement.htm> or www.valleyregionaltransit.org

¹³ Project Development Checklist: <http://www.compassidaho.org/prodserve/transimprovement.htm>

¹⁴ ITD Form 1150: <http://www.compassidaho.org/documents/prodserve/trans/ITD1150.pdf>

¹⁵ ITD Form 2435: <http://www.compassidaho.org/documents/prodserve/trans/ITD2435.pdf>

¹⁶ ITD Form 0414: <http://www.compassidaho.org/documents/prodserve/trans/FY14/ITD-0414.pdf>

¹⁷ Federal Functional Classification Map: <http://www.compassidaho.org/prodserve/functionalmaps.htm>

¹⁸ STP Eligible Activities: <http://www.gpo.gov/fdsys/pkg/USCODE-2010-title23/pdf/USCODE-2010-title23-chap1-sec133.pdf>

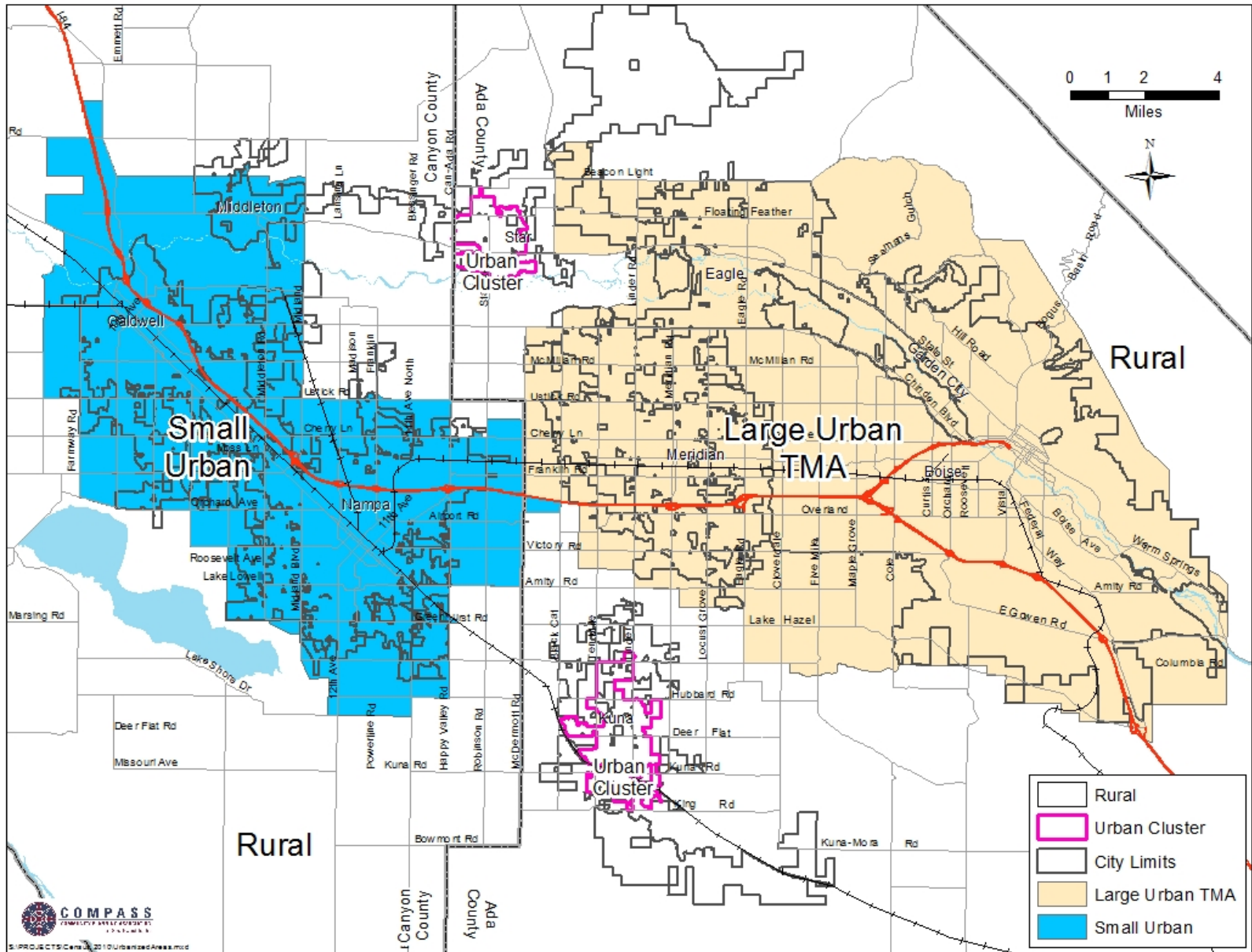


Figure 3. FHWA Funding Geographies
 (See map on page 3 for entire COMPASS Planning Area)

Parameters for STP funding is based on the proposed use, and geographic area. Important items to note include: STP-TMA

- Funds are directly allocated to areas with a population over 200,000 (a TMA). The Boise Urbanized Area is the only TMA in the state of Idaho.
- Funds should be focused and programmed within the TMA - in the Cities of Boise, Eagle, Garden City, and Meridian and portions of unincorporated Ada County; however, funds may also be programmed anywhere in the metropolitan planning area boundary¹⁹ with COMPASS Board approval.
- Applications and programming are managed by COMPASS.
- ITD provides oversight for project design and construction.

STP-U

- Funds are jointly allocated to areas with populations between 5,000 and 200,000.
- Funds may be programmed in the Nampa Urbanized Area, which includes the Cities of Nampa, Caldwell, and Middleton, portions of unincorporated Canyon County, and portions of Nampa Highway District #1 and Canyon Highway District #4.
- STP-U funds may also be programmed in the City of Kuna and the City of Star, as they are considered “urban clusters” by the U.S. Census Bureau.
- Applications and project prioritization are managed by COMPASS; in the Cities of Kuna and Star, the application process is conducted by LHTAC.
- Programming is conducted through a statewide Urban Balancing Committee.
- ITD or LHTAC provides oversight for project design and construction.

STP-R

- Funds are allocated to areas with populations under 5,000.
- Projects are prioritized regionally through a voluntary COMPASS process²⁰.
- Applications are submitted directly to LHTAC every other year in the fall.
- LHTAC provides oversight for project programming, design, and construction.

Funding Policy

Transportation funds in the state of Idaho, and specifically the COMPASS planning area, are severely limited. To ensure the best use of these limited funds, the

¹⁹ STP-TMA Eligible Appropriation: <http://www.gpo.gov/fdsys/pkg/USCODE-2011-title23/pdf/USCODE-2011-title23-chap1-sec133.pdf>

²⁰COMPASS Rural Prioritization Process: <http://www.compassidaho.org/documents/prodserv/trans/FY14/RuralPrioritization.pdf>

COMPASS Board directed staff to focus federal funds allocated through CIM 2040 on maintaining the existing transportation system. This directive includes the ability to fund safety improvements, fill gaps in sidewalks, and provide limited improvements to public transportation services where it is feasible, but does not allow federal funds to be used for large expansion projects.²¹

STP funds are programmed for five years, plus preliminary development (PD)²². Projects typically enter the TIP in PD, and are programmed after the project concept is approved and when funds become available. Therefore, projects will usually not be funded for construction until approximately six to seven years after the application is submitted, assuming all programmed projects progress on schedule.

CIM 2040 specifies how funds will be divided in the STP-TMA and STP-U programs (see Chapter 6, starting on page 6-18²³). Off-the-top funds are reserved for Ada County Highway District (ACHD), Commuteride, and COMPASS planning each year. Remaining funds are divided as follows:

- 82% for roadway maintenance
- 15% for alternative transportation maintenance
- 3% for studies and special projects

Beginning in FY2019, funds were set aside using these targets, as the prior years were already programmed according to a previous policy.

In the STP-TMA, all roadway maintenance funds are allocated to ACHD, since it has jurisdiction over all roadways in the Boise Urbanized Area. No application is required from ACHD to program these funds. Applications for planning and special studies will also be accepted.

Table 3 shows the funds programmed for maintenance projects and planning/special studies (amounts include required local match, and are approximate). Applications will be accepted for funds three years prior to funding becoming available.

²¹ Focus on Maintenance: <http://www.compassidaho.org/prodserv/cim2040.htm#Plan> (Chapter 11)

²² Preliminary Development is beyond the last funded year. Development can begin before construction is included in a funded year.

²³ STP Funding Division: <http://www.compassidaho.org/prodserv/cim2040.htm#Plan> (Chapter 6)

Table 3. STP-TMA Programmed Funds, FY2019, FY2020 and PD

	FY2019	FY2020	PD (FY2021)	PD (FY2022)
Roadway Maintenance (plus \$425,000 for design two years prior)	*\$3,985,000	\$5,878,000	\$5,878,000	\$5,878,000
Alternative/Public Transportation Maintenance	\$1,160,000	\$1,160,000	\$1,160,000	\$1,160,000
Planning/Special Studies	\$0	\$214,000	\$232,000	\$232,000

*Set-aside for roadway maintenance is less in FY2019 because it was adjusted in a previous year to cover cost overages on a capital project.

Required local match = at least 7.34% of project.

In the STP-U program, the roadway maintenance funds will be distributed on a five-year rolling average among five agencies – Canyon Highway District No. 4, City of Caldwell, City of Nampa, City of Middleton, and Nampa Highway District No. 1 – based on arterial lane miles. Applications for planning and special studies will also be accepted.

Table 4 shows the funds programmed for maintenance projects and planning/special studies (amounts include required local match, and are approximate). Applications projects under these categories will be accepted three years prior to funding becoming available.

Table 4. STP-Urban Programmed Funds, PD

	PD (possibly FY2021)	PD (possibly FY2022)
Roadway Maintenance (program design two years prior)	\$1,289,000	\$1,289,000
Alternative/Public Transportation Maintenance (program design two years prior if applicable)	\$236,000	\$236,000
Planning/Special Studies	\$47,000	\$47,000

Required local match = at least 7.34% of project.

STP Selection Criteria

While roadway maintenance funds within the TMA are not prioritized by COMPASS, all other types of applications in the Nampa Urbanized Area and the TMA are prioritized through COMPASS. When deciding which project is “better” using the paired comparison process, the scoring committee considers the following criteria:

Roadway/Bridge Maintenance:

- Is the project on a roadway classified as a collector or above on the 2020 federal functional classification map²⁴?
- What is the life cycle cost? Explain method.
- What is the pavement index or bridge sufficiency rating? (provide source)
- What is the current roadway volume? (average annual daily trips or a sample traffic count for weekday [Tuesday, Wednesday, or Thursday])²⁵
- Is the project on a freight corridor identified in CIM 2040²⁶?
- Are there land use issues that indicate a need to consider alternative modes of transportation? Explain.
- Does the project include Intelligent Transportation System (ITS) improvements or modifications, as prioritized in the *Treasure Valley Transportation System: Operations, Management, and ITS Plan*²⁷?
- Does the project include elements that mitigate congestion, as specified in the Congestion Management Process and travel time data²⁸? Explain.
- Which CIM 2040 Performance Measures are relevant? How?

Alternative Transportation Maintenance:

- How is the project for bus, equipment, or facility replacement consistent with the Transportation Service Coordination Plan for Ada and Canyon Counties²⁹? Please explain.
- Does the project support and/or maintain successful/critical service operations? How?
- How does the project support the existing transportation services?
- What are the primary trip purposes (nutrition, shopping, health, employment, civic engagement, recreation, all other) for the project? If relevant.
- If seeking vehicle replacement, does agency have a capital replacement plan that supports the application for a new vehicle? (Capital equipment and vehicles well beyond their useful life and requiring significant maintenance to keep operating, will take priority over other capital equipment requests.)
- Which CIM 2040 Performance Measures are relevant? How?

²⁴ Functional Classification Map: <http://www.compassidaho.org/prodserv/func-maps.htm>

²⁵ Traffic Counts: http://www.compassidaho.org/prodserv/traffic_counts.htm

²⁶ Freight Corridors:

<http://www.compassidaho.org/documents/prodserv/trans/FreightCorridorMap.pdf>

²⁷ *Treasure Valley Transportation System: Operations, Management, and ITS Plan*:

http://www.compassidaho.org/documents/prodserv/airquality/TreasureValleyTSMO_Plan_March2014.pdf

²⁸ Congestion Management Plan: <http://www.compassidaho.org/prodserv/cms-intro.htm>

²⁹ Transportation Service Coordination Plan for Ada and Canyon Counties:

<http://www.compassidaho.org/documents/prodserv/trans/TSCP2014Final.pdf>

- Does the project have dedicated right-of-way, or will it need to be purchased?
- Does the project have a local or regional scope?
- Does the project benefit the existing transportation system?
- Is the project identified in an adopted local plan specifically?
- If seeking federal funds, has agency discussed this project with ITD District 3 TAP Coordinator for suggestions about the budget and timeline?
- Which CIM 2040 Performance Measures are relevant? How?

Public Transportation Maintenance:

Support and Maintain Successful/Critical Service Operation:

- How does the project support the existing transportation services?
- What are the primary trip purposes (nutrition, shopping, health, employment, civic engagement, recreation, all other) for the project?
- If you are seeking vehicle replacement, do you have a capital replacement plan that supports your application for a new vehicle? (Capital equipment and vehicles well beyond their useful life and requiring significant maintenance to keep operating, will take priority over other capital equipment requests.)

Maximize the Use of Available Resources:

- *Modes*: Is the project the most effective transportation mode(s) for the situation?
- *Cost Efficiency*: Is the proposed project the most cost efficient way to meet the need?
- *Ridership*: Are the proposed services structured to accommodate multiple passengers?
- *Sustainability*: Is it a one-time project? If not, what is the plan for ongoing funding and operations?

Support Affordable Transportation Options:

- *Affordability* (if applicable): Will the anticipated costs (fares) to the targeted customers be the most affordable option compared to other optional transportation modes?

Support Accessible Transportation Options

- Does the project improve accessible transportation options for persons with disabilities?
- Does the project provide mode choice?

Improve Safety and Security:

- How does the project improve or maintain safety and security of the transportation system?

Improve Customer Service:

- How will the project improve customer service and mobility support?

Alternative Transportation Maintenance (pathway, sidewalk, or bike path):

- How does the project tie into the regional pathway system and connect to activity centers?
- Does the facility serve or connect multiple modes?
- Does the project provide connections to a transit route?
- Does the project rebuild, rehabilitate, or fill a gap in the existing system?
- Which CIM 2040 Performance Measures will be improved by this project? How?

Planning/Special Studies:

- Does the project have a local or regional scope?
- Will the project lead to improvements that could mitigate congestion? How?
- Will the project lead to improvements to help achieve other goals in CIM 2040, such as economic development, protecting agriculture land or open spaces, or other?³⁰
- Does the project include multiple modes?
- Is the project needed to meet or exceed federal requirements?
- Will the project provide information for federally required planning elements?
- Which CIM 2040 Performance Measures are relevant? How?

Scoring Committee

RTAC scores the applications and recommends priorities for funding of new projects to the COMPASS Board for development of the TIP.

After COMPASS Board approval, only those projects that can be funded with the available amount of funding will move forward for programming.

Transportation Alternatives Program (TAP)

TAP funds are used for a variety of alternative transportation activities, such as facilities for pedestrians, bicycles, and other non-motorized forms of transportation; construction of turnouts, overlooks, and viewing areas; or community

³⁰ CIM 2040 Goals: <http://www.compassidaho.org/prodserv/cim2040.htm#Plan> (Chapter 1)

improvements (inventory or removal of outdoor advertising). Eligible activities and applicants can be found in 23 USC 213(b)³¹.

Each state receives dedicated TAP funding. A sub-apportionment for the Recreational Trails Program may be taken off-the-top of each state’s total TAP funding. In FY2013 through FY2015, the state of Idaho allowed the sub-apportionment for the Recreational Trails Program. Of the remaining balance, 50% is sub-allocated to areas based on population, while the other 50% may be obligated to any area of the state. The divisions based on population are separated into three categories:

1. Areas of the state with population over 200,000 – Boise Urbanized Area (TAP-TMA). Funds should be focused and programmed within the TMA - in the Cities of Boise, Eagle, Garden City, and Meridian and portions of unincorporated Ada County; however, funds may also be programmed anywhere in the metropolitan planning area boundary³² with COMPASS Board approval. This funding is programmed by COMPASS.
2. Areas of the state with populations between 5,000 and 200,000.
3. Areas of the state with populations less than 5,000.

The TAP-TMA is programmed for five years, plus PD. Projects enter the program in PD, unless funds are available in a specific year. Therefore, projects will usually not be funded for construction for approximately six to seven years after the application is submitted, assuming all projects already programmed progress on schedule. TAP-Statewide is programmed by ITD on an annual basis for one to two years at a time.

Table 5 shows the amount of TAP-TMA funds currently available.

Table 5. TAP-TMA Approximate Funding Levels, FY2021 and PD

	FY2016	2017	2018	FY2021	PD
TAP-TMA	\$34,000	\$13,000	\$15,000	\$410,000	\$842,000

Required local match = at least 7.34% of project.

ITD does not require local prioritization for non-TMA TAP applications. Therefore, the prioritization process described below only applies to TAP-TMA projects.

TAP-TMA Selection Criteria

When deciding which project is “better” using the paired comparison process, the scoring committee will consider the following criteria:

- Is the project consistent with CIM 2040³³?

³¹ TAP Eligible Activities: <http://www.gpo.gov/fdsys/pkg/USCODE-2012-title23/pdf/USCODE-2012-title23-chap2-sec213.pdf>

³² TAP-TMA Eligible Appropriation: <http://uscode.house.gov/view.xhtml?req=granuleid:USC-prelim-title23-section213&num=0&edition=prelim>

³³ CIM 2040: <http://www.compassidaho.org/prodserv/cim2040.htm>

- How does the project meet the CIM 2040 Vision, goals, or strategies?
- Has the sponsor committed available local match through a formal action, such as a resolution or meeting minutes?
- Has the sponsor committed to paying operating or maintenance costs through a formal action, such as a resolution or meeting minutes?
- Is the project located in an economically distressed area³⁴?
- Is the project located in an environmental justice consideration area^{35 36}?
- Did the environmental suitability analysis³⁷ identify potential environmental considerations in the project area?
- Does this application include additional funds for an existing project?
- Does the project include a partnership with another agency?
- Will the sponsor provide match above the minimum requirement?
- Will the project eliminate or lessen safety hazards?
- Is there demonstrated support from the general public, local agencies, and/or non-profit organizations for the project?
- Does the project have dedicated right-of-way, or will it need to be purchased?
- Does the project have a local or regional scope?
- Does the project benefit the existing transportation system?
- Is the project identified in an adopted local plan specifically?
- If seeking federal funds, has agency discussed this project with ITD District 3 TAP Coordinator for suggestions about the budget and timeline?
- Which CIM 2040 Performance Measures are relevant? How?

Scoring Committee

An ad-hoc subcommittee of three to five RTAC members will score the applications and make a recommendation to RTAC as a whole. Staff members from COMPASS are prohibited from participating as voting members on the subcommittee. Because of the comparative nature of the process, each agency is limited to one vote in the scoring process. If a member on the scoring subcommittee submits an application, that member is allowed to score his/her own project; however, subcommittee members must reveal their votes. COMPASS staff tests the scores for biases in the process and reports the analysis to RTAC. RTAC recommends the project priorities for COMPASS Board approval.

After COMPASS Board approval, only those projects that can be funded with the available amount of funding will move forward for programming.

³⁴ Economically Distressed Area:

<http://www.fhwa.dot.gov/economicrecovery/guidancedistressed.htm>

³⁵ Environmental Justice Minority:

<http://www.compassidaho.org/documents/people/EJDataMinority2010.pdf>

³⁶ Environmental Justice Low Income:

<http://www.compassidaho.org/documents/people/EJDataLowInc2010.pdf>

³⁷ Environmental Suitability Analysis:

<http://www.compassidaho.org/prodserv/cim2040.htm#Plan>; see Chapter 9

Section 3: FTA Funds Selection Process

About Valley Regional Transit and ValleyRide

Valley Regional Transit (VRT) is the regional public transportation authority for Ada and Canyon Counties, Idaho. Its main responsibilities are the delivery of safe, effective and efficient services, coordination of regional providers and services, and to encourage the private sector in service delivery.

VRT owns the public bus system that provides service in Boise/Garden City, and contracts with a private firm to manage its operations. VRT also contracts for public transportation services in Nampa/Caldwell and between Ada County and Canyon County. All of these bus services are operated under the name ValleyRide. More information about VRT history, governance structure, projects, and reports can be found on the website³⁸.

General Application Requirements

The application process for FTA requires coordination of projects as much as possible, as funds are extremely limited.

All applications for FTA funds must contain the following items:

- Application³⁹
- Resolution or similar agency document supporting the project, confirming commitment of local match, and committing to maintain the project once complete
- Budget
- Proposed project schedule
- Project map, if applicable

Applications requesting rural funds in any FTA funding category must be submitted as part of the COMPASS process and ITD process⁴⁰.

Note: Any rural project within Ada and Canyon Counties submitted directly to ITD without participating in the COMPASS process will not be considered an eligible project by ITD.

All public transportation projects programmed into the TIP must follow ITD's or VRT's guidance for tracking and reimbursements⁴¹, as well as FTA rules and regulations⁴².

³⁸ VRT website: <http://www.valleyregionaltransit.org/>

³⁹ Application: <http://www.compassidaho.org/prodserv/transimprovement.htm> or www.valleyregionaltransit.org

⁴⁰ ITD public transportation website: http://itd.idaho.gov/public_transportation/default.html

⁴¹ VRT's Program Management Plan: coming soon!

Large and Small Urban Areas Public Transportation Funding

VRT is responsible for coordinating public transportation investments that use public transportation funding.

Funds are available for programming in the large urban⁴³ and small urban⁴⁴ areas for FTA 5307, FTA 5310, and FTA 5339 funding categories. Funds are eligible for capital, operating, mobility management and acquisition of service. Details on each program can be found in FTA circulars and fact sheets⁴⁵. Funds are also available for programming in the rural areas for FTA 5310, FTA 5311, and FTA 5339 funding categories.

Each of these funding categories (except FTA 5311) has funds specifically designated to the large urban and small urban areas. VRT is the direct recipient for large urban funds and FTA 5307 Small Urban funds. Projects will be prioritized through a coordinated effort by COMPASS and VRT. VRT provides oversight on all projects using large urban funds and FTA 5307 Small Urban funds. Funding/sub-recipient agreements are between the sponsor and VRT.

ITD is the direct recipient for rural and small urban funds, except FTA 5307 Small Urban funds, as noted above. COMPASS and VRT committees prioritize small urban projects; however, ITD provides oversight of these funds. Funding agreements are between the sponsor and ITD.

Funding Policy

Large urban and small urban funds are used first for necessary operations, maintenance, and capital needs of the existing public transportation system in the region. Remaining funds, if any, are available for other agencies and organizations through this application process.

⁴² VRT Program Management Plan: coming soon!

⁴³ Large Urban (population > 200,000) is equal to the Boise Urbanized Area and includes the Cities of Boise, Eagle, Garden City, and Meridian and portions of unincorporated Ada County.

⁴⁴ Small Urban (population 50-200,000) is equal to the Nampa Urbanized Area and includes the Cities of Nampa, Caldwell, and Middleton and portions of unincorporated Canyon County

⁴⁵ FTA Circulars: <http://www.fta.dot.gov/about/13716.html> or FTA fact sheets: <http://www.fta.dot.gov/grants/13093.html>

The dollar amounts shown in Table 6 are *estimated* to be available for application during the FY2016-FY2020 update cycle based on actual FY2014 appropriations. Actual funding amounts will not be known until an appropriation bill is passed by Congress for the funding year. FTA funds can be carried over between two and five years beyond the appropriation (time limits depend on funding source).

Table 6. Estimated Large and Small Urban FTA Available *Funding Amounts, FY2014-FY2021

	FY2016	FY2017	FY2018	FY2019	FY2020	FY2021
FTA 5307 Large Urban	\$0	\$45,000	\$44,000	\$44,000	\$44,000	\$44,000
FTA 5307 Small Urban	\$44,000	\$653,000	\$1,013,000	\$991,000	\$991,000	\$991,000
FTA 5310 Large Urban	\$36,000	\$259,000	\$259,000	\$259,000	\$259,000	\$259,000
FTA 5310 Small Urban	\$161,000	\$223,000	\$223,000	\$223,000	\$223,000	\$223,000
FTA 5339 Large Urban	\$0	\$40,000	\$40,000	\$37,000	\$37,000	\$37,000
FTA 5339 Small Urban	\$7,000	\$252,000	\$252,000	\$252,000	\$252,000	\$252,000

*shown as federal portion only

Public transportation programming worksheets are available upon request to verify funding availability.

Table 7 shows specific match requirements for each program, based on sliding-scale match:

Table 7. Large and Small Urban Public Transportation *Match Rates by Program

Program	Phase	Federal Portion	Required Local Portion
5307	Capital and Mobility Management	80%	20%
	Operating	50%	50%
5310	Capital and Purchase/Acquisition of Service	80%	20%
	Operating	50%	50%
5339	Capital	80%	20%

*Exceptions could apply see FTA Circulars for more detailed information⁴⁶

⁴⁶ FTA Circulars: <http://www.fta.dot.gov/13716.html>

Rural Public Transportation Funding

Funds are available for programming in rural areas for FTA 5310, FTA 5311, and FTA 5339 funding categories. Funds are eligible for capital, operating, mobility management, and acquisition of service. Details about each program can be found in the FTA circulars and fact sheets⁴⁷.

These funds are specifically designated for rural areas. ITD is the direct recipient of rural funds, though projects will first be locally prioritized through a cooperative effort by COMPASS and VRT. COMPASS will forward the local priorities to ITD for consideration; however, the final recommendation for rural funds is made by the Public Transportation Advisory Council, with the final decision by the Idaho Transportation Board. ITD oversees agreements and management of FTA rural funds.

No applications will be taken for the rural programs in the state in this application cycle unless funds become available through cost savings. In this event, ITD will call for an open statewide competitive process for those funds. Rural applications are expected to be accepted next cycle for two-years of awards.

Table 8 shows specific match requirements for each program, based on sliding-scale match:

Table 8. Rural Public Transportation *Match Rates by Program

Program	Phase	Federal Portion	Required Local Portion
5310	Capital and Purchase/Acquisition of Service	80%	20%
	Operating	50%	50%
5311	Capital, Mobility Management, and Preventive Maintenance	92.66%	7.34%
	Operating	57.5%	42.5%
	Administrative (Subrecipient)	80%	20%
5339	Capital	80%	20%

*Exceptions could apply see FTA Circulars for more detailed information⁴⁶

Public Transportation Selection Criteria

When deciding which project is “better” using the paired comparison process, the scoring committee will consider the following criteria (consistent with the Transportation Service Coordination Plan for Ada and Canyon Counties⁴⁸):

⁴⁷ FTA Circulars) <http://www.fta.dot.gov/about/13716.html> or FTA fact sheets: <http://www.fta.dot.gov/grants/13093.html>

⁴⁸ Transportation Service Coordination Plan for Ada and Canyon Counties: <http://www.compassidaho.org/documents/prodserv/trans/TSCP2014Final.pdf>

Support and Maintain Successful/Critical Service Operation:

- How does the project support the existing transportation services?
- What are the primary trip purposes (nutrition, shopping, health, employment, civic engagement, recreation, all other) for the project?
- If you are seeking vehicle replacement, do you have a capital replacement plan that supports your application for a new vehicle? (Capital equipment and vehicles well beyond their useful life and requiring significant maintenance to keep operating, will take priority over other capital equipment requests.)

Maximize the Use of Available Resources:

- *Modes*: Is the project the most effective transportation mode(s) for the situation?
- *Cost Efficiency*: Is the proposed project the most cost efficient way to meet the need?
- *Ridership*: Are the proposed services structured to accommodate multiple passengers?
- *Sustainability*: Is it a one-time project? If not, what is the plan for ongoing funding and operations?

Support Affordable Transportation Options:

- *Affordability* (if applicable): Will the anticipated costs (fares) to the targeted customers be the most affordable option compared to other optional transportation modes?

Support Accessible Transportation Options:

- Does the project improve accessible transportation options for persons with disabilities?
- Does the project provide mode choice?

Expand Service Operations:

- Is the project supported through an existing planning document such as valley**connect** or *Communities in Motion 2040*?
- Does the project enhance or provide connections to existing services?
- Is the project supported by one or more strategies in the Transportation Service Coordination Plan for Ada and Canyon Counties⁴⁸?

Improve Safety and Security:

- How does the project improve or maintain safety and security of the transportation system?

Improve Customer Service:

- How will the project improve customer service and mobility support?

Scoring Committee

A subcommittee of VRT's Regional Coordination Council (RCC) will score the applications. Staff members from COMPASS and VRT are prohibited from participating as voting members on the subcommittee. Because of the comparative nature of the process, each agency is limited to one vote in the scoring process. If a member on the scoring subcommittee submits an application, that member is allowed to score his/her own project; however, subcommittee members must reveal their votes. COMPASS staff tests the scores for biases in the process and reports the analysis to RCC and RTAC.

The RCC subcommittee will make priority and funding recommendations of new projects to the full RCC, shown by funding source. That recommendation will be recommended by the VRT Executive Board Committee, with approval by the VRT Board of Directors. In a concurrent COMPASS process, the RCC recommendation will also be forwarded to RTAC for consideration and recommendation to the COMPASS Board, who will make the final decision. After the priority recommendations are decided by the COMPASS and VRT Boards, only those projects that can be funded with the available amount of funding will move forward for programming. Staff will forward rural priorities to ITD staff for consideration in the statewide rural prioritization process.

Section 4: Local Programs Selection Process

Local Programs Application Requirements

Completed applications for local programs are less stringent than the federal programs. Details of requirements are provided for each program individually.

CIM Implementation Grant

COMPASS develops, or updates, a regional long-range transportation plan for Ada and Canyon Counties every four years. CIM 2040 was adopted on July 21, 2014.

In November 2013, the COMPASS Board of Directors voted to institute and fund the Implementation Grant Program to support COMPASS member agencies in implementing CIM 2040. The program provides direct support to member agencies for locally important projects that also reinforce regional goals in CIM 2040 (see Appendix A). This program helps address three of the tasks approved by the Board to accompany the goals and performance measures of the plan:

- Provide better access to public transportation, bicycle, and pedestrian facilities to offset congestion.
- Invest in town centers, main streets, and existing infrastructure as identified in CIM 2040.
- Develop specific area plans for activity centers consistent with CIM 2040 and with planned integration of alternative transportation systems.

The CIM 2040 Vision illustrates a preferred growth scenario and enhanced development patterns in downtown areas and other activity centers (see Appendix B). Grants will be directed toward projects in these areas.

General Application Requirements

1. Application⁴⁹
2. Project costs, estimate sources, amount requested, and available match (cash and in-kind)
3. Commitment/support letter(s)
4. Proposed project schedule
5. Maps and/or photos, if applicable

Applicants and Partnerships

COMPASS general or special member agencies may apply for grants under this program. However, other agencies may participate on a project team.

1. If a proposed project directly impacts private property or a facility under another agency's jurisdiction, the grant application must include a letter of support from the property owner or administering agency. Support letters from other interested parties are encouraged, but not required.

⁴⁹ Applications: <http://www.compassidaho.org/prodserv/transimprovement.htm> or www.valleyregionaltransit.org

2. Any COMPASS member agency whose jurisdiction overlaps or is adjacent to the project, including ex-officio members, must be given an opportunity to participate in the project.
3. If a grant is awarded for consultant planning services, a recipient agency may request COMPASS administer a contract on its behalf. At that time, COMPASS labor for contract administration will be programmed into the COMPASS annual budget⁵⁰ as needed.

Project Location

Proposed projects must be located in and/or have a direct impact on a downtown area or a major activity center.

1. Downtown area projects must impact the downtown area (or small city town center) defined in the appropriate adopted comprehensive plan or downtown area plan and consistent with the CIM 2040 Vision⁵¹.
2. Other projects must be in major activity centers to be eligible for this program; the major activity center must be described in the appropriate adopted comprehensive plan and be consistent with the CIM 2040 Vision, shown on the Vision map⁵² as *Mixed Use* or *Transit Oriented Development*.
3. The corresponding downtown area or major activity center will be identified in the grant application.

Project Type

The types of projects that would fulfill the tasks listed above include (but are not limited to) plans, regulatory tools, economic/market analyses, concepts/designs (including engineering/architecture, etc.), and construction.

1. A grant may fund a stand-alone project, or a phase or component of a larger project that meets the goals of the program.
2. Ineligible activities include agency operations and generic or larger scale projects, such as a trail or corridor plan, sub-area plan, city-wide code upgrade, comprehensive plan element, or typology study.

Funding

Applicant agencies will supply a match of at least 7.34% of the project cost. In-kind contributions of labor/staff time may be included in the project match. Agencies are encouraged to use this program to leverage local funds and/or federal funds.

1. Volunteer/community time and/or staff labor may be used for in-kind match.
2. All labor hours will be valued at a regional average wage⁵³ of \$19.74/hour.
3. A letter of commitment from the applicant, as well as any entity supplying matching funds or labor, is required with each grant applications.

⁵⁰ The annual budget is officially known as the Unified Planning and Work Program (UPWP).

⁵¹ CIM 2040 Vision: http://www.compassidaho.org/prodserv/cim2040_scenarioplanning.htm

⁵² CIM 2040 Vision map: http://www.compassidaho.org/documents/prodserv/CIM2040/Map_Final.pdf

⁵³ Per the Idaho Department of Labor *Occupational Employment and Wage Survey 2014*, the average/mean hourly wage for the Boise-Nampa metropolitan area in 2014 was \$19.74/hour. <http://lmi.idaho.gov/Portals/0/2014/OES/Boise-City-Nampa-MSA-2014.pdf>

4. Other contributions, such as supplies or use of equipment, are not permitted as in-kind match under this program.

Preference will be given to projects that meet one or more of the criteria listed below.

1. The project **does not qualify** for annual Federal Highway Administration or Federal Transit Authority grant programs.
2. The project **qualifies** for Federal Highway Administration or Federal Transit Authority grant programs, but previous applications to fund the project have been denied.
3. The project was not funded/completed by the applicant because of economic or other difficulties.
4. Project is leveraging multiple funding sources.

Payments

This is a reimbursement program, as described in Section 1. Applicants must incur the cost of the project prior to being reimbursed.

1. Costs must be incurred after COMPASS Board approval of the grant⁵⁴ to be eligible for reimbursement.
2. COMPASS will reimburse recipient invoices within 30 days of receipt.
3. Grant recipients will employ best accounting practices to track project expenses and invoice COMPASS for reimbursements. If using in-kind match, recipient will track and report labor contributions (see *Standards* and *Reporting* sections below).

Region-wide Implementation

It is assumed that applications will be submitted for eligible projects in both Ada and Canyon Counties.

1. If more than one grant is awarded in any fiscal year, there will be at least one grant awarded in each county, if possible.
2. If only one grant is awarded in a fiscal year, or if all the awarded grants in a fiscal year are in the same county, applications received from agencies in the other county will have preference in the next grant cycle.

CIM Implementation Grant Program Prioritization Criteria

To what level does the project address the following?

1. Relation to CIM 2040 goals⁶⁴ and performance measures⁶⁵
2. Relation to CIM 2040 tasks listed above
3. Relation to CIM 2040 Vision, major activity centers or approved comprehensive plans/downtown area plans
4. Previous attempts to secure funding

⁵⁴ See Program Timeline section.

If the proposed project does not clearly satisfy a particular criteria, applicants should include or attach additional information to clarify the need for the project.

Successful projects will contribute to multiple goals of CIM 2040⁵⁵. Proposals will indicate which approved goals it addresses in transportation, land use, housing, community infrastructure, health, economic development, open space, or farm land.

Applicants should also demonstrate that a project's implementation will contribute to an established performance measure(s)⁵⁶. If so, the requirement for supporting multiple goals may be reduced.

The following criteria will be used by a subcommittee of RTAC to prioritize applications:

1. How well does the project fit the goals/intent of the CIM Implementation Grant Program?
2. Is the project clearly contributing to the goals and performance measures for CIM 2040?
3. Does the project clearly fit within a defined downtown area or major activity center?
4. Is there demonstrated support from the general public and other agencies or organizations?
5. Is the project part of an identified local (COMPASS member agency) plan?
6. Does the supplemental information provided by the applicant adequately address the appropriate questions?
7. Is the project leveraging other funds?

Commencement and Completion

Grant recipient(s) selected must commence action on the funded project by the end of the fiscal year. After that time, if the project is not initiated, the COMPASS Board may extend the time for the recipient, expunge the grant award, or expunge the award and allocate the unused funds to another grant in this program.

Expenses for project reimbursements may not be incurred before completion of the Grant Agreement. Projects must also be completed by the date agreed in the Grant Agreement, typically within one year from project commencement.

Standards

Grant recipients will follow best practices and their own adopted standards for accounting, contracting, construction, building and permitting, etc. This may include

⁵⁵ CIM Goals:

http://www.compassidahoh.org/documents/prodserv/CIM2040/final/CIM2040_Goals_Obj_Tasks_Policies_July2014.pdf

⁵⁶ CIM Performance Measures:

<http://www.compassidahoh.org/documents/prodserv/PerformanceMeasuresBoardofficial.pdf>

Generally Accepted Accounting Principles, Manual on Uniform Traffic Control Devices, Idaho Traffic Manual, or other recognized publications or programs.

1. If the recipient agency does not have adopted standards relevant to the awarded project or to fulfill the grant, it will consult with COMPASS and/or project partners for a recommendation.
2. If the project directly impacts another COMPASS member agency's property or facility, the project must also satisfy the standards of the affected agency. See also Eligible Applicants and Partnerships, above.
3. If the recipient agency does not have the resources to administer the project in a timely manner, it may request an appropriate partner agency or COMPASS to administer all or part of the project or contract.
4. Prior to commencing work on a funded project, the recipient agency will assure that best practices and approved standards will be followed. This can be part of the funding agreement/memorandum of understanding with COMPASS. See also Reporting, below.
5. Before a grant is awarded for construction (or similar activities), the applicant agency will demonstrate its ability to maintain the improvement.

Reporting

Grant recipients will submit monthly reports through the life of the project.

1. Reports shall include a status statement, including project progress or delays.
 - a. Reports may be submitted to COMPASS staff via mail or email.
 - b. COMPASS staff will assist recipient, as needed, in documenting project process.
2. COMPASS staff will generate reports for the COMPASS Board with status updates on grant-funded projects.
3. Reporting will commence with the initiation of the grant and are required each month during the duration of the grant – regardless of the submission of costs to be reimbursed.
4. Upon completion of the project a final report will be submitted to the COMPASS Board, and a presentation will be made to the Board at its next regular monthly meeting. The final report will include statements from the recipient assuring that applicable standards and best practices were followed (see *Standards*, above).
5. A status report or a summary of the final report, of each funded project, will be included in the following *Communities in Motion* annual Performance Monitoring Report, prepared by COMPASS.

Annual CIM Implementation Grant Program

Date	Action	By Whom
November	Application deadline	Grant Applicants
December	Review applications	COMPASS
January	Prioritize applications, make recommendation to RTAC	RTAC Subcommittee
February	Make recommendation to COMPASS Board	RTAC
June-August	Approve annual budget and program allocation	COMPASS Board
June-August	Award grant(s) <i>(if program allocation approved)</i>	COMPASS Board
July-August	Commence grant agreement(s)	COMPASS and Grant Recipient(s)
October	Commence projects	Grant Recipient(s)

Scoring Committee

An ad-hoc subcommittee of three-to-five RTAC members will score the applications and make a recommendation to RTAC as a whole. Staff members from COMPASS are prohibited from participating as voting members on the subcommittee. Because of the comparative nature of the process, each agency is limited to one vote in the scoring process. If a member on the scoring subcommittee submits an application, that member is allowed to score his/her own project; however, subcommittee members must reveal their votes. COMPASS staff tests the scores for biases in the process and reports the analysis to RTAC. RTAC makes a recommendation of the project priorities to the COMPASS Board, who makes the final determination of priorities.

After the priority recommendations are approved by the COMPASS Board, only those projects that can be funded with the available amount of funding will move forward for programming.

Project Development Program

COMPASS staff, along with a consultant, 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. Work will be done in a manner that allows the planning process to be contributory to later phases of the project.

The program will produce “application ready” projects to submit for grants – local, state, federal, or private. The goals of the program include:

- Realize additional funding in the region
- Implement requested projects by member agencies

- Leverage local dollars

Assistance is often needed in developing project concepts to receive funding and/or to be successfully implemented. Well defined and scoped projects, with accurate project costs and schedules, strengthen grant applications with better correlation to CIM 2040 goals and performance measures, and increase the probability of projects to be delivered on time and on budget. Other observations:

- Grant opportunities arise and project ideas exist but are not completely developed to qualify for funding, or a project is not cohesive enough to meet qualifications.
- Locations for projects are not secured, environmental considerations have not been vetted, or all stakeholders have not been consulted.

Applications are often submitted with premature concepts and cost estimates, resulting in escalating costs, missed milestones, and scope creep.

General Application Process

1. Application⁵⁷
2. Support letter(s), especially if other agencies are impacted
3. Proposed project schedule, if applicable
4. Maps and/or photos, if applicable

Project Development Program Selection Criteria

The criteria for this program are project readiness and geographic distribution. COMPASS staff will select the projects and the consultants. If there is a high demand and competition for the service, the COMPASS staff recommendations will go to RTAC and the Board.

Annual Project Development Program Timeline

Date	Action	By Whom
November	Application deadline	Grant Applicants
December–January	Review applications and select projects	COMPASS
February	Commence project development	Consultant(s)

⁵⁷ COMPASS Application Guide: coming soon!

Section 5: Acronyms

ACHD	Ada County Highway District
ADA	Americans with Disabilities Act
CIM	Communities in Motion (the regional long-range transportation plan)
COMPASS	Community Planning Association of Southwest Idaho
FFATA	Federal Funding Accountability and Transparency Act
FHWA	Federal Highway Administration
FTA	Federal Transit Administration
FTA 5307	Urbanized Area Formula Program for public transportation
FTA 5310	Elderly and Persons with Disabilities program for public transportation
FTA 5311	Rural Areas Formula Program funds for public transportation
FTA 5339	Bus and Bus Facilities public transportation funds
FY	Fiscal Year (federal fiscal year runs October 1 through September 30)
ITD	Idaho Transportation Department
ITIP	Idaho Transportation Investment Program
ITS	Intelligent Transportation System
LHTAC	Local Highway Technical Assistance Council
MAP-21	Moving Ahead for Progress in the 21 st Century (Transportation Authorization)
MPO	Metropolitan Planning Organization
PD	Preliminary Development
RCC	Regional Coordination Council
RTAC	Regional Technical Advisory Committee
STP	Surface Transportation Program
STP-R	Surface Transportation Program for Rural areas (under 5,000 population)
STP-TMA	Surface Transportation Program in the Transportation Management Area (over 200,000 population)
STP-U	Surface Transportation Program for Urban areas (between 5,000 and 200,000 population)
TAP	Transportation Alternatives Program
TAP-TMA	Transportation Alternatives Program in the Transportation Management Area (over 200,000 population)
TIP	Transportation Improvement Program
TMA	Transportation Management Area (urbanized area over 200,000 population)
VRT	Valley Regional Transit

A more comprehensive glossary is available on the COMPASS website⁵⁸.

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⁵⁸ COMPASS Glossary: <http://www.compassidaho.org/comm/glossary.htm>

FY2017 COMPASS PROJECT APPLICATION - ALL

PROJECT NAME:	Priority ___ of ___ of the applicant
Brief Project Description:	
Contact Information	<p>Requesting Agency:</p> <p>Contact Name:</p> <p>Address:</p> <p>City, State, Zip:</p> <p>Phone Number:</p> <p>Email Address:</p> <p>Project Partner(s):</p>
Project Location / Information	<p>City and/or County:</p> <p>Street Name (if applicable):</p> <p>Is the project located in an Economically Distressed area? (click for info) explain?</p> <p>Is the project located in an Environmental Justice consideration area? (click for info) explain?</p> <p>Did the environmental suitability analysis identify potential environmental considerations in the project area? (click for info) If yes, explain?</p> <p>Explain how the project is consistent with CIM 2040? (click for info)</p> <p>How does the project meet CIM 2040 Vision, goals, or strategies? Explain.</p> <p>Will this project lessen safety hazards? If yes, explain?</p> <p>Will the project add funds to or expand an existing project? If yes, provide key number</p> <p>What other attempts have been used to secure funding on this project? Explain outcomes.</p> <p>Proposed project schedule? (provide timeline showing how long to plan for each phase)</p> <p>Please include maps, photos, and/or drawings of the project, if applicable.</p>

Continued on next page

Please Click the Excel Tab Related to your Project

FY2017 COMPASS PROJECT APPLICATION - ALL

Cost Information	Federal/Grant amount requested: \$	
	Maximum local match amount* : \$	Percent % of total cost:
	Is applicant committed to paying operating and/or maintenance costs for this project after completion?*	
	TOTAL cost of project: \$	
	<i>* Attach commitment of local match and/or operating costs (letter/minutes/resolution) (Signed by elected official for agency or President/CEO of a company)</i>	

Please Click the Excel Tab Related to your Project

ROADWAY / BRIDGE MAINTENANCE

PROJECT NAME:

Project Criteria

What is the functional classification of the roadway on the 2010 federal functional classification map? *(click for map)*

What is the life cycle cost? *Explain method.*

What is the pavement condition index or bridge sufficiency rating? *(provide source)*

What is the current roadway volume? *(average annual daily traffic or a sample traffic count for weekday [Tuesday, Wednesday, or Thursday])(Click for more info)*

Is the project on a freight corridor identified in CIM 2040? *(Click for more info) Yes or No?*

Are there land use issues that indicate a need to consider alternative modes of transportation? *Explain.*

Does the project include Intelligent Transportation System (ITS) improvements or modifications, as prioritized in the *Treasure Valley Transportation System: Operations, Management, and ITS Plan* ? *(click for more info) Explain.*

Does the project include elements that mitigate congestion, as specified in the Congestion Management process and travel time data? *(click for more info) Explain.*

Which CIM Performance Measures are relevant? *(click for more info) How?* *(performance measures will be tracked throughout the life of a project)*

PUBLIC TRANSPORTATION

PROJECT NAME:

Project Criteria

Support and Maintain Successful / Critical Service Operation:

How does the project support the existing transportation services?

What are the primary trip purposes (nutrition, shopping, health, employment, civic engagement, recreation, all other) for the project? *If relevant.*

If you are seeking vehicle replacement, do you have a capital replacement plan that supports your application for a new vehicle? (*Capital equipment and vehicles well beyond their useful life and requiring significant maintenance to keep operating will take priority over other capital equipment requests.*) *Provide documentation.*

Maximize the Use of Available Resources:

Modes : Is the project the most effective transportation mode(s) for the situation? Explain.

Cost Efficiency: Is the proposed project the most cost efficient way to meet the need? Explain.

Ridership: Are the proposed services structured to accommodate multiple passengers? Explain.

Sustainability : Is it a one-time project? If not, what is the plan for ongoing funding and operations?

Support Affordable Transportation Options:

Affordability (if applicable): Will the anticipated costs (fares) to the targeted customers be the most affordable option compared to other optional transportation modes? *Explain.*

Continued on Next Page

PUBLIC TRANSPORTATION

Project Criteria

Support Accessible Transportation Options:

Does the project improve accessible transportation options for persons with disabilities and does the project meet American with Disabilities Act (ADA) standards? *Explain.*

Does the project provide mode choice? *Explain.*

Expand Service Operations:

Is the project supported through an existing planning document such as valleyconnect or CIM 2040? *Provide references (page numbers).*

Does the project enhance or provide connections to existing services? *Explain.*

Is the project supported by one or more strategies in the Transportation Service Coordination Plan for Ada and Canyon Counties? (click for info) *Explain.*

Improve Safety and Security:

How does the project improve or maintain safety and security of the transportation system?

Improve Customer Service:

How will the project improve customer service and mobility support?

Will the bus, equipment, or facility be owned or leased?

Are other funding sources available to fill this need? *Explain.*

Which CIM 2040 Performance Measures are relevant? (click for more info) *How? (performance measures will be tracked throughout the life of a project)*

ALTERNATIVE TRANSPORTATION

PROJECT NAME:

Project Criteria

How is the project for bus, equipment, or facility replacement consistent with the Transportation Service Coordination Plan for Ada and Canyon Counties? (click for info) Explain.

How does the project support and/or maintain successful/critical service operations?

How does the project support the existing transportation system?

What are the primary trip purposes (nutrition, shopping, health, employment, civic engagement, recreation, all other) for the project? *If relevant.*

If seeking vehicle replacement, does agency have a capital replacement plan that supports the application for a new vehicle? *Provide supporting documentation.*

Does the project have dedicated right-of-way, or will it need to be purchased?

Does the project have a local or regional scope? Explain.

Is the project identified in an adopted local plan specifically? Provide supporting documentation.

If seeking federal funds, has agency discussed this project with ITD District 3 TAP Coordinator for suggestions about budget and timeline?

**Which CIM 2040 Performance Measures are relevant? (click for info)
How? (add statement)**

PLANNING / SPECIAL STUDIES

PROJECT NAME:

Project Criteria

Does the project have a local or regional scope? *Explain.*

Will the project lead to improvements that could mitigate congestion? How?

Will the project lead to improvements to help achieve other goals in CIM 2040, such as economic development, protecting agriculture land, or open spaces, or other? *Explain.*

Does the project include multiple modes? *Explain.*

Is the project needed to meet or exceed federal requirements? *Explain.*

Will the project provide information for federally required planning elements? *Explain.*

Which CIM 2040 Performance Measures are relevant? *(click for info)*
How? *(add statement)*

CIM IMPLEMENTATION GRANT

PROJECT NAME:

Project Criteria

To what level does the project address the following:

Relation to CIM 2040 goals and performance measures. Explain.

Relation to CIM 2040 tasks list in relation to CIM 2040 Vision, major activity centers, or approved comprehensive plans/downtown area plans. *Explain.*

How does the project fit the goals/intent of the CIM Implementation Grant Program?

How is the project clearly contributing to the goals and performance measures for CIM 2040?

How does the project clearly fit within a defined downtown area or major activity center?

**Is there demonstrated support from the general public and other agencies or organizations?
*(provide support letters/other)***

Is the project part of an identified local (COMPASS member agency) plan? *(provide supporting documentation)*

Does the project leverage other funds? *Explain.*

PROJECT DEVELOPMENT PROGRAM

PROJECT NAME:

The criteria for this program are project readiness and geographic distribution. COMPASS staff will select the project and the consultants. If there is a high demand and competition for the service, the COMPASS staff recommendations will go to RTAC and the COMPASS Board.

Project Criteria

JULY 2015 - 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 updated draft FY2016 UPWP to the Finance Committee. Finance Committee unanimously recommended Board approval. • Processed and tracked revenues and expenditures associated with Revision 3 of the FY2015 UPWP. • Tracked changes and announcements in the Federal Register and the Daily Digest. • Tracked announcements from funding resources to identify potential grants for COMPASS and member agencies. • Updated table showing FY2015 progress and FY2016 tasks related to the FY2015-2017 COMPASS Strategic Plan for the FY2016 UPWP.
605	<p>MULTI-MODAL PLANNING SUPPORT</p> <p style="text-align: right;">WALT SATTERFIELD</p> <ul style="list-style-type: none"> • Participated in weekly GoRide coordination meetings with Valley Regional Transit. • Reviewed the draft regional pathways map with ACHD July 1, 2015. • Met with Idaho Walk Bike Alliance on July 7, 2015, regarding COMPASS' involvement in the upcoming walk/bike summit. • Participated in Healthcare Access Design Challenge all day workshop on July 8, 2015. • Hosted the Foundation for Ada/Canyon Trails System (FACTS) on July 15, 2015. • Participated in site visits at the Eagle Hwy 55 Bridge, July 13, 2015, and Boise Eckert Bridge, July 22, 2015, for COMPASS CIM Implementation grants. • Participated in Regional Park and Ride Committee meeting on July 24, 2015. • Met with Treasure Valley Safe Routes to School Director on July 27, 2015 to discuss potential portable counter/alternative routes challenge. • Met with VRT to discuss coordinated long-range high capacity public transportation planning on July 29, 2015. • Conducted site visit with contractor for permanent counter installation on July 29, 2015. • Received bicycle and pedestrian counter equipment. • Completed license agreements with City of Nampa, ACHD, and City of Boise. • Attended ACHD and Nampa bicycle committee meetings.
620	<p>GROWTH AND TRANSPORTATION SYSTEM MONITORING</p> <p style="text-align: right;">CARL MILLER</p> <ul style="list-style-type: none"> • Continued tracking 2015 building permits for the Development Monitoring Report. • Provided population and housing data to the Idaho Business Review on July 21, 2015.
647	<p>REGIONAL GROWTH ISSUES AND OPTIONS</p> <p style="text-align: right;">CARL MILLER</p> <ul style="list-style-type: none"> • Met with Cities of Boise, Middleton, and Parma to review the CIM 2040 demographics reconciliation. • Received online demonstration of Cube Land Real Estate modeling software.

PROGRAM NO.	
653	<p data-bbox="302 128 886 159">COMMUNICATION AND EDUCATION</p> <p data-bbox="1373 163 1536 195" style="text-align: right;">AMY LUFT</p> <ul data-bbox="321 205 1520 1035" style="list-style-type: none"> • Updated the COMPASS web site. • Posted 2 blogs, 13 Facebook messages, and 85 Tweets. • Tracked and facilitated issues related to COMPASS and transportation in and with news media. Issued one news release; provided information on vehicle miles travelled to the Idaho Statesman and on walkability near the Village at Meridian and the future of public transportation in the Treasure Valley to the Idaho Business Review. • Continued transportation funding outreach campaign – published a guest opinion on federal transportation funding in the Idaho Statesman and Idaho Press Tribune, continued social media campaign, continued funding display at Eagle City Hall, began preparations for a short video on the importance of maintenance funding. • Hosted an Idaho Smart Growth presentation by Anne Canby (OneRail Coalition) and Clint Shelbitzki (Union Pacific) on July 20, 2015, on the role of rail. • Began preparations for the launch of Leadership in Motion award nominations. Nomination period will open August 12, 2015. • Continued preparations for the final installment in the 2015 education series, scheduled for September. • Worked with Clearwater Research to prepare a random household public opinion survey. Clearwater Research began administering the survey the last week of July 2015. • Began preparations to host a brownfields grants workshop on September 18, 2015.
661	<p data-bbox="302 1045 748 1077">COMMUNITIES IN MOTION</p> <p data-bbox="1276 1087 1536 1119" style="text-align: right;">LIISA ITKONEN</p> <ul data-bbox="321 1129 1536 1791" style="list-style-type: none"> • Met with ITD District 3 Staff regarding the US 20/26 Environmental Document on July 15, 2015. • Met with ITD Freight Manager on July 28, 2015, to discuss joint efforts. • Prepared for launch (August 1) of photo contest in support of <i>Communities in Motion 2040 2.0</i>. • Sent the second quarter 2015 <i>Communities in Motion 2040 2.0</i> quarterly email update on July 2, 2015. • Reimbursed City of Kuna \$14,825 for work on the Indian Creek Greenbelt Extension for FY2014 CIM Implementation Grant. • Completed reimbursement agreements with Cities of Eagle, Nampa, Parma and Wilder for FY2015 CIM Implementation Grants. • Assisted City of Parma to prepare construction easements for tree removal and sidewalk repair for FY2015 CIM Implementation Grant. • Developed a list and map of vehicle classification count data collection locations along freight corridors as part of the SHRP2 project. • Developed existing data, performance measures, and tools inventory for Performance Measure Framework as part of the SHRP2 project. • Began development of RFP for Performance Measure Framework as part of the SHRP2 project.

PROGRAM NO.	
685	<p data-bbox="302 128 1321 163">REGIONAL TRANSPORTATION IMPROVEMENT PROGRAM (TIP)</p> <p data-bbox="1295 163 1536 199" style="text-align: right;">TONI TISDALE</p> <ul data-bbox="321 205 1523 1436" style="list-style-type: none"> • Met with VRT and YMCA staff regarding the Safe Routes to School projects on July 1, 2015. • Provided overview programming training to new VRT staff on July 2, 2015. • Hosted first quarterly coordination meeting between Federal Highway Administration (FHWA) staff and COMPASS staff on July 8, 2015. • Met with Ada County Commissioner Case regarding the Ada County Warm Springs Pathway Project (ITD Statewide TAP) on July 14, 2015. • Met with Ada County staff, Dave Logan, on the Ada County Warm Springs Pathway ITD Statewide TAP project on July 16, 2015. • Prepared for and hosted the Urban Balancing Committee on July 16, 2015. • Met with Ada County and ITD staff regarding Warm Springs Pathway ITD Statewide TAP project on July 22, 2015. • Continued working on a method to incorporate performance measures into the TIP (called TIP project achievement). • Continued working on the draft policy for reviewing cumulative changes to projects. • Continued updating the draft FY2016-2020 TIP update with new information and graphics. • Prepared and processed Administrative Modifications #9 and #10. • Prepared Amendments #7. • Monitored local agency and ITD progress on agreements and obligation of funds for FY2015 projects. • Started working on an internal scope to improve the COMPASS TIP database. • Started updating the annual outreach materials in an effort to make the summer outreach sessions more efficient for member agencies. • Opened the public comment period on the FY2016-2020 TIP update on July 20, 2015. Public comment period will remain open through August 18, 2015. • Met with ITD staff regarding procedures for updating the Federal-Aid (2025) Functional Classification Map on July 9, 2015. • Met with City of Boise, ITD, and Keller Associates regarding the Boise River Greenbelt, Garden City to Americana on July 7, 2015. • Met with City of Boise regarding the Boise River Greenbelt, Garden City to Americana on July 28, 2015. • Completed all nine air quality conformity demonstration model runs and draft report.
686	<p data-bbox="302 1436 1003 1472">PROJECT/SCOPE DEVELOPMENT PROGRAM</p> <p data-bbox="1312 1472 1536 1507" style="text-align: right;">DON MATSON</p> <ul data-bbox="321 1514 1523 2007" style="list-style-type: none"> • Met with City of Caldwell and Six Mile Engineering to kick off Project Development of Ustick Widening Project, Montana to Indiana, on July 10, 2015. • Met with City of Eagle to visit site of Boise River Bike/Pedestrian Bridge on July 13, 2015. • Met with City of Parma and Horrocks Engineers to visit site and kick off Project Development of Main Street Drainage project on July 14, 2015. • Met with City of Eagle and J-U-B Engineers to kick off Project Development of Boise River Bike/Pedestrian Bridge on July 15, 2015. • Met with City of Boise, Ada County, ACHD, Forsgren Associates, and Bionomics to kick off Project Development of Eckert Underpass-Boise River Greenbelt on July 28, 2015. • Completed task orders for consultants on the selected projects in the Project Development Program.

PROGRAM NO.	
692	<p>REGIONAL ASSET and RESOURCE MAINTENANCE REPORT</p> <p style="text-align: right;">DON MATSON</p> <ul style="list-style-type: none"> Prepared financial information analysis to update Transportation Improvement Program.
693	<p>GRANT RESEARCH AND ASSISTANCE</p> <p style="text-align: right;">DON MATSON</p> <ul style="list-style-type: none"> Met with Jay Gibbons, City of Meridian Parks department regarding their funding needs, and next steps to identify projects on July 14, 2015. Met with City of Boise to discuss grant application for wayfinding and placemaking signs along the greenbelt on July 28, 2015. Attended NEA webinar discussing "Our Town" placemaking grants on July 29, 2015. Monitored grant sources for new grant opportunities and shared with member agencies on July 15 and 28, 2015. Assisted VRT in completion of grant application to PeopleForBikes for bike parking equipment at Main Street Station on July 30, 2015.
701	<p>GENERAL MEMBERSHIP SERVICES</p> <p style="text-align: right;">SABRINA MINSHALL</p> <ul style="list-style-type: none"> Participated in City of Boise's Transportation Plan development stakeholder workshop on July 7, 2015. Facilitated meeting with member agencies regarding Front and Myrtle on July 30, 2015. Hosted nation-wide webinar from American Planning Association "2015 Planning Law Review" on July 1, 2015. Provided development checklist reviews for Cinnamon Meadows (Nampa), Stillwater (Eagle), and Eagle Lakes (Eagle). Provided GIS data to Ada County for the update of their comprehensive plan.
702	<p>AIR QUALITY OUTREACH</p> <p style="text-align: right;">AMY LUFT</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 and Idaho Department of Environmental Quality. Received signed letter from Peppershock Media to extend the contract for media placement through FY2016.
703	<p>GENERAL PUBLIC SERVICES</p> <p style="text-align: right;">AMY LUFT</p> <ul style="list-style-type: none"> Provided information to the public on demographics, development, funding, and traffic issues.
705	<p>TRANSPORTATION LIAISON SERVICES</p> <p style="text-align: right;">MATT STOLL</p> <ul style="list-style-type: none"> Attended the WTS monthly luncheon on July 23, 2015; topic was St. Luke's master plan, with a focus on transportation components. Met with Councilmember Elaine Clegg on July 8, 2015 to coordinate on AMPO and City of Boise issues. Met with Dave Wallace, ACHD Deputy Director, on July 9, 2015 to coordinate efforts between ACHD and COMPASS. Met with Amy Revis, ITD District III Engineer, on July 13, 2015, to coordinate efforts between COMPASS and ITD District III. Attended the IT Board meeting on July 23, 2015. Participated in Idaho APA Board meeting. Participated in planning meetings for Idaho APA Conference. Met with Craig Quintana, ACHD, on July 24 to share information on agency communication programs.

PROGRAM NO.	
720	<p>STATE STREET TRANSIT CORRIDOR IMPLEMENTATION</p> <p style="text-align: right;">DON MATSON</p> <ul style="list-style-type: none"> • No significant activity during July.
760	<p>LEGISLATIVE SERVICES</p> <p style="text-align: right;">MATT STOLL</p> <ul style="list-style-type: none"> • Participated in relevant activities in support of Board legislative position statements. • Tracked and reported significant activity in federal and state transportation-related legislative issues. • Continued reviewing Moving Ahead for Progress in the 21st Century Act (MAP-21) and proposed rule-making to determine implications to COMPASS and its membership. • Attended NARC webinar on Senate Environment and Public Works' DRIVE Act on July 7, 2015. • Participated in National Association of Regional Councils' Finance Committee meeting on July 28, 2015.
761	<p>BLUEPRINT FOR GOOD GROWTH</p> <p style="text-align: right;">SABRINA MINSHALL</p> <ul style="list-style-type: none"> • No significant activity this month.
801	<p>STAFF DEVELOPMENT</p> <p style="text-align: right;">MEGAN LARSEN</p> <ul style="list-style-type: none"> • Attended American Planning Association (APA) "2015 Planning Law Review" webinar on July 1, 2015. • Attended National Association of Regional Councils (NARC) webinar on the DRIVE Act on July 7, 2015. • Attended a FHWA webinar on "New Tools and Available Funds for Innovative and Emerging MPOs" on July 8, 2015. Attended Meridian Chamber of Commerce Luncheon on July 21, 2015; Speaker National Chamber of Commerce Transportation Policy Director. • Attended WASHTO Annual Conference in Boise on July 22, 2015. • Attended WTS meeting on July 23, 2015 on St. Luke's Master Plan. • Attended "Building Communities Through Transportation" webinar sponsored by the American Planning Association on July 29, 2015.
820	<p>COMMITTEE SUPPORT</p> <p style="text-align: right;">MEGAN LARSEN</p> <ul style="list-style-type: none"> • Provided staff support to the COMPASS Board of Directors and standing committees.
836	<p>REGIONAL TRAVEL DEMAND MODEL</p> <p style="text-align: right;">MARYANN WALDINGER</p> <ul style="list-style-type: none"> • Met with Len Grady, City of Nampa Engineering Manager, regarding COMPASS modeling services on July 21, 2015. • Met with City of Nampa staff to discuss their TIS policy and COMPASS assistance on July 29, 2015. • Continued to provide additional assistance to ACHD on their Capital Improvement Plan update. • Posted up to date traffic counts and map on the COMPASS website. • Completed area of influence model runs for proposed developments. • Developed preliminary list and map of traffic count locations in Caldwell for the annual data collection cycle.

PROGRAM NO.	
838	<p>ON-BOARD TRANSIT and HOUSEHOLD TRAVEL SURVEY</p> <p style="text-align: right;">MARYANN WALDINGER</p> <ul style="list-style-type: none"> Developed request for bids (released on August 3, 2015) for the on-board transit survey.
842	<p>CONGESTION MANAGEMENT SYSTEM PROCESS</p> <p style="text-align: right;">MARYANN WALDINGER</p> <ul style="list-style-type: none"> Continued processing data in preparation for congestion management annual report.
860	<p>GEOGRAPHIC INFORMATION SYSTEM MAINTENANCE</p> <p style="text-align: right;">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. Provided technical support for a variety of COMPASS processes. Created tools and methodologies to support COMPASS UPWP projects. Provided editorial describing regional GIS coordination experiences to the FHWA GIS in Transportation Program's quarterly newsletter.
862	<p>REGIONAL DATA CENTER IMPLEMENTATION</p> <p style="text-align: right;">ERIC ADOLFSON</p> <ul style="list-style-type: none"> Continued work on Regional Data Center setup and server configuration. Met with Ada County Sheriff's Office staff to work out details in bringing Ada Address Points and Centerline GIS layers into Regional Data Center and redistribution.
991	<p>SUPPORT SERVICES LABOR</p> <p style="text-align: right;">MEGAN LARSEN</p> <ul style="list-style-type: none"> Provided general accounting, human resources, and administrative support to the agency.

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COMPASS BOARD AGENDA ITEM IX-B

Date: August 17, 2015

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 four days with air quality levels in the moderate category in the Treasure Valley during the month of July 2015.

- One day was attributable to Ozone (O₃) and coarse particulate matter (PM₁₀) recorded in Ada County and fine particulate matter (PM_{2.5}) reported in both Ada and Canyon County
- One day was attributable to fine particulate matter (PM_{2.5}) reported in Ada County
- One day was attributable to coarse particulate matter (PM₁₀) recorded in Ada County
- One day was attributable to Ozone (O₃) recorded in Ada County

YEAR TO DATE SUMMARY

The table below summarizes the number of good, moderate, and unhealthy to hazardous days recorded since January 1, 2006.

	Good	Moderate	Unhealthy to Hazardous	Total
2006	273	91	1	365
2007	227	125	12	364
2008	266	99	1	366
2009	277	83	5	365
2010	321	44	0	365
2011	260	99	6	365
2012	283	72	11	366
2013	276	81	8	365
2014	287	75	3	365
2015	178	31	3	212

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

Air Quality Categories:

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

Implication (policy and/or financial):

None.

More Information:

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

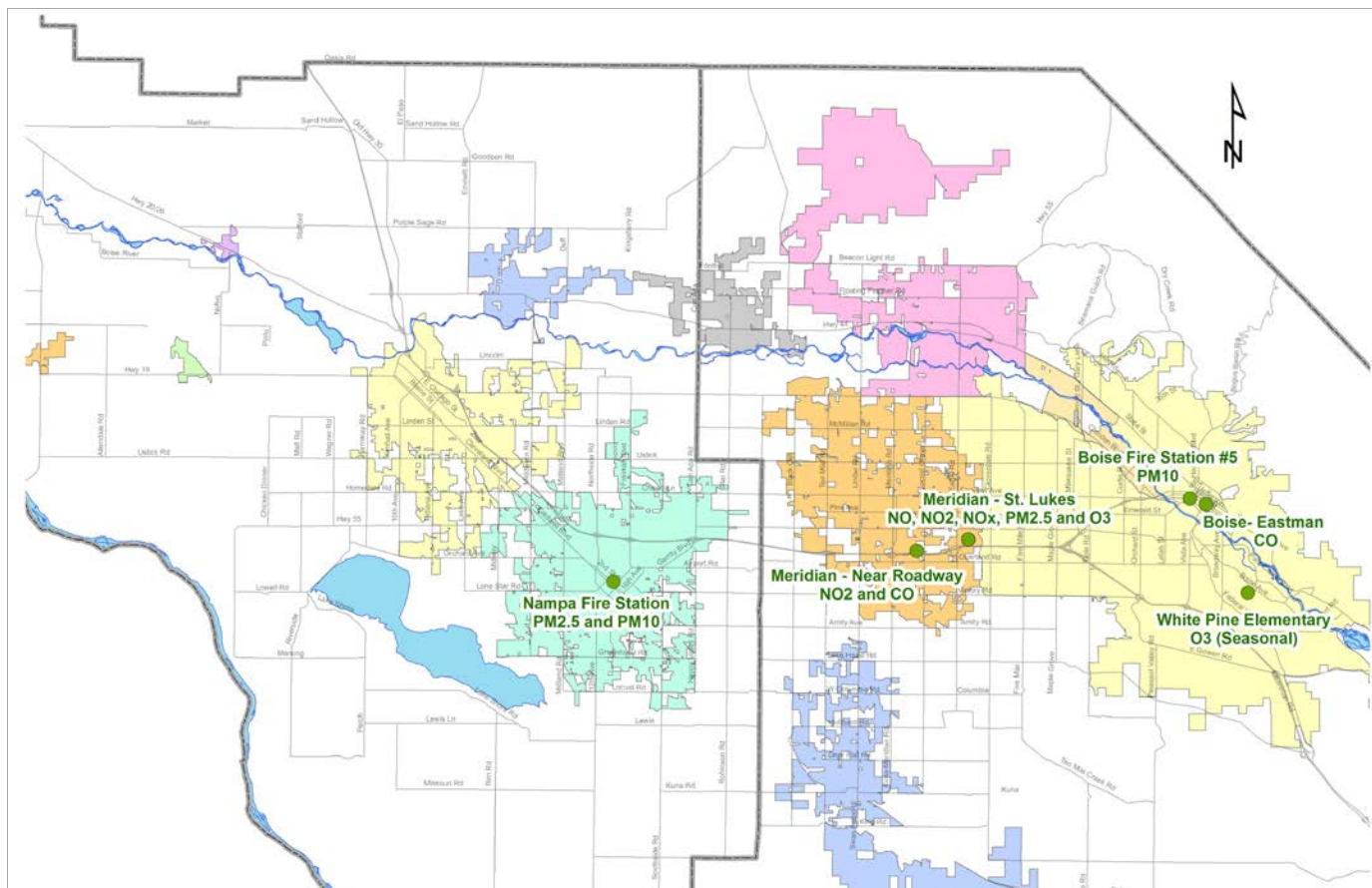


Figure 1: Map of air quality monitoring locations, Ada and Canyon County

Carbon Monoxide (CO)

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

Oxides of nitrogen (NOx)

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

Ozone (O3)

A colorless gas with a sweet odor. Ground-level ozone is not a direct emission from transportation sources. It is formed when volatile organic compounds, such as pesticides and solvents, and [NOx](#) 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.

DEMOGRAPHIC ADVISORY COMMITTEE

ITEM IX-C

Attendance List

Member Agency/Name	Jan '15 No Mtg	Feb '15	Mar '15 No Mtg	Apr '15 No Mtg	May '15 No Mtg	June '15 No Mtg	July '15 No Mtg	Aug '15	Sept '15	Oct '15	Nov '15	Dec '15	TOTAL
General Members													
ACHD/ C. Little		1											
Ada County/M. Basham/B.Danielson		1											
BSU/P. Zhu													
Canyon Co. Dev. Services /J. Almeida/P. Nilsson/J. Van Dyke		1											
Canyon Highway District No. 4/K. Knapp													
City of Boise/ B. Eggleston		1											
City of Caldwell/B. Billingsley		1											
City of Eagle/ N. Baird Spencer		1											
City of Garden City/J. Lowe		1											
City of Kuna/W. Howell													
City of Meridian/ B. McClure		1											
City of Middleton/ D. Taylor													
City of Nampa/ N. Holm													
City of Parma/N. Leigh													
City of Star/ N. Mitchell													
IDEQ/ D. Luft													
ITD / M. Wasdahl		1											
Nampa Highway District #4/E. Shannon													
Public Participation Committee/J. Ross		1											
Valley Regional Transit/M. Havey		1											
Ex officio Members													
Chamber of Commerce - Ada County/M.Tate													
Chamber of Commerce- Canyon Co./T. Kasper													
Development Community - Ada County/C.Findlay													
Major Utilities / B. Snow/B. Defenbach													
Development Community - Canyon County/ G. Manship		1											

REGIONAL TECHNICAL ADVISORY COMMITTEE

Attendance List

Member Agency/Name	Jan '15	Feb '15	Mar '15	Apr '15	May '15	June '15	July '15 No Mtg	Aug '15	Sept '15	Oct '15	Nov '15	Dec '15	TOTAL
General Members													
ACHD/T.Ferch/ J. Lucas	1	1		1	1	1							5
Ada County /M. Basham/M. Leatherman	1		1	1	1	1							5
BSU/N. Nimmmons	1		1	1		1							4
Canyon County / P. Nilsson/D. Root/C. Samples		1	1	1	1	1							5
Canyon Highway District #4/C. Hopper	1			1		1							3
City of Boise/ D. Fluke/ K. Lacey/K. Gallagher	1	1	1	1	1	1							6
City of Caldwell/R. MacDonald	1	1				1							3
City of Eagle/N. Baird Spencer	1	1	1	1		1							5
City of Garden City/J. Thornborrow													0
City of Kuna/W. Howell	1			1	1								3
City of Meridian/B Parson, C. Hood	1	1	1	1	1	1							6
City of Middleton/D. Taylor													0
City of Nampa/C. Bowman/L. Grady	1	1	1	1	1								5
City of Parma/N. Leigh		1	1			1							3
City of Star/N. Mitchell													0
IDEQ/M. Toole	1	1		1									3
ITD/Amy Schroeder		1	1	1		1							4
Nampa Highway District #1/E. Shannon		1	1			1							3
Public Participation Committee/D. Smith	1	1		1	1	1							5
Valley Regional Transit/R. Jalbert	1	1	1	1	1	1							6
Ex officio Members													
Central District Health/R. Howarth	1		1	1		1							4
Governor's Office/D. Hensley													0

TRANSPORTATION MODEL ADVISORY COMMITTEE

Attendance List

Member Agency/Name	Jan '15	Feb '15 No Mtg	Mar '15 No Mtg	April '15 No Mtg	May '15 No Mtg	June '15 No Mtg	July '15 No Mtg	Aug '15	Sept '15	Oct '15	Nov '15	Dec '15	TOTAL
General Members													
<i>ACHD/ S. Martin</i>	1												1
<i>Ada County Development Services/M. Basham</i>													0
<i>Canyon County/P. Nilsson/J. Van Dyke</i>	1												1
<i>Canyon Highway District/No. 4/T. Richard</i>	1												1
<i>City of Boise/ K. Gallagher or A. Tuning</i>	1												1
<i>City of Meridian/A. Petersen</i>	1												1
<i>City of Nampa/ /C. Bowman/J. Barnes</i>	1												1
<i>IDEQ/ D. Luft</i>													0
<i>ITD/ K. Sablan/M. Wasdahl</i>	1												1
<i>Nampa Highway District #1/E. Shannon</i>													
<i>Public Participation Committee/J. Madsen</i>	1												1
<i>Valley Regional Transit/M. Havey</i>													0
Appointed Transportation/Land Use/Air Quality Professionals													
<i>Stephen Lewis , Keller Associates</i>	1												1
<i>Jim Pline , Pline Engineering</i>	1												1
<i>Jay Witt , AECOM</i>	1												1

REGIONAL GEOGRAPHIC ADVISORY COMMITTEE

Attendance List

Member Agency/Name	Jan '15 No Mtg	Feb '15 No Mtg	Mar '15 No Mtg	Apr '15 No Mtg	May '15 No Mtg	Jun '15 No Mt	July '15 No Mtg	Aug '15	Sept '15	Oct '15	Nov '15	Dec '15	TOTAL
General Members													
Ada County Assessors/A .Kawalec													0
Ada County Development Services/M. Basham													
Ada County Highway District/C. Spencer													0
Ada County Sheriff Office/T. Tyson													
Canyon County Development Services/S. Higuera													0
Canyon Highway District No. 4/K. Knapp													
Canyon County Sheriff Office/F. Smith													0
City of Boise/J. Hetherington													0
City of Caldwell/D. Marston													0
City of Eagle/R. Dodge													0
City of Garden City/E.Akin													0
City of Kuna/M. Borzick													0
City of Meridian/D. Green													0
City of Nampa/C. Tarter													0
ITD/B. Lacabanne													0
Nampa Highway Distr. #1/Eric Shannon													0
Public Participation Committee/K. Watkins													0



COMPASS BOARD AGENDA ITEM IX-D

Date: August 17, 2015

Topic: Status Report – Quarterly Transportation Project Information

Request/Recommendation:

For information only.

Background/Summary:

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

The next update is scheduled for October 2015. If you have questions about a specific project, please call me for an update.

Implication (policy and/or financial):

There are no policy or financial implications.

More Information:

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

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Status Report – Quarterly Transportation Project Information

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

STATUS OF PUBLIC TRANSPORTATION PROJECTS

Boise Air Terminal	May 2015	May 2014	% Change
Monthly Air Passengers (Inbound and Outbound)	244,875	228,047	7.38%
Monthly Air Freight (Inbound and Outbound) (tons)	3,562	3,741	-4.78%
Public Transportation Monthly Ridership	May 2015	May 2014	% Change
ACHD VanPool (Active Routes)	99	99	0.00%
ACHD VanPool (Trips)	18,549	20,955	-11.48%
Valley Regional Transit Boise Urbanized Area Services	96,245	103,073	-6.62%
Valley Regional Transit Nampa Urbanized Area Services	13,682	17,317	-20.99%
Total			
Other Public Transportation Reporting Average Hourly Ridership	May 2015	May 2014	% Change
Valley Regional Transit Boise Urbanized Area Services	18.6	18.1	2.76%
Valley Regional Transit Nampa Urbanized Area Services	16.8	21.2	-20.75%

QUARTERLY STATUS OF MAJOR PROJECTS

Information as of early July 2015.

Project	Sponsor	Comments
16 th Avenue Signal Project, Nampa (KN 13958)	Nampa	This project will install crash reduction signalization countermeasures at the following intersections along 16 th Avenue: 3 rd Street North, 2 nd Street South, 3 rd Street South, and 7 th Street South. Final design is complete and construction is scheduled for completion in FY2016.
21 st Avenue, Chicago Avenue to Cleveland Boulevard, Caldwell (KN 13052)	Caldwell	This project will widen 21 st Avenue from Chicago Avenue to Cleveland Boulevard from a two-lane to five-lane arterial. Work will include sidewalks, traffic signals, and railroad crossings. The concept plan is approved, and the project is now in the final design phase and right-of-way acquisition. Construction is expected in FY2016.
Ada County SR2S, VRT – FY2014 (13821) AND City of Caldwell SR2S – FY2014 (14340)	VRT/YMCA	These projects continue to fund a Safe Routes to Schools director and coordinator to work with elementary and middle schools in the Boise, Meridian, and Caldwell School Districts, as well as children who participate in the YMCA Child Development programs.
Alternatives Analysis for Downtown Boise Circulator System, Phase 1 (KN 13343)	Boise	This Discretionary FTA 5309 project will conduct the first phases of an alternatives analysis study for a downtown Boise circulator system. The majority of technical analyses (e.g., ridership, traffic impact, etc.) is complete. Current efforts are focused on exploring local and federal funding opportunities. The next steering committee meeting, anticipated for early fall 2015, will bring the technical findings, cost, and funding strategies together and will be used to develop the draft local preferred alternative. Public comment on the draft plan is expected in late fall 2015, with final recommendations coming soon afterward. Updates of the alternatives analysis process may be found at http://publicworks.cityofboise.org/circulator .
Amity Avenue, Nampa (KN 10541)	Nampa	This project is a Congressional earmark to widen Amity Avenue in the City of Nampa. Construction is underway, and the first phase (of four) is already re-opened.

Project	Sponsor	Comments
Bogus Basin Road Improvements, ACHD (KN 14361)	ACHD	This Federal Lands Access Program project will make improvements to Bogus Basin Road from milepost three to milepost nine. Design is 93% complete. This project is scheduled to begin construction July 30, 2015.
Boise Bike Share Program, Phase I, VRT	VRT	This project is complete.
Bowmont Road, Lynwood to SH-45, Nampa (KN 12898)	Nampa Highway District	Realign Bowmont Road from Lynwood to SH-45. This project is under contract. Construction began February 4, 2015, and is scheduled to finish in late July 2015.
Capital Maintenance, ACHD – FY2015 (KN 12363)	ACHD	This project will supplement the local maintenance program. Proposed road segments include: <ul style="list-style-type: none"> • Bogus Basin Road, Curling Drive to Mile Marker 3 • Fairview Avenue, Cloverdale Road to Five Mile Road • Five Mile Road, Ustick Road to McMillan Road • 13th Street, River Street to Front Street • 13th Street, Shoreline Drive to River Street • River Street, N. 12th Street to N. 9th Street • River Street, Americana Boulevard to N. 12th Street • Fairview Avenue, Eagle Road to Cloverdale Road • Fairview Avenue, Locust Grove Road to Eagle Road • Fairview Avenue, N. Bluff Street to Chinden Boulevard Bridge • Main Street, Chinden Boulevard Bridge to North Garden Street • Fairview Connector, N. Orchard Street to Fairview eastbound I-184 off-ramp • Fairview Connector, Fairview eastbound I-184 off-ramp to Chinden Boulevard Bridge • Westbound I-184 ramp, Chinden Boulevard to Main Street • Catalpa Drive, Collister Drive to N. 35th Street • Curling Drive, Bogus Basin Road to Braemere Road. Design started on March 20, 2014, and is complete. The plans, specifications, and engineer's estimate package was delivered on May 1, 2015. The notice to proceed is expected on September 17, 2015.
Capital Maintenance, ACHD – FY2016 (KN 13907)	ACHD	This project will supplement the local maintenance program. Proposed road segment is Capital Boulevard from Rose Hill to 200-feet south of University Avenue. Design started on June 17, 2014, and is 87% complete. The notice to proceed to construction is expected by April 2017.
Capital Maintenance, ACHD – FY2017 (KN 13479)	<u>ACHD</u>	This project will supplement the local maintenance program. Geotechnical work is underway. Design bids are due July 9, 2015. Construction is scheduled for FY2017.
Capital Maintenance, VRT, Boise – FY2014 (13480)	VRT	This is an STP-TMA project for transit buses. The transfer of funds from FHWA to FTA has been requested, and the application is pending review by FTA. VRT placed an order for vehicles on July 7, 2014 and November 3, 2014. VRT is in receipt of one 40-foot bus and three 35-foot buses. FTA is reviewing the application
Capital Maintenance, VRT, Boise – FY2015 (KN 13510)	VRT	This is an STP-TMA project for transit buses. The transfer of funds from FHWA to FTA has been completed. VRT will amend the application for Section 5307 LU to include these funds. VRT placed an order for the vehicles on November 3, 2014. Delivery is scheduled for early 2016. FTA is reviewing the application.
Centennial Way Roundabout, Caldwell (KN 13484)	Caldwell	This project will orchestrate an angled intersection of SH-19/Simplot Boulevard, I-84 Business (in two separate legs of a couplet Cleveland Boulevard and Blaine Street) and Simplot Boulevard (a six-leg intersection) into a potential roundabout. The project is currently in the preliminary development phase. Construction is in PD.
Cherry Lane, Linder Road to Meridian Road, Lighting Improvements, ACHD (KN 18717)	<u>ACHD</u>	This Local Highway Safety Improvement Program project will install continuous street lighting to improve driver safety and reduce nighttime accidents on Cherry Lane from Linder Road to Meridian Road. Design is underway, and construction is scheduled in FY2017.
Cole Road, I-84 to Franklin Road, Boise (KN RD207-16)	<u>ACHD</u>	This project will widen Cole Road from three lanes to five lanes with curb, gutter, sidewalk, and bike lanes (could be adjusted based on the Cole Road and Franklin Road concept report). Design is 75% complete, and right-of-way acquisition will begin in FY2016.
Colorado Avenue and Holly Street Signal and Pedestrian Improvements, Nampa (KN 13486)	Nampa	This project will install traffic signals and pedestrian-friendly improvements at the intersection of Colorado Avenue and Holly Street in Nampa. Final design is complete, and right-of-way acquisition is almost complete. Construction is scheduled in PD.

Project	Sponsor	Comments
Deer Flat Regional Bicycle/Pedestrian Plan, Canyon County (KN 13463)	Canyon Highway District/ Nampa Highway District	This Federal Land Access Program project will develop a bicycle/pedestrian plan in the Deer Flat Refuge near Lake Lowell in Canyon County. The study is expected to be complete in September 2015. The second Technical Advisory Committee meeting was held April 14, 2015. A network review and prioritization process is underway by the core team based on the technical advisory committee input. <u>Additional public outreach is under consideration.</u>
Federal Aid Arterials and Collectors – FY2014 (KN 12050)	ACHD	This project is substantially complete.
Five Mile Road, Franklin Road to Fairview Avenue (KN 11582)	ACHD	This project is substantially complete.
Franklin Road, Black Cat Road to Ten Mile Road (KN 12368)	ACHD	This project will widen Franklin Road from two lanes to five lanes from Black Cat Road to Ten Mile Road. Work includes curb, gutter, sidewalks, bicycle facilities, bio-infiltration swales, and reconstructing the intersection at Franklin Road and Black Cat Road. Design is 81% complete, and the final right-of-ways plans are received, and right-of-way acquisition is underway. Construction is expected to begin in August 2016.
Garden City West Bridge Pathway Crossing – FY2012 (KN 13512)	Garden City	This project is complete.
Greenhurst Road Signals, Nampa (KN 13959)	Nampa	This project will install crash reduction signalization countermeasures at three successive intersections along East Greenhurst Road. Design is underway, and construction is scheduled in FY2016.
Homedale Road Intersection Improvements, Caldwell (KN 13488)	Caldwell	This project is complete.
High Accident Warning Signs, Canyon Highway District (KN 13956)	Canyon Highway District	Install horizontal curve signage in multiple locations throughout Canyon Highway District to increase safety related to lane departures. The project is currently in final design review. The bid was open on July 21 2015. The construction start date is not set yet.
I-84, Bridge Repair, Boise (KN 13035)	ITD	<p>This project provides bridge rehabilitation at the following locations on I-84 in Boise:</p> <ul style="list-style-type: none"> • 27th Street • I-184 over I-84 • I-184 over the Boise River • Main Street over US 20/26 • I-184 over Cole Road • Emerald Street over I-184 • Fairview Avenue over I-184 • I-184 over Franklin Road • I-184 over the New York Canal • Orchard over I-184 <p>Construction is scheduled to begin in May 2015, and is expected to be complete in August 2015.</p>
I-84, Broadway Avenue to Gowen Road Mainline Widening (KN 13812) AND I-84, Gowen Interchange Reconstruction, Boise (KN 09822)	ITD	This GARVEE project will add a third lane to I-84 between the ramps of Broadway Avenue and Gowen Road Interchanges. The companion project is also a GARVEE project and will replace the existing interchange at Exit 57 in Boise with a new traditional interchange. Construction began on March 4, 2014, and is scheduled for completion by December 2015.
I-84, Broadway Avenue Interchange Reconstruction, Boise (KN 09821) AND I-84, Gowen Railroad Bridge Eastbound Lane(KN 12029) AND Westbound Lane (12379), Boise	ITD	This project is a GARVEE project to replace the existing interchange at Exit 54 in Boise with a new Single Point Urban Interchange (SPUI). The companion projects will replace the existing railroad bridges in east Boise near the Broadway Interchange. Construction began February 25, 2014, and is scheduled to be complete by December 2015.
I-84, Garrity Interchange Eastbound On-Ramp, Nampa (KN 13934)	ITD	This project will add a lane to the eastbound on-ramp (right-on from northbound Garrity Boulevard) to the eastbound on-ramp. It may also include adding another lane (left-on from southbound Garrity Boulevard) to the eastbound on-ramp, as well as possible dual left turn lanes onto the westbound on-ramp, dependent on a cost/benefit analysis. Design work is underway. Construction is expected to begin in FY2016.

Project	Sponsor	Comments
I-84 and I-184, Various Ramp Improvements (KN 13936)	ITD	This is a pavement resurfacing and restoration project on various I-84 and I-184 (the Connector) on/off-ramps. The plans, specifications, and engineer's estimate package was delivered in 2014. Construction is scheduled for FY2016.
I-84, Meridian Interchange Reconstruction, Meridian (KN 10939) AND I-84, Meridian Interchange to Five Mile Road (KN 13057)	ITD	This GARVEE project will replace the existing interchange at Exit 44 in Meridian with a new Single Point Urban Interchange (SPUI). The project will also add the fourth lane to I-84 in this area. The companion project will reconstruct the pavement on the outside travel lanes and shoulder in both directions on I-84 between the Meridian Interchange and the Flying Wye. Construction is anticipated to be complete by December 2015.
I-84, Pavement Striping – FY2015 (KN 12343)	ITD	This project is complete.
I-84, Ramp Pavement Improvements – FY2015 (KN 13456)	ITD	This project is complete.
I-84, Sand Hollow Interchange, Canyon County (KN 19047)	ITD	This project will replace the bridge at I-84 and Sand Hollow in Canyon County. Design is underway with survey activities scheduled to begin in early fall 2015. Construction is scheduled in FY2018.
I-84, Sign Structures at US 20/26 and I-84B/Centennial Way, Caldwell (KN 18830)	ITD	This project will replace signage at the I-84 interchanges at US 20/26 and I-84B/Centennial Way in Caldwell to improve safety. Design funds are obligated, but work has not started. Construction is scheduled in FY2018.
I-84, UPRR East Lateral Canal Bridge, Nampa (KN 12866) AND I-84, Northside Boulevard Underpass, Nampa (KN 12867)	ITD	These are bridge rehabilitation and deck replacement projects in Nampa that were companioned under one contract. Reconstruction of the eastbound Northside bridge deck is complete, and the contract completed placing panels on the westbound railroad bridge deck.
I-84B, Micro Seals, Canyon County – FY2015 (KN 13465)	ITD	This project will provide for preventive maintenance by seal coating I-84B in Canyon County. A bike lane will be added between Linden Street and Karcher Road. Construction is expected to begin in mid-July 2015. Overnight lane restrictions with one-lane of traffic open in each direction is expected.
ITS, SH-55 (Eagle Road), Signal Timing, Meridian and Boise – FY2019 (KN 18810)	ITD	ITD is in the process of changing this project. It will change to a signal timing project on SH-55 (Karcher Road) in Nampa and address timing the new intersections. More details to come.
Intersection Improvements, Canyon Highway District (KN 13489)	Canyon Highway District	This project is complete. Canyon Highway District provided additional modifications to better accommodate trucks and agricultural vehicle traffic at intersections with tighter turns at the Midway Road and Lone Star Road intersection with local funds. Similar improvements are being considered for one other location.
Intersection Middleton Road and Flamingo Avenue, Nampa (KN 13502)	Nampa	This project is complete.
Lake Hazel Road Extension, Ada County (KN RD213-17)	ACHD	Extend Lake Hazel Road from the existing east end terminus to Cole Road as a two-lane road with an asphalt pathway to improve area circulation and connectivity. Design is complete. The right-of-way acquisition phase is underway. Construction is scheduled to begin on August 12, 2015, with completion by October 15, 2015.
Linder Road and Deer Flat Road Intersection, Kuna (KN 13492)	ACHD	Make improvements to the intersection at Linder Road and Deer Flat Road in Kuna and will include curb, gutter, sidewalk, and bike lanes. Design is 36% complete, with construction in FY2020.
Middleton Road and Ustick Roundabout, Caldwell (KN 13487)	Caldwell	This project will improve a four-way stop at the Middleton Road and Ustick Road intersection by building a roundabout to help traffic flow and reduce congestion. Design in underway, with construction in preliminary development.
Natures Wood Duck Island Trail Restoration, Ada County (KN 13820)	Ada County	This project is complete.
Old Highway 30, Plymouth Street Bridge, Caldwell (KN 13494)	Canyon Highway District / Caldwell	This project will replace the Plymouth Street bridge with a new two-lane structure. The existing bridge will remain in place and used as a bicycle and pedestrian bridge. This project is funded with two funding sources. Consultant selection was made, and a scope through the concept development was prepared. Negotiations and approval is anticipated to continue into late August or early September 2015, with preliminary design activities starting immediately after approval.

Project	Sponsor	Comments
Pathway, Dry Creek Trail, Phase 1, Eagle (KN 13916)	Eagle	Project provides a bicycle and pedestrian underpass at SH-44 on the west side of the City of Eagle, connecting the Dry Creek Pathway and the northeast side of the City of Eagle with the Eagle Island Pathway system. The topographic survey is complete. Development of the project charter/concept report and environmental document is underway. Construction is scheduled in FY2016.
Pathway, Garden City to Americana Boulevard, Boise (KN 13514)	Boise	This project will construct a 12-foot wide paved pathway to fill a 4,100 linear-foot gap in the Greenbelt system on the south side of the river between Main Street and Americana Boulevard with connection to Ann Morrison Park. The environmental evaluation; right-of-way plans; and local reports for the tunnels, bridge, and walls are approved. The plans, specifications, and engineer's estimate was submitted on June 26, 2015. The city negotiator obtained one right-of-way easement. He is still working with two other parcel owners for the remaining easements. The city is finalizing a license agreement with ACHD, and hand delivered the state/local agreement and construction funding to ITD on June 29, 2015. Construction is scheduled to begin in fall 2015.
Pathway, Orchard Street, Kuna (KN 14342)	ACHD/ Kuna	Provide pedestrian and bicycle facilities on the west side of Orchard Street from Avalon south to the Kuna Greenbelt. Work will include curb, gutter, and sidewalk on the north half up to the end of pavement. The southern portion will include a paved six-foot asphalt pathway. Design is complete. Construction is scheduled for August 5, 2015, with completion by October 1, 2015.
Pathway, Warm Springs, Ada County (KN 18895)	Ada County	Ada County requested this project be from the federal program. The requested action will be processed soon.
Pedestrian Improvements, Middleton Heights Elementary, Middleton (KN 18954)	Middleton	This project will add missing segments of sidewalk that lead to Heights Elementary on the west side of Cemetery Road in Middleton. The state/local agreement is complete. The City is preparing to hire a consultant for design. Construction scheduled in FY2016.
Pedestrian Improvements, South Midland Boulevard, Nampa (14344)	Nampa	This project will place a HAWK pedestrian-activated signal at the Wilson Pathway where it crosses Midland Boulevard. Pedestrian pre-warning signals and thermoplastic crosswalk markings will also be installed to improve safety concerns at the intersection. Design and construction are scheduled in FY2017.
Pedestrian Improvements, Stoddard Pathway/Greenhurst Road, Nampa (KN 18867)	Nampa	This project will install pedestrian and bicycle safety improvements at the Stoddard Pathway crossing on East Greenhurst Road. Improvements include a pedestrian activated HAWK signal, wheelchair accessible ramps, pathway realignment, lighting, crosswalk markings, signage, and modifications to the parking lot layout to the north. Design funds are obligated, and the city is in process of hiring a consultant. Construction is scheduled in FY2016.
Planning, Travel Survey and Transit On-Board Data Collection (KN 13048)	COMPASS	The FY2015/2016 data collection efforts will be focused on public transportation (the on-board transit ridership survey) since the regional household travel survey, completed in 2012, provided sufficient data to update specific portions of the regional travel demand model. Other factors that influence household travel behavior are stable; therefore, reducing the need for additional household travel data. The request for proposals will be released in September 2015.
Riverside Road and Lake Shore Drive, Rehabilitation, Canyon County (KN 14362)	Canyon Highway District	This Federal Land Access Program project will rehabilitate Riverside Road and Lake Shore Drive near Lake Lowell in Canyon County. Preliminary design was completed and reviewed. Wider paved shoulder widths are being considered, as proposed in the draft Lake Lowell Bike/Pedestrian Plan. Construction of this project is expected to be delayed to FY2017 to accommodate available funding for other scheduled projects, at the request of Federal Highway Administration.
SH-19, Corridor Plan	ITD	This is a Corridor Management Plan covering 16.1 miles of SH-19 in Canyon and Owyhee Counties. Public meetings will be held in September 2015. The draft Corridor Management Plan is expected to be delivered in winter 2015.
SH-19, Simplot to Blaine Street, Caldwell (KN 13937)	ITD	This project will mill the existing surface and place an asphalt overlay from Simplot to Blaine Street (approximately 2.5 miles). The plans, specifications, and engineers estimate package was delivered in 2014. Construction funds are obligated. Work is expected to begin soon.

Project	Sponsor	Comments
SH-44, Canyon Canal Bridge, Middleton (KN 18950)	ITD	This project will replace the bridge on SH-55 at Canyon Canal Bridge in the City of Middleton. Design funds are obligated, but work has not started. Construction is scheduled in FY2019.
SH-44 Corridor Preservation (KN 07827)	ITD	This project is a feasibility, access management, construction phasing, and National Environmental Policy Act (NEPA) study only. The Finding of No Significant Impact (FONSI) is anticipated in summer 2016. The traffic study was revised, and ITD staff is in the process of updating the Environmental Assessment document.
SH-45 Corridor Plan	ITD	The Idaho 45 corridor plan will develop a ten-year plan to identify current and future highway needs on SH-45 on an 18-mile section of SH-45 beginning at SH-78 in Owyhee County and extending to the City of Nampa and the I-84 Business Loop. Public meetings are scheduled for spring 2016. The draft Corridor Management Plan is expected to be delivered in summer 2016.
SH-45, Deer Flat to I-84B, Nampa (KN 13030)	ITD	This is a 5.5-mile pavement rehabilitation project through the City of Nampa. The project also includes pedestrian Americans with Disabilities Act ramp upgrades along SH-45 and a high-intensity activated crosswalk signal at SH-45 and Colorado Avenue. Construction is expected to begin in May 2015. Traffic will be reduced to one-lane in each direction during overnight hours and speed reduced to 25 mph or less during active work hours. A pilot car, flaggers, and message board will be used during construction. Construction is expected to be complete in September 2015.
SH-45, Snake River Bridge, Walters Ferry (KN 13389)	ITD	Rehabilitate and refurbish the bridge on SH-45 over the Snake River near Walters Ferry to mitigate scouring, or wear, in the riverbed. Design is underway, and construction is scheduled for FY2017. This is a Construction Manager/General Contractor (CMGC) project. ITD is finalizing construction manager and design consultant agreements. Construction is scheduled in FY2017.
SH-55 (Eagle Road) and McMillan Road Intersection (KN 13058)	ACHD/ITD	Widen intersection at Eagle Road and McMillan Road to 7 lanes on all approaches. Construction started on January 5, 2015, and is approximately 70% complete. Completion of all work is expected by September 14, 2015.
SH-55 (Eagle Road), I-84 to SH-44 Micro Seals – FY2015 (KN 13466)	ITD	This project will provide seal coats on SH-55 (Eagle Road) between I-84 and SH-44. Construction was expected in FY2015; however, this project was delayed in order to accommodate developer improvements on Eagle Road, which need to be completed first (see below).
SH-55 (Eagle Road), Meridian Towne Center (KN 13349)	Developer	Add one-lane northbound from Franklin Road to Fairview Avenue and add one-lane southbound from River Valley Street to Franklin Road. The project will be constructed by the developer of the Meridian Towne Center shopping center using State Tax Anticipated Revenue (STAR) financing. Construction is scheduled in FY2015; however, the project phasing is based on actual square footage of development. The project is expected to delay to FY2016.
SH-55, Intersection of Karcher Road and Indiana Avenue (KN 13475)	ITD	This is an intersection improvement project near the City of Nampa to rebuild the roadway. The project includes minor widening and adds traffic signals. Design activity will be complete in fall 2015, when right-of-way acquisitions will begin. Delivery of the plans, specifications, and engineer's estimate are expected in spring 2016.
SH-55, Intersection of Karcher Road and Lake Road (KN 12383)	ITD	This is an intersection improvement project near the City of Nampa to rebuild and widen the roadway and add traffic signals. Additional right-of-way acquisition is required. Design activity will be complete in winter 2015, when right-of-way acquisition will begin. The plans, specifications, and engineer's estimate are expected in spring 2016.
SH-55, Intersection of Karcher Road and Middleton Road, Nampa (KN 12046)	ITD/ Nampa	This project will reconstruct the existing Karcher Road and Middleton Road intersection from just west of the Elijah Drain culvert to the vicinity of Sundance Street, including additional lanes, new traffic signals, improved drainage and on-street lighting. Construction is underway. Work occurs during daylight hours with reduced speed limit in the work zone.
SH-55, Intersection of Karcher and Midway Road (KN 13025)	ITD	This is an intersection improvement near the City of Nampa to rebuild and widen the roadway and add traffic signals. Additional right-of-way acquisition is required. Design activity will be complete in winter 2015, when right-of-way acquisition will begin. The plans, specifications, and engineer's estimate are expected in spring 2016.

Project	Sponsor	Comments
SH-55, Intersection of Karcher Road and Nampa-Caldwell Boulevard (KN 13033)	ITD	This is an intersection improvement project to time signals, add signage, and reconfigure striping and lanes to minimize crashes at the intersection of Karcher Road and Nampa-Caldwell Boulevard. The plans, specifications, and engineer's estimate package was delivered in 2014. Construction is scheduled in FY2016.
SH-55, Snake River Bridge, Marsing (KN 13387)	ITD	This project will replace the bridge on SH-55 over the Snake River near Marsing. Design is currently in the preliminary stage, and construction is scheduled in FY2017.
SH-69 Corridor Plan	ITD	The SH-69 corridor plan will develop a 10-year plan to identify current and future highway needs on SH-69 beginning at the City of Kuna and extending to the City of Meridian, and the interchange with I-84. Completion of the plan is expected in summer 2016.
SR2S, City of Nampa – FY2014 and FY2015 (14339)	Nampa	This project is complete.
SR2S, VRT, Ada County – FY2015 (KN 13908)	VRT	This Safe Routes to School project will 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.
Signal Timing Plan Update, ACHD (KN 13955)	ACHD	Update signal timing on six corridor sections to improve mobility and increase safety. Signal timing improvements will occur on sections of Park Center Boulevard, Orchard Road, Curtis Road, Federal Way, State Street, and Ustick Road. The project is a design-only project, and is 86% complete and on schedule for completion by August 5, 2015.
South Cemetery Road, SH-44 to Willow Creek, Middleton (KN 12048)	Middleton	Add a new 0.284-mile roadway segment linking SH-44 and Middleton Road by way of Sawtooth Lake Drive in Middleton. The City obtained Federal Emergency Management Agency clearance to proceed with design based on field survey of flood elevations along Willow Creek. The City submitted a revised situation and layout to ITD, and is working on revisions to the environmental document, per ITD review comments, and then will resubmit. Construction is expected in FY2018.
South Orchard Access Road, Railroad Crossing, Ada County (KN 12360)	ITD	Add a railroad gate and signal at the South Orchard Access Road in Ada County. Roadway managers from ACHD are waiting to hear from railroad staff that the rail portion is complete before finalizing construction.
State Street and Collister Drive Intersection, ACHD (KN 13481)	ACHD	Make geometric and operational improvements to the intersection at State Street and Collister Drive. Design started in March 2014, and is approximately 52% complete with expectations to complete design by October 2016. Construction is scheduled to begin in September 2018.
Swan Falls Road Shoulder Widening, Kuna – FY2012 (KN 13518)	ACHD	Construct 3 miles of 5-foot shoulders along Swan Falls Road from Poen Road to Initial Point to provide safe walking, bicycling and vehicle pull-offs with funds through the National Scenic Byways Program. Construction is 81% complete, with expected completion by August 18, 2015.
Transit – Associated Capital Improvements, Nampa – FY2013 (KN 12760)	Nampa	This project includes bicycle and pedestrian improvements at three locations near transit routes in Nampa. The 12 th Avenue and South Valley Drive Signal and Pedestrian Improvement project is complete. The remaining projects are on hold pending FTA funding.
Transit – Bicycle and Pedestrian Infrastructure, Nampa – FY2014 (KN 13711)	Nampa	The bike and walk to downtown project will provide bicycle and pedestrian infrastructure to enlarge access and connectivity by connecting multiple neighborhoods in southeast and north Nampa to the downtown area and to one of the three transit transfer stations in Nampa. Construction is expected to start August 10, 2015, and be completed in October 2015.
US 20/26 Corridor Preservation (KN 07826)	ITD	This project is a feasibility, access management, construction phasing, and National Environmental Policy Act (NEPA) study only. A finding of no significant impact is anticipated in spring 2016. The team conducted meetings with local agencies. The concept report will be complete in fall 2015.

Project	Sponsor	Comments
US 20/26 Broadway Bridge, Boise (KN 11588)	ITD	A new bridge will be constructed to replace the existing structure on US 20/26 over the Boise River in downtown Boise, including reconstruction/widening of Broadway Avenue between Myrtle Street and University Avenue and rehabilitation of the existing pavement between Front Street and Myrtle Street. The project is scheduled to deliver the plans, specifications, and engineering estimates by October 1, 2015, with construction beginning in late 2015, and continuing through late 2016.
US 20/26, Oregon State Line to I-84, Corridor Study	ITD	This is a Corridor Management Plan covering 22.1 miles of US 20/26 in Canyon County. The draft Corridor Management Plan is expected to be delivered in fall 2015.
US 20/26, Smeed Parkway to Middleton Road, Caldwell (KN 13921)	ITD	This project will reconstruct, realign, and widen US 20/26 from Smeed Parkway to Middleton Road in Caldwell. Design is currently underway in the early development program, but construction is considered unfunded.
US-95 Access Management Plan (South Segment)	ITD	This is a Corridor Management Plan covering 50.8 miles of US-95 in Owyhee and Canyon Counties (south).The draft Corridor Management Plan is expected to be delivered in winter 2015.
US-95, Junction US 20/26 Union Pacific Railroad Overpass (KN 12886)	ITD	This is a bridge replacement project. Roadway and bridge design is underway. Railroad coordination is progressing. This project was delayed until FY2016 to accommodate projects of more critical need.
Ustick Road, Linder Road to Meridian Road, Meridian (KN RD202-35)	ACHD	This project will widen Ustick Road from Linder Road to Meridian Road in Meridian to five lanes and will include curb, gutter, sidewalks, and bike lanes. Design on the project is 98% complete. Right-of-way acquisition is currently underway. Construction is scheduled to begin in November 2017.

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CY2015	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Total - May	To Date % Change 14-15
ACHD Vanpool (Trips)	20,340	19,224	20,853	21,109	18,549								100,075	-10.78%
VRT Boise Urbanized	97,587	105,027	109,985	110,294	96,245								519,138	-6.08%
VRT Nampa Urbanized	16,518	16,822	15,912	17,770	13,682								80,704	-9.84%

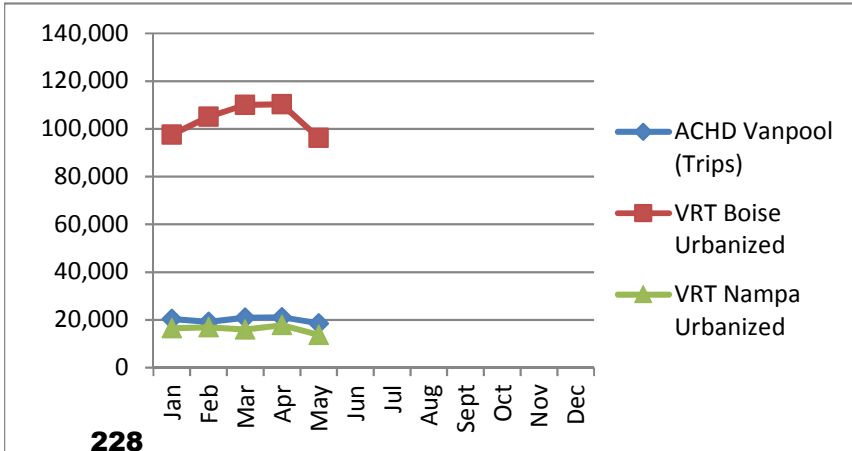
CY2014	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Total - May	To Date % Change 13-14
ACHD Vanpool (Trips)	24,139	21,360	22,305	23,405	20,955	20,566	21,693	19,517	20,985	22,149	17,661	20,675	112,164	-5.15%
VRT Boise Urbanized	112,101	109,219	110,125	118,204	103,073	93,007	98,974	96,200	112,883	120,882	98,160	106,720	552,722	-2.47%
VRT Nampa Urbanized	17,685	17,528	17,272	19,708	17,317	15,967	15,051	15,432	19,889	21,554	14,159	16,732	89,510	-7.12%

CY2013	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Total - May	To Date % Change 12-13
ACHD Vanpool (Trips)	24,820	22,491	23,554	24,362	23,031	21,357	22,832	23,272	22,087	23,366	21,018	21,040	118,258	0.74%
VRT Boise Urbanized	105,668	118,669	112,729	117,867	111,770	91,450	99,098	94,982	102,585	119,175	104,531	101,757	566,703	1.81%
VRT Nampa Urbanized	18,265	19,685	19,112	21,111	18,199	15,513	15,816	18,003	21,988	21,029	14,329	15,251	96,372	10.61%

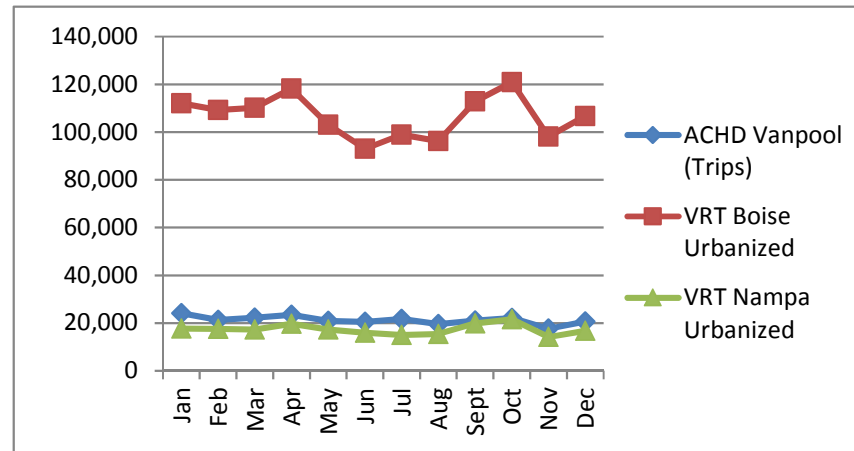
CY2012	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Total - May	To Date % Change 11-12
ACHD Vanpool (Trips)	23,327	22,989	23,821	23,245	24,007	22,096	22,500	24,676	21,216	24,475	22,207	20,247	117,389	11.25%
VRT Boise Urbanized	96,100	119,064	106,068	118,989	116,421	92,998	94,139	102,614	105,805	111,715	110,719	102,009	556,642	3.03%
VRT Nampa Urbanized	18,511	16,167	18,379	19,645	14,427	15,501	15,068	17,117	20,330	23,101	19,687	16,368	87,129	3.76%

CY2011	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Total - May	To Date % Change 10-11
ACHD Vanpool (Trips)	20,243	22,046	22,121	20,936	20,169	21,510	19,336	23,097	20,347	19,749	22,240	20,832	105,515	5.75%
VRT Boise Urbanized	101,936	101,144	117,704	108,108	111,366	106,275	93,834	115,761	114,726	114,484	110,885	103,464	540,258	-0.68%
VRT Nampa Urbanized	15,364	16,508	18,362	17,393	16,347	13,325	15,186	19,370	20,998	20,215	18,235	15,202	83,974	-5.20%

2015



2014



Memorandum

To: Matt Stoll, Executive Director
From: Jessica Wilson, Data Analyst
Date: June 4, 2015
Re: **Request for Approval of Administrative Modification #7 for the FY2015-2019 Regional Transportation Improvement Program**

ACTION REQUESTED:

Approval of Administrative Modification #7 for the FY2015-2019 Regional Transportation Improvement Program (TIP).

BACKGROUND:

Modifications were requested by the Idaho Transportation Department (ITD) and the TMA Balancing Committee to increase construction from cost savings in the FY2015 STP-TMA Program and add a new project. There is also a need to convert temporary key numbers to permanent key numbers.

STATUS:

Per TMA Balancing, May 7, 2015:

- **Pathway, Garden City to Americana Boulevard, Boise (13514)** – (STP-TMA) Increase Preliminary Engineering by \$8,982 to cover cost overruns on the ITD overflow report, and Construction by \$36,000 to decrease advance construct in FY2016. Funds are from cost savings in the FY2015 STP-TMA program. (TAP-TMA) Decrease Construction by \$36,000, funds are reprogrammed in STP-TMA in FY2015 from cost savings in the STP-TMA program. TAP funds will be reprogrammed in future balancing actions.
- **Maple Grove Road, Franklin Road to Fairview Avenue, Boise (07192)** - Increase Construction Engineering by \$18,739 to cover cost overruns on the ITD overflow report. Funds are from cost savings in the FY2015 STP-TMA program.
- **Five Mile Road, Franklin Road to Fairview Avenue, Boise (11582)** - Increase Construction Engineering by \$7,000 to cover cost overruns on the ITD overflow report. Funds are from cost savings in the FY2015 STP-TMA program.
- **Franklin Road, Touchmark Way to Five Mile Road, Boise – (12062)** - Increase Construction Engineering by \$2,000 to cover cost overruns on the ITD overflow report. Funds are from cost savings in the FY2015 STP-TMA program.

Per ITD Staff, March 24, 2015:

- **US 20/26, Broadway Bridge, Boise (11588)** - Decrease Construction by \$2,590,114, and move funds to a new key number specifically to expedite the purchase of the girders. No change in total funding.
- **US 20/26, Broadway Bridge Girders, Boise (ORN19588)** - Purchase the girders for the rebuild of the Broadway Bridge. This project is tied to KN 11588.

The table showing details of the conversion of temporary to permanent key numbers is provided in Attachment 1, along with the funding details for the projects above.

Approval:

All changes for Administrative Modification #7, as provided in this memorandum and detailed on Attachment 1, are approved as of June 4, 2015.



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

Attachment (1)

pc: 685.03

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Administrative Modification #7
FY2015-2019 Regional Transportation Improvement Program

Per TMA Balancing, May 7, 2015

Key No	Project	Scheduled Costs (including Match) (costs in \$1,000)							
		Cost year	PE	PEC	RW	UT	CE	CN	SUM
13514	Pathway, Garden City to Americana Boulevard, Boise	2015	0	204	110	50	245	794	1403
	Funding Source: STP-TMA Construct a new 12-foot wide paved pathway south of the Boise River to fill a significant 4,100 linear-foot gap in the greenbelt system. The pathway will extend from Main Street (Joe's Crab Shack) to Ann Morrison Park at Americana Boulevard to serve pedestrians and bicyclists. Increase PE by \$8,982 to cover cost overruns on the ITD overflow report, and CN by \$36,000 to decrease advance construct in FY2016. Funds are from cost savings in the FY2015 STP-TMA program.	2016						830	1448
		2017							0
		2018							0
		2019							0
		PD							0
		SUM	0	204	110	50	245	794	1403
		9					830	1448	
13514	Pathway, Garden City to Americana Boulevard, Boise	2015						315	315
	Funding Source: TAP-TMA Same as above. Decrease CN by \$36,000, funds are reprogrammed in STP-TMA in FY2015 from cost savings in the STP-TMA program. TAP funds will be reprogrammed in future balancing actions.	2016						160	160
		2017						124	124
		2018							0
		2019							0
		PD							0
		SUM	0	0	0	0	0	475	475
						439	439		
13514	Pathway, Garden City to Americana Boulevard, Boise	2015							0
	Funding Source: Community Choices Same as above. No change to this fund source.	2016						353	353
		2017							0
		2018							0
		2019							0
		PD							0
		SUM	0	0	0	0	0	353	353
13514	Pathway, Garden City to Americana Boulevard, Boise	2015						25	25
	Funding Source: Local Participating Same as above. No change to this fund source.	2016							0
		2017							0
		2018							0
		2019							0
		PD							0
		SUM	0	0	0	0	0	25	25

Key No	Project	Scheduled Costs (including Match) (costs in \$1,000)								
		Cost year	PE	PEC	RW	UT	CE	CN	SUM	
07192	Maple Grove Road, Franklin Road to Fairview Avenue	2015	-2				-330	13 32	-556	-875 -856
	Funding Source: STP-TMA	2016								0
		2017								0
	Widen roadway to five lanes with bike lanes, sidewalk, railroad crossing improvement, and conduit for future signal at Irving Street. This includes rebuilding Bridge #151 and the intersection of Fairview Avenue and Maple Grove Road. The Fairview Avenue intersection will include double left turns on all legs, two through lanes on all legs, and right turn lanes on the east and west bound legs.	2018								0
		2019								0
		PD								0
		SUM		-2	0	0	-330	13 32	-556	-875 -856
Increase CE by \$18,739 to cover cost overruns on the ITD overflow report. Funds are from cost savings in the FY2015 STP-TMA program.										
11582	Five Mile Road, Franklin Road to Fairview Avenue, Boise	2015		1	178			6 13	307	492 499
	Funding Source: STP-TMA	2016								0
		2017								0
	Project includes construction work on Five Mile Road, not including the Fairview intersection. Widen to five-lane section with shoulder, sidewalk, and railroad crossing improvements.	2018								0
		2019								0
		PD								0
		SUM		0	1	178	0	6 13	307	492 499
Increase CE by \$7,000 to cover cost overruns on the ITD overflow report. Funds are from cost savings in the FY2015 STP-TMA program.										
12062	Franklin Road, Touchmark Way to Five Mile Road	2015						0 2		0 2
	Funding Source: STP-TMA	2016								0
		2017								0
	Reconstruct and widen existing two to three-lane roadway to four to five lanes with an urban section. Install drainage, curb, gutter, sidewalk, and shoulder. Acquire 96-feet of right-of-way. This project started as part of 08698.	2018								0
		2019								0
		PD								0
		SUM		0	0	0	0	0	0 2	0
Increase CE by \$2,000 to cover cost overruns on the ITD overflow report. Funds are from cost savings in the FY2015 STP-TMA program.										

Per ITD Staff, June 2, 2015

Key No	Project	Scheduled Costs (including Match) (costs in \$1,000)							
		Cost year	PE	PEC	RW	UT	CE	CN	SUM
11588	US 20/26, Broadway Bridge, Boise	2015					1063	10141 7551	11204 8614
	Funding Source: Bridge Rebuild the Broadway Bridge including pedestrian facilities. Expand to a six-lane section. This project is tied to KN ORN19588. Decrease CN by \$2,590,114, and move funds to a new key number specifically to expedite the purchase of the girders. No change in total funding.	2016							0
		2017							0
		2018							0
		2019							0
		PD							0
		SUM	0	0	0	0	1063	10141 7551	11204 8614
11588	US 20/26, Broadway Bridge, Boise	2015						5046	5046
	Funding Source: Restoration Same as above. No change to this funding source.	2016							0
		2017							0
		2018							0
		2019							0
		PD							0
		SUM	0	0	0	0	0	5046	5046
ORN 19588	US 20/26, Broadway Bridge Girders, Boise	2015						0	0
	Funding Source: Bridge Purchase the girders for the rebuild of the Broadway Bridge. This project is tied to KN 11588. Add new project to expedite the purchase of girders. No change in total funding for this project.	2016						0 2590	0 2590
		2017							0
		2018							0
		2019							0
		PD							0
		SUM	0	0	0	0	0	0	0 2590

Temporary to Permanent Key Number Conversion

Temporary Key Number	Permanent Key Number	Project
NEW	19174	Planning, Bicycle and Pedestrian Counters, COMPASS
NEW	19175	Planning, Freight and Performance, SHRP2, COMPASS

PE = Preliminary Engineering

PEC = Preliminary Engineering Consultant

RW = Right-of-Way

UT = Utilities

CE = Construction Engineering

CN = Construction

FY = Fiscal Year

KN = Key Number

STP-TMA = Surface Transportation Program - Transportation Management Area (Boise)

TAP-TMA = Transportation Alternatives Program - Transportation Management Area (Boise)

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Memorandum

To: Matt Stoll, Executive Director
From: Jessica Wilson, Data Analyst *JW*
Date: June 12, 2015
Re: **Request for Approval of Administrative Modification #8 for the FY2015-2019 Regional Transportation Improvement Program**

ACTION REQUESTED:

Approval of Administrative Modification #8 for the FY2015-2019 Regional Transportation Improvement Program (TIP).

BACKGROUND:

Modifications were requested by the Idaho Transportation Department (ITD), Ada County Highway District (ACHD), and COMPASS Staff to increase construction from cost savings in the FY2015 STP-TMA Program and increase design to cover cost increases. There is also a need to convert a temporary key number to a permanent key number.

STATUS:

Per ACHD, June 9, 2015:

- **Five Mile Road, Franklin Road to Fairview Avenue, ACHD (11582)** – (STP-TMA) Decrease Right-of-Way by \$40,000 and increase Construction Engineering by \$10,000 and Construction by \$30,000 in FY2015 to offset construction increases. No change to project total.

Per COMPASS Staff, June 9, 2015:

- **Maple Grove Road, Franklin Road to Fairview Avenue (07192)** - (Local Participating) Decrease Construction Engineering by \$18,739. Correction from Administrative Modification #7, funds were applied to the wrong funding source. (STP-TMA) Increase Construction Engineering by \$18,739 to cover cost overruns on the ITD overflow report. Funds are from cost savings in the FY2015 STP-TMA program.

Per ITD Staff, June 10, 2015:

- **US 20/26, Corridor Preservation, Caldwell to Boise (07826)** - Decrease Right-of-Way by \$51,000 and increase Preliminary Engineering by \$261,000 to cover cost increases in the design contract.
- **SH-44, Corridor Preservation, I-84 in Canyon County to Eagle Road (07827)** - Decrease Right-of-Way by \$51,000 and increase Preliminary Engineering by \$51,000 to cover cost increases in the design contract.

The table showing details of the conversion of a temporary to permanent key number is provided in Attachment 1, along with the funding details for the projects above.

Approval:

All changes for Administrative Modification #8, as provided in this memorandum and detailed on Attachment 1, are approved as of June 12, 2015.



**Matthew J. Stoll, Executive Director
Community Planning Association**
Attachment (1)

pc: 685.03

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Administrative Modification #8
 FY2015-2019 Regional Transportation Improvement Program

Per ACHD Request, June 9, 2015

Key No	Project	Scheduled Costs (including Match) (costs in \$1,000)							
		Cost year	PE	PEC	RW	UT	CE	CN	SUM
11582	Five Mile Road, Franklin Road to Fairview Avenue, ACHD	2015	0	1	178 <u>138</u>	0	13 <u>23</u>	307 <u>337</u>	500
	Funding Source: STP-TMA Project includes construction work on Five Mile Road, not including the Fairview intersection. Widen to 5-lane section with shoulder, sidewalk, and railroad crossing improvements. Decrease ROW by \$40,000 and increase CE by \$10,000 and CN by \$30,000 in FY2015 to offset construction increases. No change to project total.	2016							0
		2017							0
		2018							0
		2019							0
		PD							0
		SUM	0	1	178 <u>138</u>	0	13 <u>23</u>	307 <u>337</u>	500

Per COMPASS Staff Review, June 9, 2015

Key No	Project	Scheduled Costs (including Match) (costs in \$1,000)							
		Cost year	PE	PEC	RW	UT	CE	CN	SUM
07192	Maple Grove Road, Franklin Road to Fairview Avenue	2015	-2			-330	32 <u>13</u>	-556	-856 <u>-875</u>
	Funding Source: Local Participating Widen roadway to five lanes with bike lanes, sidewalk, railroad crossing improvement, and conduit for future signal at Irving Street. This includes rebuilding Bridge #151 and the intersection of Fairview Avenue and Maple Grove Road. The Fairview Avenue intersection will include double left turns on all legs, two through lanes on all legs, and right turn lanes on the east and west bound legs. Decrease CE by \$18,739. Correction from Administrative Modification #7, funds were applied to the wrong funding source.	2016							0
		2017							0
		2018							0
		2019							0
		PD							0
		SUM	-2	0	0	-330	32 <u>13</u>	-556	-856 <u>-875</u>
07192	Maple Grove Road, Franklin Road to Fairview Avenue	2015					0 <u>19</u>		0 <u>19</u>
	Funding Source: STP-TMA Same as above. Increase CE by \$18,739 to cover cost overruns on the ITD overflow report. Funds are from cost savings in the FY2015 STP-TMA program.	2016							0
		2017							0
		2018							0
		2019							0
		PD							0
		SUM	0	0	0	0	0	0 <u>19</u>	0

Per ITD Staff, June 10, 2015

Key No	Project	Cost year	Scheduled Costs (including Match) (costs in \$1,000)						
			PE	PEC	RW	UT	CE	CN	SUM
07826	US 20/26, Corridor Preservation, Caldwell to Boise	2015	0 <u>261</u>		51 <u>0</u>				51 <u>261</u>
	Funding Source: Early Development	2016			51			51	
		2017			51			51	
	Acquire right-of-way for corridor preservation.	2018						0	
		2019						0	
		PD						0	
	Decrease RW by \$51,000 and increase PE by \$261,000 to cover cost increases in the design contract.	SUM	0 <u>261</u>	0	153 <u>102</u>	0	0	0	153 <u>363</u>
07827	SH-44, Corridor Preservation, I-84 in Canyon County to Eagle Road	2015	0 <u>51</u>		51 <u>0</u>			51	
	Funding Source: Early Development	2016			51			51	
		2017			51			51	
	Preserve corridor for additional lanes.	2018						0	
		2019						0	
		PD						0	
	Decrease RW by \$51,000 and increase PE by \$51,000 to cover cost increases in the design contract.	SUM	0 <u>51</u>	0	153 <u>102</u>	0	0	0	153

Temporary to Permanent Key Number Conversion

Temporary Key Number	Permanent Key Number	Project
NEW	19179	National Summer Transportation Institute, NNU - FY2015

PE = Preliminary Engineering

PEC = Preliminary Engineering Consultant

RW = Right-of-Way

UT = Utilities

CE = Construction Engineering

CN = Construction

FY = Fiscal Year

KN = Key Number

STP-TMA = Surface Transportation Program - Transportation Management Area (Boise)

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Memorandum

To: Matt Stoll, Executive Director
From: Jessica Wilson, Data Analyst *mw*
Date: July 6, 2015
Re: **Request for Approval of Administrative Modification #9 for the FY2015-2019 Regional Transportation Improvement Program**

ACTION REQUESTED:

Approval of Administrative Modification #9 for the FY2015-2019 Regional Transportation Improvement Program (TIP).

BACKGROUND:

Modifications were requested by COMPASS Staff to make corrections to a project. There is also a need to convert a temporary key number to a permanent key number.

STATUS:

Per COMPASS Staff, June 29, 2015:

- **Five Mile Road, Franklin Road to Fairview Avenue, ACHD (11582) - (STP-TMA)**
Decrease Construction by \$30,000, increase Construction Engineering by \$30,000. Correction from Administrative Modification #8, as funds were applied to the wrong phase. Increase Preliminary Engineering \$2,000 and decrease Preliminary Engineering Consultant \$2,000, per staff review of actions taken by ITD. (Local Participating) Add \$6,000 local funds in Construction per staff review of actions taken by ITD.

The table showing details of the conversion of a temporary to permanent key number is provided in Attachment 1, along with the funding details for the projects above.

Approval:

All changes for Administrative Modification #9, as provided in this memorandum and detailed on Attachment 1, are approved as of July 6, 2015.



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

Attachment (1)

pc: 685.03

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Administrative Modification #9
FY2015-2019 Regional Transportation Improvement Program

Per COMPASS Staff review, June 29, 2015

Key No	Project	Scheduled Costs (including Match) (costs in \$1,000)							
		Cost year	PE	PEC	RW	UT	CE	CN	SUM
11582	Five Mile Road, Franklin Road to Fairview Avenue, ACHD	2015	0 2	± -1	138	0	23 53	337 307	499
	Funding Source: STP-TMA	2016							0
	Project includes construction work on Five Mile Road, not including the Fairview intersection. Widen to 5-lane section with shoulder, sidewalk, and railroad crossing improvements. Decrease CN by \$30,000, increase CE by \$30,000. Correction from Administrative Modification #8, funds were applied to the wrong phase. Increase PE \$2,000 and decrease PEC \$2,000, per staff review of actions taken by ITD.	2017							0
		2018							0
		2019							0
		PD							0
		SUM	0 2	± -1	138	0	23 53	337 307	499
Key No	Project	Cost year	PE	PEC	RW	UT	CE	CN	SUM
11582	Five Mile Road, Franklin Road to Fairview Avenue, ACHD	2015						0 6	0 6
	Funding Source: Local Participating	2016							0
	Same as above. Add \$6,000 local funds in CN per staff review of actions taken by ITD.	2017							0
		2018							0
		2019							0
		PD							0
		SUM	0	0	0	0	0	0	0 6

Temporary to Permanent Key Number Conversion

Temporary Key Number	Permanent Key Number	Project
ORN19588	19180	US 20/26, Broadway Bridge Girders, Boise

PE = Preliminary Engineering

PEC = Preliminary Engineering Consultant

RW = Right-of-Way

UT = Utilities

CE = Construction Engineering

CN = Construction

FY = Fiscal Year

KN = Key Number

STP-TMA = Surface Transportation Program – Transportation Management Area (Boise)

ITD = Idaho Transportation Department

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Memorandum

To: Matt Stoll, Executive Director
From: Toni Tisdale, Principal Planner
Date: July 28, 2015
Re: **Request for Approval of Administrative Modification #10 for the FY2015-2019 Regional Transportation Improvement Program**

ACTION REQUESTED:

Approval of Administrative Modification #10 for the FY2015-2019 Regional Transportation Improvement Program (TIP).

BACKGROUND:

Modifications were requested by ITD staff to break out the Broadway Bridge project for more efficient bidding and to add design funds to two projects, and by VRT to make clarifications to a project description.

STATUS:

Per ITD Staff, July 7, 2015

- **US 20/26, Broadway Bridge, Boise (11588)** – (Bridge Restoration) Decrease construction by \$148,000 and move to Key Number 19181, and move \$50,000 from preliminary engineering to right-of-way. (Restoration) Move \$400,000 from construction to preliminary engineering consultant and move \$950,000 from preliminary engineering to right-of-way. All changes to make funding adjustments needed by ITD and break out funds in another key number for more efficient bidding.
- **US 20/26, Broadway Bridge Girders, Boise (19180)** – Decrease construction by \$9,000 and move funds to Key Number 19181. Adjustments were made to this project after ITD's requested the change.
- **US 20/26, Broadway Bridge, Christ Chapel Mitigation, Boise (19181)** – add project and increase construction by \$158,000 from Key Numbers 19180 and 11588 to make funding adjustments needed by ITD by breaking out funds into a new key number for more efficient bidding.
- There was no change in the overall total cost of the US 20/26 Broadway Bridge project through these requests.

Per VRT Staff, July 9, 2015

- **Capital Vehicle Purchase, VRT, Nampa – FY2015 (12364)** – Expand the description due to changes to coordinate with ITD. The additional changes are provided in Amendment #7. There is no change to the total cost of this project.

Per ITD Staff, July 28, 2015

- **US 20/26 and Farmway Road Intersection, Canyon County (18852)** – Increase preliminary engineering by \$40,000 to start the design phase. Funds from cost savings in the program.
- **US 20/26 and Franklin Road Intersection, Canyon County (19111)** – Increase preliminary engineering by \$50,000 to start the design phase. Funds from cost savings in the program.

Approval:

All changes for Administrative Modification #10, as provided in this memorandum and detailed on Attachment 1, are approved as of July 28, 2015.



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

Attachment (1)
pc: 685.03

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Administrative Modification #10
 FY2015-2019 Regional Transportation Improvement Program
 Per ITD July 7, 2015

Key No	Project	Scheduled Costs (including Match) (costs in \$1,000)							
		Cost year	PE	PEC	RW	UT	CE	CN	SUM
11588	US 20/26, Broadway Bridge, Boise	2015	0 (50)		0 50		1063	7551 7403	8614 8466
	Funding Source: Bridge Restoration Rebuild the Broadway Bridge including pedestrian facilities. Expand to a six-lane section. Decrease CN by \$148,000, and move to KN 19181 and move \$50,000 from PE to RW to make funding adjustments needed by ITD and break out funds in another key number for more efficient bidding. No change to project total as a whole.	2016							0
		2017							0
		2018							0
		2019							0
		PD							0
	SUM	0 (50)	0	0 50	0	0	0	7551 7403	8614 8466
11588	US 20/26, Broadway Bridge, Boise	2015	0 (950)	0 400	0 950			5046 4646	5046
	Funding Source: Restoration Same as above. Move \$400,000 from CN to PEC and move \$950,000 from PE to RW to make funding adjustments needed by ITD. No change to project total as a whole.	2016							0
		2017							0
		2018							0
		2019							0
		PD							0
	SUM	0 (950)	0 400	0 950	0	0	0	5046 4646	5046
19180	US 20/26, Broadway Bridge Girders, Boise	2015						2590 2581	2590 2581
	Funding Source: Bridge Restoration Purchase the girders for the rebuild of the Broadway Bridge. This project is tied to KN 11588. Decrease CN by \$9,000 and move funds to KN 19181. Adjustments were made to this project after ITD requested the change. No change to project total as a whole.	2016							0
		2017							0
		2018							0
		2019							0
		PD							0
	SUM	0	0	0	0	0	0	2590 2581	2590 2581
19181	US 20/26, Broadway Bridge, Christ Chapel Mitigation, Boise	2015						0 158	0 158
	Funding Source: Bridge Restoration The Christ Chapel mitigation required prior to Broadway Bridge construction. Add project and increase CN by \$158,000 from KN 19180 and 11588 to make funding adjustments needed by ITD by breaking out funds into new key number for more efficient bidding. No change to project total as a whole. Funds from KN 11588 and KN 19180.	2016							0
		2017							0
		2018							0
		2019							0
		PD							0
	SUM	0	0	0	0	0	0	0 158	0 158

Per Valley Regional Transit, July 9, 2015

Key No	Project	Scheduled Costs (including Match) (costs in \$1,000)							
		Cost year	PE	PEC	RW	UT	CE	CN	SUM
12364	Capital Vehicle Purchase, VRT, Nampa – FY2015	2015						970	970
	Funding Source: STP-U	2016							0
	Provide up to six replacement vehicles for the fixed line inter-county service in the Nampa Urbanized Area. Vehicles are currently leased. Project includes technical items, such as electronic fare boxes.	2017							0
		2018							0
		2019							0
		PD							0
	SUM		0	0	0	0	0	970	970
Expand the description due to changes to coordinate with ITD. No change in total cost.									

Per ITD Staff July 28, 2015

Key No	Project	Scheduled Costs (including Match) (costs in \$1,000)							
		Cost year	PE	PEC	RW	UT	CE	CN	SUM
18852	US 20/26 and Farmway Road Intersection, Canyon County	2015	0 40						0 40
	Funding Source: Restoration	2016							0
	Project will add a left-turn lane on north-bound US 20/26 to Farmway Road and add a flashing beacon to existing warning signs. (federal = \$408,000)	2017							0
		2018						400	400
		2019							0
		PD							0
	SUM		0 40	0	0	0	0	0	400 440
Increase PE by \$40,000 at request of ITD staff. Funds from cost savings in the program.									
19111	US 20/26 and Franklin Road Intersection, Canyon County	2015	0 50						0 50
	Funding Source: Strategic Initiatives	2016							0
	Project will provide safety improvements at the intersection of US 20/26 and Franklin Road north of Nampa by adding turn bays and traffic signals. (federal = \$973,000)	2017							0
		2018							0
		2019						1000	1000
		PD							0
	SUM		0 50	0	0	0	0	0	1000 1050
Increase PE by \$50,000 at request of ITD staff. Funds from cost savings in the program.									

PE = Preliminary Engineering

PEC = Preliminary Engineering Consultant

RW = Right-of-Way

UT = Utilities

CE = Construction Engineering

CN = Construction

FY = Fiscal Year

KN = Key Number

STP-U = Surface Transportation Program – Urban

ITD = Idaho Transportation Department