



**COMPASS**  
COMMUNITY PLANNING ASSOCIATION  
of Southwest Idaho

# BOARD PACKET

## AUGUST 18, 2014

700 N. East 2nd Street, Suite 200

Meridian, ID 83642

P. 208.855.2558

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

**COMMUNITY PLANNING ASSOCIATION  
BOARD MEETING CALENDAR  
SEPTEMBER 2014 – DECEMBER 2014**

<b>COMPASS BOARD MEETING DATE/TIME</b>	<b>LOCATION</b>	<b>KEY ITEMS</b>
<b>Monday, September 15, 2014</b>	<b>COMPASS 1<sup>st</sup> Floor Board Room 700 NE 2<sup>nd</sup> Street Meridian, Idaho</b>	<p>Approve the Recommended Updates to the COMPASS Board and Committee Structure</p> <p>Adopt Resolution Approving the FY2015-2019 Regional Transportation Improvement Program and Air Quality Conformity Demonstration</p> <p>Accept <i>Communities in Motion</i> 2040 Change in Motion Report</p> <p>Approve Transportation Improvement Program (TIP) Application Process and Guide</p>
<b>Monday, October 20, 2014</b>	<b>COMPASS 1<sup>st</sup> Floor Board Room 700 NE 2<sup>nd</sup> Street Meridian, Idaho</b>	<p>Review the Draft Updates to the Joint Powers Agreement and Board Bylaws and provide for 30 Day Notice of Intent to Amend</p> <p>Accept <i>Communities in Motion</i> 2040 Housing Forecast</p> <p>Approve Scope of Work for Next <i>Communities in Motion</i> Update</p> <p>Approve Transportation Service Coordination Plan Update</p>
<b>Monday, November 17, 2014</b>	<b>COMPASS 1<sup>st</sup> Floor Board Room 700 NE 2<sup>nd</sup> Street Meridian, Idaho</b>	<p>Adopt Resolution Amending the COMPASS Joint Powers Agreement and Board Bylaws</p> <p>Approve Revised Development Review Protocol</p>
<b>Monday, December 15, 2014</b>	<b>Nampa Civic Center 311 3<sup>rd</sup> Street South Nampa, Idaho</b>	<p>Provide 30 Day Notice of Annual Meeting</p> <p>Establish 2015 Board and Executive Committee Meeting Dates</p> <p>Adopt Resolution Approving Revision 1 of the FY2015 Unified Planning Work Program and Budget (UPWP)</p> <p>Approve 2015 Idaho Legislative Session Position Statements</p>

**MAKING A MOTION:**

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

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

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

**TABLE OF RULES RELATING TO MOTIONS:**

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



**BOARD OF DIRECTORS' MEETING  
AUGUST 18, 2014 – 1:30 PM  
COMPASS, 1<sup>ST</sup> FLOOR BOARD ROOM  
700 NE 2ND STREET, MERIDIAN IDAHO**

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

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

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

**II. PLEDGE OF ALLEGIANCE**

**III. AGENDA ADDITIONS/CHANGES**

**IV. OPEN DISCUSSION/ANNOUNCEMENTS**

**V. CONSENT AGENDA**

- Page 3 \* A. Approve July 21, 2014, Board Meeting Minutes
- Page 7 \* B. Receive Approved June 17, 2014, Executive Committee Meeting Minutes
- Page 10 \* C. Receive Approved June 19, 2014, Finance Committee Meeting Minutes
- Page 12 \* D. Approve List of Records for Destruction  
E. Confirm Amy Revis, District 3 Engineer, as ITD's Non-Elected COMPASS Board Member
- Page 20 \* F. Approve Updated COMPASS Employment Procedures

**VI. SPECIAL ITEM**

- 1:35 A. Status Report – State and Federal Legislative Issues  
*Ken Burgess will provide an update on state and legislative issues.*

**VII. INFORMATION/DISCUSSION ITEM**

- 2:05 A. Status Report – Finance Committee **Rebecca Arnold**  
*Finance Committee Chair Rebecca Arnold will provide a status report on action taken at the August 7, 2014, Finance Committee meeting.*

**VIII. ACTION ITEMS**

- 2:10 Page 21 \* A. Adopt Resolution 11-2014 Approving the **Megan Larsen**  
**FY2015 Unified Planning Work Program and Budget (UPWP)**  
*Megan Larsen will seek adoption of the FY2015 UPWP.*

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2:25 Page 58 **\*B. Approve CIM 2040 Reconciliation**  
*MaryAnn Waldinger and Carl Miller will seek approval of the revised CIM 2040 forecast based on approved developments.*

**Mary Ann Waldinger/  
Carl Miller**

**IX. EXECUTIVE DIRECTOR'S REPORT (INFORMATION ONLY) (2:45)**

- Page 61      **\*A. Staff Activity Report**
- Page 66      **\*B. Status Report – Current Air Quality Efforts**
- Page 69      **\*C. Status Report – Current Transportation Project Information**
- Page 79      **\*D. Status Report – Standing Committees' Attendance**
- Page 83      **\*E. Administrative Modifications**
- Page 88      **\*F. Correspondence**

**X. ADJOURNMENT (2:50)**

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

Reminder: Submit your 2014 Leadership in Motion award nominations today! Nominations will be accepted through 3:00 pm, Tuesday, September 30, 2014. Learn more about the award categories and submit your nomination online at <http://www.compassidaho.org/comm/lim-awards.htm>. Questions? Contact Amy Luft at 475-2229 or [aluft@compassidaho.org](mailto:aluft@compassidaho.org).

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**BOARD OF DIRECTORS' MEETING  
JULY 21, 2014  
COMPASS, 1<sup>ST</sup> FLOOR BOARD ROOM  
700 NE 2<sup>ND</sup> STREET, MERIDIAN, IDAHO**

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

**ATTENDEES:** Kathy Alder, Commissioner, Canyon County  
Rebecca Arnold, Commissioner, Ada County Highway District  
Nichoel Baird Spencer for Jim Reynolds, Mayor, City of Eagle  
Sara Baker, Commissioner, Ada County Highway District, **Vice Chair**  
Aaron Bauges, Idaho Transportation Department  
Dave Case, Commissioner, Ada County  
Elaine Clegg, Councilwoman, City of Boise  
Elizabeth Conner for John Evans, Mayor, Garden City  
Kelli Fairless, Valley Regional Transit  
Jim Hansen, Commissioner, Ada County Highway District  
Caleb Hood for Tammy de Weerd, Mayor, City of Meridian  
Maryanne Jordan, Councilwoman, City of Boise  
Bruce Krosch, Southwest District Health, Ex officio  
Kathleen Lacey for Dave Bieter, Mayor, City of Boise  
John McEvoy, Commissioner, Canyon Highway District #4  
Luke McHenry, City of Wilder  
Bryce Millar, Commissioner, Nampa Highway District #1, **Immediate Past Chair**  
Greg Nelson, Mayor, City of Kuna  
Paul Raymond, Councilman, City of Nampa  
Charlie Rountree, Councilman, City of Meridian, **Chair**  
Steven Rule, Commissioner, Canyon County, **Secretary-Treasurer**  
Matt Stoll, Executive Director, Community Planning Association, Ex officio  
Darin Taylor, Mayor, City of Middleton  
Jim Tibbs, Commissioner, Ada County  
Pete Wagner, Department of Environmental Quality  
Rick Yzagirre, Commissioner, Ada County

**MEMBERS  
ABSENT:**

John Brunelle, Capitol City Development Corporation  
Craig Hanson, Commissioner, Canyon County  
Bob Henry, Mayor, City of Nampa  
David Hensley, Governor's Office, Ex officio  
Nathan Leigh, Mayor, City of Parma  
Nathan Mitchell, Mayor, City of Star  
Garret Nancolas, Mayor, City of Caldwell, **Chair Elect**  
Nicole Nimmons, Boise State University  
Brent Orton, City of Caldwell  
Patrick Rice, Greater Boise Auditorium District, Ex officio

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**OTHERS:** Scott Beecham, City Boise  
Nancy Brecks, Community Planning Association  
Ken Burgess, Veritas Advisors  
Tina Fuller, Community Planning Association  
Liisa Itkonen, Community Planning Association  
Megan Larsen, Community Planning Association  
Amy Luft, Community Planning Association  
Dave Luft, Department of Environmental Quality  
Toni Tisdale, Community Planning Association  
Charles Trainor, Community Planning Association  
Dave Wallace, Ada County Highway District

**CALL TO ORDER:**

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

**AGENDA ADDITIONS/CHANGES**

None.

**OPEN DISCUSSION/ANNOUNCEMENTS**

None.

**CONSENT AGENDA**

- A. Approve June 16, 2014, Board Meeting Minutes**
- B. Receive Approved May 20, 2014, Executive Committee Meeting Minutes**
- C. Receive Approved May 8, 2014, Finance Committee Meeting Minutes**
- D. Approve List of Records for Destruction**

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

**SPECIAL ITEMS**

**A. Status Report - Air Quality**

Dave Luft, Air Quality Manager with the Department of Environmental Quality's Boise Regional Office, provided a status report on air quality issues in the Treasure Valley.

**B. Status Report - State and Federal Legislative Issues**

Ken Burgess provided a status report on funding for the federal Highway Trust Fund, and results of the University of Idaho McClure Center's public opinion poll on the Idaho transportation system.

**INFORMATION/DISCUSSION ITEMS**

**A. Status Report – Finance Committee**

Finance Committee Chair Rebecca Arnold presented a status report on action taken by the Finance Committee at its June 19, 2014, Finance Committee meeting.

## ACTION ITEMS

### A. Consider Additional Federal Legislative Positions

Ken Burgess reviewed three additional federal legislative positions for Board approval, which will be combined with 11 positions approved by the Board in June 2014.

Under Public Transportation Program:

- COMPASS supports modifying the current Sec. 5339 Bus and Bus Facilities formula program to restore funding to pre-MAP-21 levels.
- COMPASS supports clarification language to ensure that Sec. 5339 (Bus and Bus Facilities) and Sec. 5310 (Transportation for Elderly Persons and Persons with Disabilities) funds are distributed directly to the Small Urban "Designated 5307 Recipient" as opposed to the states.

Replace the Fewer Competitive Grants, More Programmed Funding position with the suggested Transparency in USDOT Competitive Grant Programs position.

After discussion, **Elaine Clegg moved and Maryanne Jordan seconded to support the two new positions under Public Transportation Program as presented, and replace the Fewer Competitive Grants, More Programmed Funding position with the new Transparency in USDOT Competitive Grant Programs position to read, "Congress should consider state level competitive grant programs to make these opportunities more readily available to smaller MPOs and local entities." Motion passed.**

### B. Adopt Resolution 08-2014 Approving COMPASS Joining City of Boise Employee Health Care Plan Trust Joint Powers Agreement

Megan Larsen presented Resolution 08-2014 approving COMPASS joining the City of Boise Employee Health Care Plan Trust joint powers agreement.

After discussion, **Darin Taylor moved and Kathy Alder seconded to adopt Resolution 08-2014 for the purpose of approving the joint powers agreement by and between the City of Boise, Valley Regional Transit, and Community Planning Association of Southwest Idaho as presented. Motion passed unanimously.**

### C. Adopt Resolution 10-2014 Approving *Communities in Motion 2040*

Liisa Itkonen presented Resolution 10-2014 approving *Communities in Motion 2040* with five policy recommendations, as recommended for Board approval by the CIM 2040 Planning Team and CIM 2040 Leadership Team. Including changes to the Tasks as presented in the packet, and Boise City's request to modify Task 2.1.1, change "development" to "adopted by reference," and to modify Task 2.4.2a, adding the word "federal" before "funding."

After discussion, **Elaine Clegg moved and Maryanne Jordan seconded changes to Task 5.1.4 b to read, "Prioritize the Treasure Valley Air Quality Council's recommendations and identify proactive, locally implemented steps that can be taken. Motion passed unanimously.**



After discussion, **Darin Taylor** moved and **Elaine Clegg** seconded adoption of **Resolution 10-2014** approving *Communities in Motion 2040*, including the five policy recommendations as recommended by the CIM 2040 Planning Team and CIM 2040 Leadership Team, and the agreed upon modified recommendations from the City of Boise. Motion passed.

After discussion, **Elaine Clegg** moved and **Maryanne Jordan** seconded to direct the Performance Monitoring Committee to review the four performance measures and report back to the Board. Motion passed unanimously.

**ADJOURNMENT**

Chair Rountree adjourned the meeting at 3:00 pm. Motion passed unanimously.

Dated this 18th day of August 2014.

Approved:

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

Attest:

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

**EXECUTIVE COMMITTEE MEETING  
JUNE 17, 2014  
COMPASS, 1ST FLOOR BOARD ROOM  
MERIDIAN, IDAHO**

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



- ATTENDEES:** Sara Baker, Commissioner, Ada County Highway District, **Vice Chair**  
 Dave Bieter, Mayor, City of Boise  
 Dave Case, Commissioner, Ada County  
 Bob Henry, Mayor, City of Nampa  
 Bryce Millar, Commissioner, Nampa Highway District No.1, **Immediate Past Chair**  
 Garret Nancolas, Mayor, City of Caldwell, **Chair Elect**, via telephone  
 Charlie Rountree, Councilman, City of Meridian, **Chair**  
 Jim Reynolds, Mayor, City of Eagle  
 Steve Rule, Commissioner, Canyon County, **Secretary-Treasurer**  
 Darin Taylor, Mayor, City of Middleton
- OTHERS PRESENT:** Nancy Brecks, Community Planning Association  
 Ken Burgess, Veritas Advisors  
 Megan Larsen, Community Planning Association  
 Amy Luft, Community Planning Association  
 Matt Stoll, Executive Director, Community Planning Association  
 Toni Tisdale, Community Planning Association

**CALL TO ORDER:**

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

**AGENDA ADDITIONS/CHANGES**

Matt Stoll requested to add Information/Discussion Agenda Item VI. B Status Report – Development of FY2015-2019 Regional Transportation Improvement Program.

**Dave Bieter moved and Bob Henry seconded to add Information/Discussion Item VI. B to the agenda as requested. Motion passed unanimously.**

**OPEN DISCUSSION/ANNOUNCEMENTS**

**None**

## **CONSENT AGENDA**

### **A. Approve May 20, 2014, Executive Committee Meeting Minutes**

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

## **ACTION ITEM**

### **A. Establish July 21, 2014, COMPASS Board Meeting Agenda**

Matt Stoll presented staff recommended Agenda Items 1-11, 13-15, defer Item 12, and requested to add an Air Quality presentation for the regular July 21, 2014, Board meeting. Matt also requested the latitude to amend the agenda as necessary.

After discussion, **Bob Henry moved and Darin Taylor seconded approval of Agenda items 1-11, 13-15 and an Air Quality presentation as presented. Matt Stoll has the latitude to amend the agenda as necessary. Motion passed unanimously.**

## **INFORMATION/DISCUSSION ITEMS**

### **A. Discuss Governance Restructuring Proposal**

Matt Stoll discussed the next steps based on COMPASS Board direction for the Executive Committee to move forward in developing a governance restructuring proposal for Board approval.

After discussion, **Matt will draft a timeline of the process for discussion at the July 2014 Executive Committee with the goal of having the process complete and ready for implementation by the end of 2014.**

### **B. Status Report – Development of FY2015-2019 Regional Transportation Improvement Program (TIP)**

Matt Stoll provided a status report on ITD not funding \$120,000 for DEQ to do required air quality conformity modeling, and ITD not addressing corrective actions USDOT issued to ITD regarding the Statewide Transportation Improvement Program (STIP). Without the required air quality modeling, COMPASS and the Pocatello area cannot demonstrate air quality conformity, which will delay the TIP being approved, and if ITD doesn't address the corrective actions the STIP will not be approved. That means all projects statewide that are federally funded and are new for FY2015-2019 will be delayed. The air quality conformity analysis that was done for the FY2014-2018 TIP would remain effect, but any new projects or changes to that would not be able to go forward.

**ADJOURNMENT**

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

**Dated this 15th day of July 2014.**

**Approved:**

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

**Attest:**

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



**FINANCE COMMITTEE MEETING  
JUNE 19, 2014  
COMPASS 2<sup>ND</sup> FLOOR LARGE CONFERENCE ROOM  
MERIDIAN, IDAHO**

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

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

**MEMBERS ABSENT:** Craig Hanson, Commissioner, Canyon County  
Garret Nancolas, Mayor, City of Caldwell  
Rick Yzaguirre, Commissioner, Ada County

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

**CALL TO ORDER:**

**Chair Rebecca Arnold called the meeting to order at 12:15 pm.**

**AGENDA ADDITIONS/CHANGES**

Megan Larsen noted that the title of Action Item A should read FY2015 not FY2014.

**OPEN DISCUSSION/ANNOUNCEMENTS**

None.

**CONSENT AGENDA**

**A. Approve May 8, 2014, Finance Committee Meeting Minutes**

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

**ACTION ITEM**

**A. Recommend Board Approval of Draft FY2015 Unified Planning Work Program and Budget**

Megan Larsen presented the draft FY2015 Unified Planning Work Program and Budget.

After discussion, **Steve Rule moved and Charlie Rountree seconded to recommend the draft FY2015 Unified Planning Work Program and Budget for COMPASS Board approval. Motion passed unanimously.**

**ADJOURNMENT**

**Chair Arnold adjourned the meeting at 12:25 pm.**

**Dated this 7th day of August 2014.**

**Approved:**

**By: \_\_\_\_\_  
Rebecca Arnold, Chair**

**Attest:**

**By: \_\_\_\_\_  
Steve Rule, Vice Chair**

# COMPASS BOARD AGENDA ITEM V-D

Date: August 18, 2014



**Topic:** Records for Destruction

**Background/Summary:**

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

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

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

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

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

**Request/Recommendation:**

Approve destruction of the records listed in the attachment.

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

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

**More Information:**

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

ML:nb T:\Operations\Admin & Office\Records Management\Records Destruction Board Memo 8-18-2014.docx

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

Description of record	When created*	Retention period for this record in years	Expiration of retention period	Date list to state archivist	Date of request for Board approval	Date approved by Board	Date approved by state archivist	Destruction date
FY 1979 Planning Agreement	9/30/1979	5	9/30/1986	8/4/2014	8/18/2014			
FY 1998 to FY 2000 federal grant billing files	9/30/2000	5	9/30/2005	8/4/2014	8/18/2014			
FY 2002 to FY 2006 federal grant billing files	9/30/2006	5	9/30/2011	8/4/2014	8/18/2014			
FY1986 Audit workpapers	9/30/1986	5	9/30/1991	8/4/2014	8/18/2014			
FY1987 Audit workpapers	9/30/1987	5	9/30/1992	8/4/2014	8/18/2014			
FY1993 Legal review of personnel manual; personnel manual under review has been superseded.	8/10/1993	3	9/30/2012	8/4/2014	8/18/2014			
FY1997 Legal opinion and information re: public records	9/30/1997	3	9/30/2000	8/4/2014	8/18/2014			
FY1999 accounts payable records, vendor invoices, packing slips, etc.	9/30/1999	5	9/30/2000	8/4/2014	8/18/2014			
FY1999 Legal opinion re: contract language	9/30/1999	3	9/30/2002	8/4/2014	8/18/2014			
FY2000 accounts payable records, vendor invoices, packing slips, etc.	9/30/2000	5	9/30/2005	8/4/2014	8/18/2014			
FY2000 Interagency Agreement with Valley InterArea Transportation for support of public transportation planning	7/19/2000	5	9/30/2007	8/4/2014	8/18/2014			



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

Description of record	When created*	Retention period for this record in years	Expiration of retention period	Date list to state archivist	Date of request for Board approval	Date approved by Board	Date approved by state archivist	Destruction date
FY2000 Lease with BSU for office space, including parking information	10/1/1999	5	9/30/2005	8/4/2014	8/18/2014			
FY2000 Legal opinion re: procurement	9/30/2000	3	9/30/2003	8/4/2014	8/18/2014			
FY2000 Professional Service Agreement with Computerland Technology Group;	9/11/2000	5	9/30/2006	8/4/2014	8/18/2014			
FY2000 purchase order copies	9/30/2000	5	9/30/2005	8/4/2014	8/18/2014			
FY2001 accounts payable check copies	9/30/2001	5	9/30/2006	8/4/2014	8/18/2014			
FY2001 accounts payable records for miscellaneous reimbursements to employees, including check stubs from payments, COMPASS request for payment forms, and expense reports.	9/30/2001	5	9/30/2006	8/4/2014	8/18/2014			
FY2001 accounts payable records, including check stubs from payments, COMPASS request for payment forms, vendor invoices, packing slips, COMPASS purchase orders, and voided checks; alphabetical by vendor, vendors V-Z	9/30/2001	5	9/30/2006	8/4/2014	8/18/2014			
FY2001 accounts payable records, vendor invoices, packing slips, etc.	9/30/2001	5	9/30/2006	8/4/2014	8/18/2014			
FY2001 Audit workpapers	1/14/2002	5	9/30/2007	8/4/2014	8/18/2014			
FY2001 MOU with Water Resource Board related to Comprehensive State Water Plan	3/27/2001	5	9/30/2005	8/4/2014	8/18/2014			
FY2001 purchase order copies	9/30/2001	5	9/30/2006	8/4/2014	8/18/2014			

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

Description of record	When created*	Retention period for this record in years	Expiration of retention period	Date list to state archivist	Date of request for Board approval	Date approved by Board	Date approved by state archivist	Destruction date
FY2001 subsidiary ledger reports detailing transactions posted in the payroll, job cost and accounts payable subsidiary ledgers	9/30/2001	5	9/30/2006	8/4/2014	8/18/2014			
FY2002 accounts payable records, vendor invoices, packing slips, etc.	9/30/2002	5	9/30/2007	8/4/2014	8/18/2014			
FY2002 Agreement with DEQ for Statewide Fleet Data Development	3/26/2002	5	9/30/2012	8/4/2014	8/18/2014			
FY2002 cash receipt records, including receipt logs, cash reconciliations and deposit copies. check stubs from payments, COMPASS request for payment forms, and expense reports.	9/30/2002	5	9/30/2007	8/4/2014	8/18/2014			
FY2002 Interagency Agreement with Valley Regional Transit for support of public transportation planning	12/20/2001	5	9/30/2007	8/4/2014	8/18/2014			
FY2002 MOU for traffic counters for Canyon County	1/22/2002	5	9/30/2008	8/4/2014	8/18/2014			
FY2002 payroll check stubs	9/30/2002	5	9/30/2007	8/4/2014	8/18/2014			
FY2002 Professional Service Agreements with various vendors for services provided in FY02	9/30/2002	5	9/30/2008	8/4/2014	8/18/2014			
FY2002 purchase order copies	9/30/2002	5	9/30/2007	8/4/2014	8/18/2014			
FY2002 subsidiary ledger reports detailing transactions posted in the payroll, job cost and accounts payable subsidiary ledgers	9/30/2002	5	9/30/2007	8/4/2014	8/18/2014			
FY2003 accounts payable records, vendor invoices, packing slips, etc.	9/30/2003	5	9/30/2008	8/4/2014	8/18/2014			
FY2003 Agreement with Department of Water Resources for biodiesel buydown project	9/26/2003	5	9/30/2010	8/4/2014	8/18/2014			

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**Inventory of Records to be Destroyed**

Description of record	When created*	Retention period for this record in years	Expiration of retention period	Date list to state archivist	Date of request for Board approval	Date approved by Board	Date approved by state archivist	Destruction date
FY2003 cash receipt records, including receipt logs, cash reconconciliations and deposit copies. check stubs from payments, COMPASS request for payment forms, and expense reports.	9/30/2003	5	9/30/2008	8/4/2014	8/18/2014			
FY2003 Data Sharing agreement with Idaho Department of Labor; superseded June 2009	11/3/2003	5	6/30/2014	8/4/2014	8/18/2014			
FY2003 member dues billing files	9/30/2003	5	9/30/2008	8/4/2014	8/18/2014			
FY2003 MOU's with City of Caldwell for GIS Mapping Support; Ortho Photographs; Downtown Caldwell Circulation Study	2/18/2005	5	9/30/2012	8/4/2014	8/18/2014			
FY2003 purchase order copies	9/30/2003	5	9/30/2008	8/4/2014	8/18/2014			
FY2003 subsidiary ledger reports detailing transactions posted in the payroll, job cost and accounts payable subsidiary ledgers	9/30/2003	5	9/30/2008	8/4/2014	8/18/2014			
FY2003 workpapers used to support the FY03 UPWP and audit	9/30/2003	5	9/30/2008	8/4/2014	8/18/2014			
FY2004 accounts payable records for employee benefit payments, including check stubs from payments, COMPASS request for payment forms, and vendor invoices.	9/30/2004	5	9/30/2009	8/4/2014	8/18/2014			
FY2004 accounts payable records, including check stubs from payments, COMPASS request for payment forms, vendor invoices, packing slips, COMPASS purchase orders, and voided checks; alphabetical by vendor, vendors A-K	9/30/2004	5	9/30/2009	8/4/2014	8/18/2014			
FY2004 accounts payable records, including check stubs from payments, COMPASS request for payment forms, vendor invoices, packing slips, COMPASS purchase orders, and voided checks; alphabetical by vendor, vendors L-Z	9/30/2004	5	9/30/2009	8/4/2014	8/18/2014			

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

Description of record	When created*	Retention period for this record in years	Expiration of retention period	Date list to state archivist	Date of request for Board approval	Date approved by Board	Date approved by state archivist	Destruction date
FY2004 accounts payable records, vendor invoices, packing slips, etc.	9/30/2004	5	9/30/2009	8/4/2014	8/18/2014			
FY2004 cash receipt records, including receipt logs, cash reconconciliations and deposit copies. check stubs from payments, COMPASS request for payment forms, and expense reports.	9/30/2004	5	9/30/2009	8/4/2014	8/18/2014			
FY2004 MOU with City of Nampa; concept report for Middleton Road & 12th Ave connection	10/9/2003	5	9/30/2010	8/4/2014	8/18/2014			
FY2004 purchase order copies	9/30/2004	5	9/30/2009	8/4/2014	8/18/2014			
FY2004 service agreement with The Network Group	9/30/2005	5	9/30/2010	8/4/2014	8/18/2014			
FY2004 subsidiary ledger reports detailing transactions posted in the payroll, job cost and accounts payable subsidiary ledgers	9/30/2004	5	9/30/2009	8/4/2014	8/18/2014			
FY2005 accounts payable records, vendor invoices, packing slips, etc.	9/30/2005	5	9/30/2010	8/4/2014	8/18/2014			
FY2005 Legal opinion re: procurement	8/10/2005	3	9/30/2008	8/4/2014	8/18/2014			
FY2005 MOU with ACHD for Ada County Corridor Studies and Three Cities River Crossing Study	2/18/2005	5	9/30/2012	8/4/2014	8/18/2014			
FY2005 MOU with Valley Regional Transit for Rail Corridor Feasibility Study	9/21/2005	5	9/30/2012	8/4/2014	8/18/2014			

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

Description of record	When created*	Retention period for this record in years	Expiration of retention period	Date list to state archivist	Date of request for Board approval	Date approved by Board	Date approved by state archivist	Destruction date
FY2005 subsidiary ledger reports detailing transactions posted in the payroll, job cost and accounts payable subsidiary ledgers	9/30/2005	5	9/30/2010	8/4/2014	8/18/2014			
FY2006 accounts payable records for employee benefit payments, including check stubs from payments, COMPASS request for payment forms, and vendor invoices.	9/30/2006	5	9/30/2011	8/4/2014	8/18/2014			
FY2006 accounts payable records, including check stubs from payments, COMPASS request for payment forms, vendor invoices, packing slips, COMPASS purchase orders, and voided checks; alphabetical by vendor, vendors A-I	9/30/2006	5	9/30/2011	8/4/2014	8/18/2014			
FY2006 accounts payable records, including check stubs from payments, COMPASS request for payment forms, vendor invoices, packing slips, COMPASS purchase orders, and voided checks; alphabetical by vendor, vendors A-I	9/30/2004	5	9/30/2009	8/4/2014	8/18/2014			
FY2006 accounts payable records, including check stubs from payments, COMPASS request for payment forms, vendor invoices, packing slips, COMPASS purchase orders, and voided checks; alphabetical by vendor, vendors P-Z	9/30/2006	5	9/30/2011	8/4/2014	8/18/2014			
FY2006 accounts payable records, vendor invoices, packing slips, etc.	9/30/2006	5	9/30/2011	8/4/2014	8/18/2014			
FY2006 cash receipt records, including receipt logs, cash reconconciliations and deposit copies. check stubs from payments, COMPASS request for payment forms, and expense reports.	9/30/2006	5	9/30/2011	8/4/2014	8/18/2014			
FY2007 accounts payable records for employee benefit payments, including check stubs from payments, COMPASS request for payment forms, and vendor invoices.	9/30/2007	5	9/30/2012	8/4/2014	8/18/2014			
FY2007 accounts payable records, including check stubs from payments, COMPASS request for payment forms, vendor invoices, packing slips, COMPASS purchase orders, and voided checks; alphabetical by vendor, vendors A-J	9/30/2007	5	9/30/2012	8/4/2014	8/18/2014			

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

Description of record	When created*	Retention period for this record in years	Expiration of retention period	Date list to state archivist	Date of request for Board approval	Date approved by Board	Date approved by state archivist	Destruction date
FY2007 accounts payable records, including check stubs from payments, COMPASS request for payment forms, vendor invoices, packing slips, COMPASS purchase orders, and voided checks; alphabetical by vendor, vendors Q-Z	9/30/2007	5	9/30/2012	8/4/2014	8/18/2014			
FY2007 member dues billing files	9/30/2007	5	9/30/2012	8/4/2014	8/18/2014			

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

# COMPASS BOARD AGENDA ITEM V-F

Date: August 18, 2014



**Topic:** Updated *COMPASS Employment Policies and Procedures*

**Background/Summary:**

The *COMPASS Employment Policies and Procedures* manual was approved by the Board at the December 16, 2013, meeting. Over the last eight months, it has become apparent that some minor tweaks are advisable to clarify some of the provisions. There are no substantive revisions proposed.

A redline version of the *COMPASS Employment Policies and Procedures* manual can be accessed at:

[www.compassidaho.org/documents/people/board/Board081814Redlineversionofpersonnelmanual.pdf](http://www.compassidaho.org/documents/people/board/Board081814Redlineversionofpersonnelmanual.pdf)

The proposed changes are as follows:

Sections 7.2, 9.0, 17.3.2: Add clarifying words/phrases

Sections 10.5.3, 12.3, 17.1.3, 17.3.4: Clarify procedures

Section 17.4 and 17.6: COMPASS intends to offer an option for leave that will allow employees to use leave for care for themselves or immediate family members in the event of illness. The terms and conditions of that leave are intended to mirror the Family Medical Leave Act (FMLA) requirements. COMPASS, as a public agency, is subject to FMLA, but has no eligible employees because the total number of employees is less than 50. Therefore, these sections were updated to clarify that no employees are eligible for FMLA and to add that employees may have the option for a leave of absence to care for themselves or immediate family members in the event of illness.

The table of contents is omitted from the attachment; it will be added upon approval of the document.

**Request/Recommendation:**

Staff seeks Board approval of the updated *COMPASS Employment Policies and Procedures* manual.

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

The current update will make some corrections the *COMPASS Employment Policies and Procedures*. If the updated employment policies and procedures are not adopted, the December 16, 2013, employment policies and procedures will remain in effect.

**More Information:**

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

ML:nb T:\Operations\Human Resources\Policies & Procedures\Personnel Manual Update 8-18-14  
\Employment Procedures Board Memo 8-18-2014

# COMPASS BOARD AGENDA ITEM VIII-A

Date: August 18, 2014



**COMPASS**  
COMMUNITY PLANNING ASSOCIATION  
of Southwest Idaho

## Topic: FY2015 Unified Planning Work Program and Budget (UPWP)

### Background/Summary:

The Finance Committee recommended Board approval of the attached FY2015 UPWP at its June 19, 2014, meeting.

The FY2015 UPWP includes the following assumptions:

#### Revenue:

- No planned increase in membership dues from FY2014, except for the addition of a new member.
- Projections for Consolidated Planning Grant reflected in the Regional Transportation Improvement Program.
- Continue with \$306,705 off-the-top STP-TMA Funds, as approved by the COMPASS Board on April 19, 2010.
- Use of STP-TMA Funds for the household travel survey.
- Second of three years of funding from Idaho Department of Environmental Quality and the Ada County Air Quality Board for air quality outreach.
- Use of \$264,071 of fund balance to cover preliminary estimate of shortfall in draft.

#### Expense:

- Salary line item includes a 3% merit pool, the distribution of which will be determined by the Executive Director.
- Fringe line item reflects anticipated savings from change in health plan to be effective January 1, 2015.
- Indirect expenses decrease slightly, by 1.3%, reflecting ongoing efforts to gain efficiencies.
- Direct expenses include:
  - \$350,000 for the household travel survey;
  - \$94,000 for the purchase and installation of travel time data collection devices;
  - \$61,500 set aside for the planned FY2016 orthophotography project;
  - \$50,000 for the second year of *Communities in Motion* implementation grant funding;
  - and \$40,000 for operational costs of the regional data center.

### Request/Recommendation:

Adopt Resolution 11-2014 approving the FY2014 Unified Planning Work Program.

### 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, 2014.



**More Information:**

- 1) Attachments:           Resolution 11-2014  
                                  Introduction  
                                  Planning Factors  
                                  Program Worksheets  
                                  Financial Worksheets  
                                  Transportation Supplement

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

ML:nb T:\Operations\Accounting & Reporting\UPWP\FY 2015\To Board – Aug 2014\1. FY15UPWP Board Memo



*Working together to plan for the future*

## FY2015 Unified Planning Work Program and Budget

Report No. 13-2014

Adopted by the COMPASS Board on  
Resolution No. 11-2014

**RESOLUTION NO. 11-2014**

**FOR THE PURPOSE OF APPROVING FY2015 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 FY2015 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 FY2015.

**NOW, THEREFORE, BE IT RESOLVED**, that the Community Planning Association of Southwest Idaho Board of Directors adopts the FY2015 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 FY2015 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 18<sup>th</sup> day of August 2014.

**APPROVED:**

By: \_\_\_\_\_  
**Charles Rountree, 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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## **FY2015 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 FY2015 Unified Planning Work Program and Budget 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.

**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO  
FY2015 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	
605	Multi-Modal Planning	x	x	x	x	x	x	x
620	Growth and Transportation System Monitoring	x	x	x	x	x	x	x
647	Regional Growth Issues and Options	x			x		x	
653	Communications and Education				x		x	
661	<i>Communities in Motion</i>	x	x	x	x	x	x	x
685	Regional Transportation Improvement Program	x	x	x	x	x	x	x
692	Regional Asset and Resource Maintenance Report					x	x	x
693	Grant Research and Assistance	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	
720	State Street Corridor Implementation	x	x	x	x	x	x	x
760	Legislative Services	x	x	x	x	x	x	x
761	Blueprint for Good Growth	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	
862	Regional Data Center Implementation		x	x		x	x	
990	Direct Operations & Maintenance						x	
991	Support Services Labor						x	

<b>PROGRAM NO.</b>	601			<b>CLASSIFICATION:</b>	Project
<b>TITLE:</b>	UPWP Budget Development and Monitoring				
<b>TASK / PROJECT DESCRIPTION:</b>	Monitor and amend, as necessary, the FY2015 Unified Planning Work Program and Budget (UPWP) and related transportation grants for the metropolitan planning organization (MPO). Develop and obtain Board approval for the FY2016 UPWP. Attain compliance on all federal requirements of transportation planning implemented under applicable federal transportation bills.				
<b>PURPOSE, SIGNIFICANCE AND REGIONAL-VALUE:</b>	The UPWP is a comprehensive work plan that coordinates federally funded transportation planning and transportation related planning activities in the region and identifies the related planning budget.				
<b>FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW, REFERENCE TO STRATEGIC PLAN:</b>	<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>				
<b>FY2015 BENCHMARKS</b>					
<b>MILESTONES / PRODUCTS</b>					
<b>FY2015 UPWP</b>					
Process and track revenues and expenditures for the FY2015 UPWP and related transportation grants.					Ongoing
Process required state and local agreements and other required paperwork for transportation grants.					As Needed
<b>Process and obtain Board approval of FY2015 UPWP revisions</b>					
Distribute revisions of the FY2015 UPWP to the Idaho Transportation Department for tracking purposes.					As Needed
Distribute revisions of the FY2015 UPWP to the Federal Highway Administration and the Federal Transit Administration for approval.					As Needed
<b>FY2016 UPWP Development</b>					
Develop process and schedule for the FY2016 UPWP.					Oct
Solicit membership input on possible transportation planning projects and associated needs for FY2016.					Nov-Jan
Submit initial revenue assessment for FY2016 to the Finance Committee for input.					Mar
Obtain Board approval on FY2016 general and special membership dues.					Apr
<b>Present FY2016 UPWP</b>					
Present draft FY2016 UPWP to Finance Committee for input and feedback.					May
Present draft FY2016 UPWP to Finance Committee for approval.					Jun
Submit FY2016 UPWP to Board for adoption.					Aug
Submit and obtain approval from Federal Highway Administration of FY2016 UPWP.					Aug
Distribute FY2016 UPWP to the Idaho Transportation Department and Federal Transit Administration.					Aug
<b>Track Federal requirements as related to Self-Certification</b>					
Compliance with federal requirements.					Ongoing
<b>Track federal requirements as related to Transportation Improvement Program and the Regional Long-Range Transportation Plan</b>					
Document and prepare for Federal Certification Review.					Ongoing
Monitor federal changes through the Federal Register.					Ongoing
<b>LEAD STAFF:</b> Megan Larsen					
<b>END PRODUCT:</b> FY2015 UPWP revisions; FY2016 UPWP; Self-Certification; Maximize funding opportunities.					
					<b>Expense Summary</b>
					<b>Total Workdays: 217</b>
					Salary \$ 80,224
					Fringe 30,100
					Overhead 14,055
					<b>Total Labor Cost: \$ 124,379</b>
<b>ESTIMATED DATE OF COMPLETION:</b> September-2015					
<b>Funding Sources</b>				<b>Participating Agencies</b>	
	<b>Ada</b>	<b>Canyon</b>	<b>Special</b>	<b>Total</b>	
CPG	\$ 28,544	\$ 10,029		\$ 38,573	Member Agencies
STP-TMA			76,676	76,676	Federal Highway Administration
k#12373					Federal Transit Administration
STP-Urban(PL)					
Local	6,756	2,374		9,129	
Other					
<b>Total:</b>	<b>\$ 35,300</b>	<b>\$ 12,403</b>		<b>\$ 124,379</b>	
					<b>DIRECT EXPENDITURES:</b>
					Professional Services \$ -
					Legal / Lobbying
					Equipment Purchases
					Travel / Education
					Printing
					Public Involvement
					Meeting Support
					Other
					<b>Total Direct Cost: \$ -</b>
					<b>601 Total Cost: \$ 124,379</b>

<b>PROGRAM NO.</b>	605			<b>CLASSIFICATION:</b>	Project
<b>TITLE:</b>	Multi-Modal Planning				
<b>TASK / PROJECT DESCRIPTION:</b>	Collect and maintain existing and planned multi-modal service data (e.g., GIS data/maps, routes, bus stops, vanpools, bike and pedestrian facilities, pathways, and other multi-modal facilities and amenities); Update performance metrics for the Transportation Service Coordination plan/3D Local Mobility Management Network Plan (3D LMMN Plan); Provide multi-modal service analysis support and technical assistance including Complete Streets Level of Service (CSLOS) model and maps and Health Impact Assessments. Collect regional pathways data and develop regional pathways integration plan.				
<b>PURPOSE, SIGNIFICANCE AND REGIONAL-VALUE:</b>	COMPASS will provide technical assistance for multi-modal transportation programs consistent with Federal Transit Administration requirements. COMPASS will provide technical assistance in the evaluation of existing data resources, as well as collecting new data to be used to analyze the existing and planned regional multi-modal system.				
<b>FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW, REFERENCE TO STRATEGIC PLAN:</b>	Under Title 49 U.S.C 5307, Transportation Management Areas are required to comply with Chapter V of FTA circular C 4702.1A "Title VI and Title VI-Dependent Guidelines for Federal Transit Administration Recipients." Also, funding priorities need to be identified in locally derived "service coordination plans." Federal Requirements: Metropolitan planning organizations are required to include analysis of "pedestrian walkways and bicycle facilities" [23 CFR 450.322]. Certification Review: The scope and application of the Congestion Management Plan should be expanded to provide for the evaluation of alternative modes of transportation (e.g., bus Transportation Systems Management/Transportation Demand Management measures, walking, and biking). [Transportation Planning Certification Review, 2010, p. viii]				
<b>FY2015 BENCHMARKS</b>					
<b>MILESTONES / PRODUCTS</b>					
<b>Maintain Multi-Modal Service Database</b> Maintain current multi-modal services in GIS format. Maintain routes, bus stops, vanpools, bike and pedestrian facilities, and other multi-modal facilities and amenities in GIS format. Collect data for park and ride inventory, use and need.					Ongoing Ongoing March-April
<b>3D LMMN Plan Development for MPO Area</b> Develop an annual report format to monitor and track the performance of projects and programs funded through the Service Coordination Plan, based on goals and outcomes identified through the plan. Collect supporting data to compile the planning document and prepare the report.					Nov-Dec January-Sept
<b>Multi-Modal Service Analysis</b> Assist in establishing and conducting evaluation of Title VI low income and minority service change impacts and analysis. Update/Analyze Longitudinal Employer Household Dynamics (LEHD) data to target potential vanpool services. Provide technical report for evaluating park and ride inventory, use and need (integrate with Congestion Management Report). Provide transit level of service analysis for regional transit system.					Ongoing Ongoing May-June Ongoing
<b>Bike and Pedestrian Data collection</b> Data collection peer review. Research potential collection technologies; including cost estimates, accuracy, preferred uses, and value. Select technology and deployment strategies for the region.					Oct-Dec Dec-Aug
<b>Complete Streets Level of Service Data (CSLOS)</b> Coordinate data with member agencies. Provide CSLOS scores for review of land use applications, comprehensive plan updates, and other plans. Complete Intersection model for CIM corridors. Update CSLOS scores to include both peak-hour and daily LOS.					Ongoing As needed Oct-Apr June-Sept
<b>Health Impact Assessment</b> Develop applications for Health Impact Assessments grants. Conduct feasibility of developing standards for Health Impact Assessments use and protocols.					As needed Oct-May
<b>Regional Pathways Plan</b> Define desired scope and outcome for project and complete collection of all plans, projects, ordinances. Assess status of pathways within each jurisdiction and define connections between planned systems. Define implementation strategies for obtaining right-of-way and adopt plan and integrate into member agencies' plans/codes.					Oct-Dec Jan-March March-Sept
<b>LEAD STAFF:</b> Walt Satterfield					<b>Expense Summary</b>
<b>END PRODUCT:</b> Maintain and update GIS data to enhance regional multi-modal system performance. Completion of the Transportation Service Coordination Plan performance report. Provide updated maps and data to ACHD Commuteride and Valley Regional Transit for targeting vanpool resources using LEHD data. Report on recommended bike and pedestrian technologies and methodologies. CSLOS scoring for land use proposals, comprehensive plan changes, and corridor studies; and bicycle and pedestrian counts, modeling, and regional map and Health Impact Assessment grant standards and applications. Development of regional pathways integration plan.					<b>Total Workdays: 334</b>
					Salary \$ 106,052 Fringe \$ 39,790 Overhead \$ 18,580
					<b>Total Labor Cost: \$ 164,421</b>
<b>ESTIMATED DATE OF COMPLETION:</b> September-2015					<b>DIRECT EXPENDITURES:</b>
<b>Funding Sources</b>				<b>Participating Agencies</b>	
	<b>Ada</b>	<b>Canyon</b>	<b>Special</b>	<b>Total</b>	Valley Regional Transit
CPG	\$120,283	\$42,262		\$162,545	ACHD Commuteride
STP-TMA					Other Member Agencies
k#12373					Federal Transit Administration
STP-Urban(PL)					Federal Highways Administration
Local	\$9,528	\$3,348		\$12,876	Health Districts
Other					University of Idaho
					Bike/Pedestrian Committees
<b>Total:</b>	<b>\$129,812</b>	<b>\$45,609</b>	<b>\$0</b>	<b>\$175,421</b>	<b>Total Direct Cost: \$ 11,000</b>
					<b>605 Total Cost: \$ 175,421</b>

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<b>PROGRAM NO.</b>	620				<b>CLASSIFICATION:</b>	Project
<b>TITLE:</b>	Growth and Transportation System Monitoring					
<b>TASK / PROJECT DESCRIPTION:</b>	To collect and update growth and demographic data, including building permits, preliminary plats, employment estimates, and population estimates. This program will result in five main products: a Development Monitoring Report, a Performance Monitoring Report, an annual population estimate, employment estimates, and census data and training. 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. The project includes mapping and distribution of census data and support for member agencies in using census information, including training on census data and tools.					
<b>PURPOSE, SIGNIFICANCE AND REGIONAL-VALUE:</b>	Tracking and monitoring growth and system demands are critical to several planning efforts. <i>Communities in Motion</i> , as well as other corridor, subarea, and alternative analysis plans depend on accurate data and assumptions about current and future transportation, housing, and infrastructure demands. In addition, the travel demand model requires current and accurate housing and employment data. Accessing, mapping, and disseminating census data and providing training to member agencies provides member agency staff with necessary data and tools for studies, grants, and other analyses, and is an often requested member service.					
<b>FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW, REFERENCE TO STRATEGIC PLAN:</b>	<p>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...."</p> <p>Certification review stated: "The Plan update should include the establishment of an ongoing monitoring activity to track the implementation of Plan goals at the local level." [Transportation Planning Certification Review, vi].</p> <p>Tasks are included to complete the following objectives in the COMPASS FY2015-2017 Strategic Plan: 3.2., facilitate the sharing of data and information; and 4.1, lead a process to coordinate local land use planning, transportation planning, and development.</p>					
<b>FY2015 BENCHMARKS</b>						
<b>MILESTONES / PRODUCTS</b>						
<p><b>Development Monitoring Report</b> Collect and geocode building permit data. Produce archived data for Development Monitoring Report. Complete 2015 Development Monitoring Report.</p> <p><b>Performance Monitoring and Analysis Report</b> Continue tracking data. Maintain online dashboard. Develop archived data for online dashboard. Development of additional performance measures and targets. Participate in MAP-21 performance measures rule-making. Implement MAP-21 requirements for performance measurement and reporting.</p> <p><b>Population Estimates</b> Allocate building permits by city limits, highway districts, and Traffic Analysis Zones (TAZ). Evaluate vacancy rate and household size sources and data. Update population by current corporate limits for cities within Ada and Canyon Counties. Demographic Advisory Committee review of 2015 Population Estimates. Board review and acceptance of 2015 Population Estimates.</p> <p><b>Employment Data</b> Receive 2014 employment data. Match and geocode employment data and map results.</p> <p><b>Census Liaison/Clearinghouse</b> Integrate census data in related projects. Respond to member requests for census data. Host census training. Complete the Census Boundary and Annexation Survey (BAS).</p>						<p>Ongoing Oct-Jan Feb</p> <p>Ongoing Ongoing Ongoing Oct-Apr Ongoing Ongoing</p> <p>Jan Jan Jan Feb March</p> <p>Oct Oct-Jan</p> <p>Ongoing Ongoing April June</p>
<b>LEAD STAFF:</b> Carl Miller					<b>Expense Summary</b>	
<b>END PRODUCT:</b> Six main products: 1) Development Monitoring Report; 2) Performance Monitoring Report; 3) Development Tracking Report; 4) Population estimates by city jurisdiction, county rural, and highway district boundaries; 5) Employment estimates; and 6) Census data and training.					<b>Total Workdays: 197</b>	
					Salary \$ 58,476	
					Fringe 21,940	
					Overhead 10,245	
					<b>Total Labor Cost: \$ 90,660</b>	
<b>ESTIMATED DATE OF COMPLETION:</b> September-2015					<b>DIRECT EXPENDITURES:</b>	
<b>Funding Sources</b>				<b>Participating Agencies</b>		
	<b>Ada</b>	<b>Canyon</b>	<b>Special</b>	<b>Total</b>	Member Agencies	
CPG	\$63,364	\$22,263		\$85,627	Other Local Governments	
STP-TMA						
k#12373						
STP-Urban(PL)						
Local	5,019	1,764		6,783		
Draw from Fund						
Balance				-		
<b>Total:</b>	<b>\$ 68,383</b>	<b>\$ 24,027</b>	<b>\$ -</b>	<b>\$ 92,410</b>		
					<b>Total Direct Cost: \$ 1,750</b>	
					<b>620</b>	<b>Total Cost: \$ 92,410</b>



<b>PROGRAM NO.</b>	647				<b>CLASSIFICATION:</b>	Project
<b>TITLE:</b>	Regional Growth Issues and Options					
<b>TASK / PROJECT DESCRIPTION:</b>	To achieve a more diverse, explainable, coordinated, and open approach to revise the <i>Communities in Motion</i> (CIM) 2040 Vision by tracking entitled developments and projecting and allocating future regional growth to improve COMPASS' travel demand forecasting and assist in regional decision-making.					
<b>PURPOSE, SIGNIFICANCE AND REGIONAL-VALUE:</b>	CIM forecasts are an integral component to the travel demand forecast, and forecasts are used by local governments for various infrastructure and service capacity planning projects. Growth forecasting supports ACHD's impact fee program, is necessary to conduct an air quality conformity determination for the Regional Transportation Improvement Program and regional long-range transportation plan, supports review of proposed developments and traffic impact studies. This program would provide the necessary background information, including local economic and demographic conditions and national trends, needed to produce a regional population and employment forecast.					
<b>FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW, REFERENCE TO STRATEGIC PLAN:</b>	Federal Code 23 CFR § 450.322 (f) -- Long-range plans require valid forecasts of future demand for transportation services, which are based on existing conditions that can be included in the travel demand model. In updating the transportation plan, the MPO shall use the latest available estimates and assumptions for population, land use, travel, employment, congestion, and economic activity. "The metropolitan transportation plan shall, at a minimum, include (1) The projected transportation demand of persons and goods in the metropolitan planning area over the period of the transportation plan...."					
<b>FY2015 BENCHMARKS</b>						
<b>MILESTONES / PRODUCTS</b>						
<b>Regional Population and Employment Forecast</b> Produce population and employment forecast data. Present population and employment forecast options to the Demographic Advisory Committee. Present official updated population and employment forecast to the Board.						Oct Oct Nov
<b>Regional Employment and Population and Employment Allocation</b> Conduct comparison of CIM 2040 forecast and development tracking data. Develop land use typology guidebook. Review CIM 2040 forecast and typology data with member agencies. Update Buildout Analysis. Integrate development tracking into updated forecast. Produce CIM update forecast allocations by Transportation Analysis Zones, demographic areas, and city areas of impact. Present CIM update allocation to the Demographic Advisory Committee. Present CIM update allocation to Board for approval. Create CIM update Vision Map and report CIM update allocation on website.						Oct-Nov Oct-Nov Jan Feb Jan-Feb Feb March Apr May
<b>Update Development Tracking System</b> Maintain development tracking data (preliminary plats and entitled developments). Update vacant lot inventory. Produce CIM 2040 Development Tracking report. Present CIM 2040 Development Tracking report to the Demographic Advisory Committee and include the report in the Performance Monitoring Report. Integrate the report in the Performance Monitoring Report.  Evaluate City Area of Impact Requests.						Ongoing Ongoing Feb March June Ongoing
<b>LEAD STAFF:</b> Carl Miller						<b>Expense Summary</b>
<b>END PRODUCT:</b> Update of <i>Communities in Motion</i> population and employment forecasts and allocation for <i>Communities in Motion</i> update and evaluation of City Area of Impact revisions.						
						<b>Total Workdays:</b> 153
						Salary \$ 50,093 Fringe 18,795 Overhead 8,776
						<b>Total Labor Cost: \$ 77,664</b>
<b>ESTIMATED DATE OF COMPLETION:</b> September-2015						<b>DIRECT EXPENDITURES:</b>
<b>Funding Sources</b>				<b>Participating Agencies</b>		
	<b>Ada</b>	<b>Canyon</b>	<b>Special</b>	<b>Total</b>	Member Agencies  Professional Services \$ 1,500 Legal / Lobbying  Equipment Purchases Travel / Education Printing Public Involvement Meeting Support Other	
CPG	\$ 54,282	\$ 19,072		\$ 73,354		
STP-TMA k#12373						
STP-Urban(PL) Local	4,300	1,510		5,810		
Draw from Fund Balance						
<b>Total:</b>	<b>\$ 58,582</b>	<b>\$ 20,582</b>	<b>\$ -</b>	<b>\$ 79,164</b>	<b>Total Direct Cost: \$ 1,500</b>	
						<b>647 Total Cost: \$ 79,164</b>

<b>PROGRAM NO.</b>	653			<b>CLASSIFICATION:</b>	Project
<b>TITLE:</b>	Communication and Education				
<b>TASK / PROJECT DESCRIPTION:</b>	The Communication and Education task broadly includes external communications, public relations, public involvement, public education, and ongoing 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.				
<b>PURPOSE, SIGNIFICANCE AND REGIONAL-VALUE:</b>	The Communication and Education program helps COMPASS facilitate public involvement in, and understanding of, transportation and related planning efforts by planning and implementing an integrated communications/education and public involvement strategy.				
<b>FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW, REFERENCE TO STRATEGIC PLAN:</b>	<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 Public Involvement Policy every three years, coordinating outreach efforts, and providing more general (not program specific) opportunities for the public to learn about transportation, planning, financial, and related issues, to make them better able to provide input into COMPASS programs and projects.</p> <p>Tasks are included to complete the following objectives in the COMPASS FY2015-2017 Strategic Plan: 1.1, develop an integrated communications plan; 1.2, implement integrated communications plan; 1.3, initiate work to evaluate the effectiveness of the integrated communication plan; 3.2, facilitate the sharing of data and information; 4.2, implement adopted plans; and 4.4, update planning documents.</p>				
<b>FY2015 BENCHMARKS</b>					
<b>MILESTONES / PRODUCTS</b>					
<b>General</b>					
Continue work with media -- set up interviews, develop story ideas, respond to inquiries, write/distribute news releases.					Ongoing
Support work of Public Participation Committee.					Ongoing
Plan/develop Board notebook and other educational opportunities.					Ongoing
Provide outreach/public speaking support and training to staff.					Ongoing
Update COMPASS Public Involvement Policy.					May-Sept
<b>Develop tools such as electronic and print materials designed for most effective means of communication</b>					
Maintain and enhance COMPASS website and social media opportunities (Facebook, blog, etc.).					Ongoing
Continually update COMPASS website to keep content up to date; continue to track COMPASS website traffic.					Ongoing
Develop FY2015 annual report.					Jul-Sept
Write and distribute monthly <i>Keeping Up With COMPASS</i> newsletter and monthly update handout.					Ongoing
<b>Education and community outreach</b>					
Develop and implement FY2014 public education series to include five speakers; focus on funding needs as primary topic.					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
<b>Integrated Communication Plan</b>					
Develop integrated communications plan.					Oct - Apr
Implement integrated communications plan.					Apr-Sept
Execute a statistically significant random household survey to establish baseline data for evaluating effectiveness of integrated communications plan.					May-Sept
Develop report summarizing results of survey.					Sept
<b>Transportation Funding Outreach Campaign</b>					
Develop catchy slogan and graphic to use as unifying elements.					Oct
Purchase radio air time (traffic sponsorships and other).					Oct-Feb
(Other portions of the outreach campaign are covered above with media, social media, education series, etc.).					
<b>LEAD STAFF:</b>	Amy Luft				
<b>END PRODUCT:</b>	Public involvement in, and understanding of, transportation planning and related issues.				
					<b>Expense Summary</b>
					<b>Total Workdays: 186</b>
					Salary \$ 68,431
					Fringe 25,675
					Overhead 11,989
					<b>Total Labor Cost: \$ 106,095</b>
<b>ESTIMATED DATE OF COMPLETION:</b>					September-2015
<b>Funding Sources</b>				<b>Participating Agencies</b>	
	<b>Ada</b>	<b>Canyon</b>	<b>Special</b>	<b>Total</b>	
CPG				\$ -	Highway Districts
STP-TMA					Member Agencies
k#12373					Federal Highways Administration
STP-Urban(PL)					Idaho Transportation Department
Local	146,091	51,329		197,420	Valley Regional Transit
Other					Department of Environmental Quality
					Ada County Air Quality Board
<b>Total:</b>	<b>\$ 146,091</b>	<b>\$ 51,329</b>		<b>\$ 197,420</b>	
					<b>DIRECT EXPENDITURES:</b>
					Professional Services \$ 54,500
					Legal / Lobbying -
					Equipment Purchases -
					Travel / Education -
					Printing -
					Public Involvement 34,400
					Meeting Support 1,425
					Other 1,000
					<b>Total Direct Cost: \$ 91,325</b>
<b>653</b>					<b>Total Cost: \$ 197,420</b>

<b>PROGRAM NO.</b>	661			<b>CLASSIFICATION:</b>	Project	
<b>TITLE:</b>	Communities in Motion					
<b>TASK / PROJECT DESCRIPTION:</b>	This project encompasses the elements necessary to prepare a regional long-range transportation plan, as required by the current federal transportation bill "Moving Ahead for Progress in the 21st Century" (MAP-21). This project follows the scope of work and schedule recommended by the Regional Technical Advisory Committee and approved by COMPASS Board in September 2014.					
<b>PURPOSE, SIGNIFICANCE AND REGIONAL-VALUE:</b>	Communities in Motion (CIM) is the regional long-range transportation plan for Ada and Canyon Counties and offers transportation solutions for the next 20 plus years. The plan is developed in cooperation with member agencies, local governments and the Idaho Transportation Department by a continuing, cooperative, and comprehensive metropolitan planning process. This project integrates existing COMPASS models (including the travel demand model, complete streets level of service model, economic impact model, environmental suitability, housing suitability, and performance-based scenario model) and performance tracking. This performance- and outcome-based planning will help guide resources to infrastructure and service projects that collectively will help achieve the regional (CIM) goals, as well as MAP-21 goals.					
<b>FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW, REFERENCE TO STRATEGIC PLAN:</b>	<p>Federal Code 23 CFR § 450 -- 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 2018.</p> <p>23 USC 150-- establishes national goals and a performance program, in consultation with stake holders, including metropolitan planning organizations. The purpose is to provide a means to the most efficient investment of federal transportation funds.</p> <p>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.</p>					
<b>FY2015 BENCHMARKS</b>						
<b>MILESTONES / PRODUCTS</b>						
<b>Key Elements</b>						
Produce and distribute CIM 2040 document. Meet with individual member agencies as they adopt CIM 2040. Conduct meetings/ongoing work with COMPASS members and advisory committees.  Prepare public involvement plan for next CIM update. Work with member agencies to compile financial information for the plan update. Incorporate updated demographic forecast into CIM 2040 Vision.  Develop performance analysis tool and method. Analyze performance trends.  Update functional classification map. Conduct farm freight study. Develop future transportation scenarios based on updated demographic forecast and CIM 2040 Vision.  Administer grant implementation program and regional implementation strategies. Evaluate timing and scope of next phase of Treasure Valley High Capacity Transit Study.  Monitor and participate in MAP-21 rulemaking.  Share best practices. Integrate plans, synchronize project implementation.					Oct-Nov Oct-Dec Ongoing  Oct-Dec Oct-Dec May-July  Oct-Apr Apr-Sep  Oct-June Oct-Sep Apr-Sep  Oct-Sep Apr-June  Ongoing  Ongoing Ongoing	
<b>LEAD STAFF:</b> Liisa Itkonen					<b>Expense Summary</b>	
<b>END PRODUCT:</b> Updated vision, public involvement plan, performance analysis tool/model, and financial and other data for the regional long-range transportation plan update, and due to the COMPASS Board for adoption in 2018.					<b>Total Workdays: 705</b>	
					Salary \$ 241,939 Fringe 90,774 Overhead 42,386 <b>Total Labor Cost: \$ 375,099</b>	
<b>ESTIMATED DATE OF COMPLETION:</b> September-2015					<b>DIRECT EXPENDITURES:</b>	
<b>Funding Sources</b>				<b>Participating Agencies</b>		
	<b>Ada</b>	<b>Canyon</b>	<b>Special</b>	<b>Total</b>		
CPG	\$ 247,085	\$ 86,814		\$ 333,899	Highway Districts	
STP-TMA			76,676	76,676	Member Agencies	
k#12373				-	Federal Highways Administration	
STP-Urban(PL)				-	Idaho Transportation Department	
Local	24,067	8,457		32,524	Valley Regional Transit	
Other				-	Department of Environmental Quality	
<b>Total:</b>	<b>\$ 271,152</b>	<b>\$ 95,271</b>		<b>\$ 443,099</b>		
					<b>Total Direct Cost: \$ 68,000</b> <b>661 Total Cost: \$ 443,099</b>	

<b>PROGRAM NO.</b>	685			<b>CLASSIFICATION:</b>	Project
<b>TITLE:</b>	Regional Transportation Improvement Program (TIP)				
<b>TASK / PROJECT DESCRIPTION:</b>	Develop a FY2016-2020 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 FY2015-2019 TIP.				
<b>PURPOSE, SIGNIFICANCE AND REGIONAL-VALUE:</b>	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. Information about project changes or needs are shared with member agencies as soon as details are known.				
<b>FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW, REFERENCE TO STRATEGIC PLAN:</b>	<p>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 also 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>				
<b>FY2015 BENCHMARKS</b>					
<b>MILESTONES / PRODUCTS</b>					
<p><b>Solicit Projects for the FY2016-2020 Regional Transportation Improvement Program</b> Request applications for all programs. Assist member agencies in the preparation of applications.</p> <p><b>Prioritize projects for the FY2016-2020 Regional Transportation Improvement Program</b> Prioritize projects for possible inclusion in the TIP. Work with ITD on the development of projects within Ada and Canyon Counties. Provide necessary forms and information to ITD for the development of the program.</p> <p><b>Develop the Preliminary FY2016-2020 Regional Transportation Improvement Program</b> Update information, including maps, for all projects within the TIP. Produce the northern Ada County air quality conformity demonstration. Prepare the preliminary project list for public involvement. Hold public meetings for input into the FY2016-2020 TIP.</p> <p><b>Develop the Final FY2016-2020 Regional Transportation Improvement Program</b> Incorporate pertinent public comments into the programs. Prepare the FY2016-2020 TIP for adoption. Incorporate final mirroring between the Idaho Transportation Investment Program and the local TIP. Submit the final FY2016-2020 TIP to ITD and Federal Highway/Federal Transit Administrations.</p> <p><b>Monitor and Track FY2015-2019 Regional Transportation Improvement Program</b> Track and provide technical support of the projects in the FY2015-2019 TIP. Participate in the balancing process, and secure additional funding when possible.</p> <p><b>Assistance to Valley Regional Transit (VRT)</b> Provide assistance with transit programs and prioritization processes, as necessary.</p> <p><b>Solicit Projects for the FY2017-2021 Regional Transportation Improvement Program</b> Request applications for the Surface Transportation Program - Urban and Transportation Management Area projects.</p>					<p>Oct Oct - Nov</p> <p>Dec - Feb Nov - Mar Mar</p> <p>Mar - Jun Mar - Jun Mar - Jun July</p> <p>Aug Aug Sep Sep</p> <p>Ongoing Ongoing</p> <p>Ongoing</p> <p>July</p>
<b>LEAD STAFF:</b> Toni Tisdale					<b>Expense Summary</b>
<b>END PRODUCT:</b> Adopted FY2016-2020 Regional Transportation Improvement Program for Ada and Canyon Counties. Amendments to the FY2015-2019 program as necessary to maximize funding opportunities.					<b>Total Workdays: 327</b>
					Salary \$ 114,583
					Fringe 42,991
					Overhead 20,074
					<b>Total Labor Cost: \$ 177,648</b>
<b>ESTIMATED DATE OF COMPLETION:</b> September-2015					<b>DIRECT EXPENDITURES:</b>
<b>Funding Sources</b>				<b>Participating Agencies</b>	
	<b>Ada</b>	<b>Canyon</b>	<b>Special</b>	<b>Total</b>	Member Agencies
CPG	\$ 67,264	\$ 23,633		\$ 90,898	Idaho Transportation Department
STP-TMA k#12373	76,676			76,676	
STP-Urban(PL)				-	
Local	9,823	3,451		13,274	
Other					
<b>Total:</b>	<b>\$ 153,763</b>	<b>\$ 27,085</b>		<b>\$ 180,848</b>	
					<b>Total Direct Cost: \$ 3,200</b>
<b>685</b>					<b>Total Cost: \$ 180,848</b>

<b>PROGRAM NO.</b>	692			<b>CLASSIFICATION:</b>	Project
<b>TITLE:</b>	Regional Asset and Resource Maintenance Report				
<b>TASK / PROJECT DESCRIPTION:</b>	Analysis and report of revenues and expenses for road and transit agencies, including possible revenue sources and the balance of expenses for system maintenance versus expansion costs and potential revenue sources. Assist member agencies with better understanding and best practices in maximizing use of federal funds, and identifying and securing other funding opportunities.				
<b>PURPOSE, SIGNIFICANCE AND REGIONAL-VALUE:</b>	Identify revenues and expenditure trends to implement <i>Communities in Motion</i> (CIM), the Regional Transportation Improvement Program (TIP) and other regional initiatives.				
<b>FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW, REFERENCE TO STRATEGIC PLAN:</b>	Federal Code 23 CFR § 450.306 -- The report(s) are designed to help identify additional revenue sources for member agencies to assist in funding improvements and on-going maintenance of the transportation system. The information also assists member agencies in implementing CIM and the annual TIP. It helps promote efficient management and operations of the region's transportation system.				
<b>FY2015 BENCHMARKS</b>					
<b>MILESTONES / PRODUCTS</b>					
<b>Annual Financial Report</b> Obtain prior year financial reports submitted by roadway and transit entities in the region.  Review and compile financial data. Clarify any data issues with relevant entities. Prepare draft financial report summarizing revenues and expenses and comparing to prior years. Submit report to transportation entities for review and comment.  Information item to Regional Technical Advisory Committee and COMPASS Board.  Update report on website.					Jan - Mar  Apr - Jun Apr - Jun Apr - Jun  Jul - Sep  Ongoing
<b>LEAD STAFF:</b> Don Matson					<b>Expense Summary</b>
<b>END PRODUCT:</b> An annual financial report that summarizes transportation revenues and expenditures across the region, reviews maintenance expenditures, system conditions, and documents project costs for basic construction categories. Online reporting will allow updates as data becomes available. Report will also be examined annually for content and delivery enhancement, and will support COMPASS processes.					<b>Total Workdays:</b> 40
					Salary \$ 13,344 Fringe 5,006 Overhead 2,338
					<b>Total Labor Cost: \$ 20,688</b>
<b>ESTIMATED DATE OF COMPLETION:</b> September-2015					<b>DIRECT EXPENDITURES:</b>
<b>Funding Sources</b>				<b>Participating Agencies</b>	
	<b>Ada</b>	<b>Canyon</b>	<b>Special</b>	<b>Total</b>	Idaho Transportation Department Regional and Local Member Agencies
CPG STP-TMA k#12373 STP-Urban(PL) Local Other	\$ 14,185	\$ 4,984		\$ 19,169	
	1,124	395		1,518	
<b>Total:</b>	<b>\$ 15,309</b>	<b>\$ 5,379</b>		<b>\$ 20,688</b>	
					Professional Services \$ - Legal / Lobbying Equipment Purchases Travel / Education Printing Public Involvement Meeting Support Other
					<b>Total Direct Cost: \$ -</b>
					<b>692 Total Cost: \$ 20,688</b>

<b>PROGRAM NO.</b>	693			<b>CLASSIFICATION:</b>	Project	
<b>TITLE:</b>	Grant Research & Assistance					
<b>TASK / PROJECT DESCRIPTION:</b>	In concert with implementation of <i>Communities in Motion</i> (CIM) and member agencies' plans, monitor and identify grant funding opportunities outside regular/formulary funding programs under FHWA and FTA; assist in grant applications for regional planning projects and member agency projects.					
<b>PURPOSE, SIGNIFICANCE AND REGIONAL-VALUE:</b>	Identify revenues and expenditure trends to implement CIM, the Regional Transportation Improvement Program (TIP) and other regional initiatives.					
<b>FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW, REFERENCE TO STRATEGIC PLAN:</b>	Federal Code 23 CFR § 450.306 -- The task is designed to help identify additional revenue sources for member agencies to assist in funding improvements and on-going maintenance of the transportation system; also assists member agencies in implementing CIM and the annual TIP.					
<b>FY2015 BENCHMARKS</b>						
<b>MILESTONES / PRODUCTS</b>						
<u>Grants Research and Assistance</u> Update member needs list. Cultivate/maintain stakeholder network/share grant information. Receive specialized grant training. Monitor grant sources (agencies, foundations).  Write/assist with grant application(s).					Ongoing Ongoing Ongoing Ongoing  As Needed/ Ongoing	
<b>LEAD STAFF:</b> Don Matson					<b>Expense Summary</b>	
<b>END PRODUCT:</b> 1) Regular reports to RTAC identifying grant opportunities and applications in progress, as appropriate. 2) Completed grant application(s) as opportunities arise that correspond with needs and potential match in the region.					<b>Total Workdays:</b> 70	
					Salary \$ 24,830	
					Fringe 9,316	
					Overhead 4,350	
					<b>Total Labor Cost: \$ 38,497</b>	
<b>ESTIMATED DATE OF COMPLETION:</b> September-2015					<b>DIRECT EXPENDITURES:</b>	
<b>Funding Sources</b>				<b>Participating Agencies</b>		
	<b>Ada</b>	<b>Canyon</b>	<b>Special</b>	<b>Total</b>	Idaho Transportation Department	
CPG				\$ -	Regional and Local Member Agencies	
STP-TMA					Professional Services \$ -	
k#12373					Legal / Lobbying	
STP-Urban(PL)					Equipment Purchases	
Local	28,488	10,009		38,497	Travel / Education	
Other					Printing	
					Public Involvement	
					Meeting Support	
					Other	
					<b>Total Direct Cost: \$ -</b>	
<b>Total:</b>	<b>\$ 28,488</b>	<b>\$ 10,009</b>		<b>\$ 38,497</b>	<b>693</b>	<b>Total Cost: \$ 38,497</b>

<b>PROGRAM NO.</b>	701				<b>CLASSIFICATION:</b>	Service	
<b>TITLE:</b>	General Membership Services						
<b>TASK / PROJECT DESCRIPTION:</b>	Provides assistance to COMPASS members, including demographic data, mapping, geographic information system assistance/education, travel demand modeling, and other support to member agency projects.						
<b>PURPOSE, SIGNIFICANCE AND REGIONAL-VALUE:</b>	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.						
<b>FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW, REFERENCE TO STRATEGIC PLAN:</b>	<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>						
<b>FY2015 BENCHMARKS</b>							
<b>MILESTONES / PRODUCTS</b>							
<b>Provide general assistance to member agencies as requested in the areas of:</b>							
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
<b>Specific requested assistance, which may have been separate tasks in the past, include, but are not limited to:</b> ACHD support. Development Review. Traffic Impact Studies. Area of Influence Analysis. Model Runs per member agency traffic impact study policies.						Ongoing	Ongoing
<b>LEAD STAFF:</b> Matt Stoll						<b>Expense Summary</b>	
<b>END PRODUCT:</b> Data, mapping, and modeling assistance to COMPASS members. Support for member agency studies and planning activities.						<b>Total Workdays: 136</b>	
						Salary \$ 44,635	
						Fringe 16,747	
						Overhead 7,820	
						<b>Total Labor Cost: \$ 69,202</b>	
<b>ESTIMATED DATE OF COMPLETION:</b> September-2015						<b>DIRECT EXPENDITURES:</b>	
<b>Funding Sources</b>				<b>Participating Agencies</b>			
	<b>Ada</b>	<b>Canyon</b>	<b>Special</b>	<b>Total</b>	Member Agencies		
CPG STP-TMA k#12373 STP-Urban(PL) Local Other	51,209	17,993		69,202	Professional Services \$ -		
					Legal / Lobbying		
					Equipment Purchases		
					Travel / Education		
					Printing		
					Public Involvement		
					Meeting Support		
					Other		
						<b>Total Direct Cost: \$ -</b>	
<b>Total:</b>						<b>701</b>	<b>Total Cost: \$ 69,202</b>

<b>PROGRAM NO.</b>	702			<b>CLASSIFICATION:</b>	Service	
<b>TITLE:</b>	Air Quality Outreach					
<b>TASK / PROJECT DESCRIPTION:</b>	The Air Quality Outreach project will support the Idaho Department of Environmental Quality (DEQ) and the Ada County Air Quality Board in their outreach efforts regarding air quality in the Treasure Valley through overseeing the airing of television public service announcements.					
<b>PURPOSE, SIGNIFICANCE AND REGIONAL-VALUE:</b>	Air quality has been an ongoing issue in the Treasure Valley for over 30 years. While many steps have been taken to limit the release of air quality pollutants, individual behaviors must also change to achieve an improvement, or even a lack of degradation, in air quality. Outreach and education on air quality issues and steps individuals can take to curb individual air quality emissions are necessary to bring about this change.					
<b>FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW, REFERENCE TO STRATEGIC PLAN:</b>	COMPASS will assist DEQ and the Ada County 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. ( <a href="http://www.legislature.idaho.gov/idstat/Title39/T39CH1SECT39-116B.htm">http://www.legislature.idaho.gov/idstat/Title39/T39CH1SECT39-116B.htm</a> ).					
<b>FY2015 BENCHMARKS</b>						
<b>MILESTONES / PRODUCTS</b>						
<b>Public Service Announcements</b> Work with contractor (selected in FY2014) to purchase air time for public service announcements.					Ongoing	
<b>LEAD STAFF:</b> Amy Luft					<b>Expense Summary</b>	
<b>END PRODUCT:</b> Increased public understanding of air quality issues and an individual's role in curbing air emissions, through assisting DEQ and the Ada County Air Quality Board in reaching out to the public via public service announcements.						
<b>Total Workdays:</b> 12						
Salary \$ 4,838						
Fringe 1,815						
Overhead 848						
<b>Total Labor Cost: \$ 7,500</b>						
<b>ESTIMATED DATE OF COMPLETION:</b> September-2015					<b>DIRECT EXPENDITURES:</b>	
<b>Funding Sources</b>				<b>Participating Agencies</b>		
	<b>Ada</b>	<b>Canyon</b>	<b>Special</b>	<b>Total</b>		Professional Services \$ 75,000
CPG				\$ -		Legal / Lobbying
Local				-		Equipment Purchases
Other						Travel / Education
STP-Urban(PL)						Printing
DEQ			18,150	18,150	Public Involvement	
Ada County AQB			64,350	64,350	Meeting Support	
					Other	
<b>Total:</b>			<b>\$ 82,500</b>	<b>\$ 82,500</b>	<b>Total Direct Cost: \$ 75,000</b>	
					<b>702 Total Cost: \$ 82,500</b>	



<b>PROGRAM NO.</b>	703			<b>CLASSIFICATION:</b>	Service
<b>TITLE:</b>	General Public Services				
<b>TASK / PROJECT DESCRIPTION:</b>	To provide data and mapping assistance to the general public. For some products, e.g., 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.				
<b>PURPOSE, SIGNIFICANCE AND REGIONAL-VALUE:</b>	COMPASS provides a number of products to the general public: demographic data, development information, traffic counts and projections, maps, and geographic information system analyses.				
<b>FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW, REFERENCE TO STRATEGIC PLAN:</b>	Federal law 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 Communications and Education task supports that outreach and involvement through developing the COMPASS Public Involvement Policy (also a federal requirement), coordinating outreach efforts, and providing more general (not program specific) opportunities for the public to learn about, and comment on, transportation, planning, financial, and related issues.				
<b>FY2015 BENCHMARKS</b>					
<b>MILESTONES / PRODUCTS</b>					
<b>Provide assistance to general public as requested in the areas of:</b> Geographic Information System (GIS) requests for maps, data and analyses. Data and travel demand model requests. Other various requests as budget allows.					Ongoing
<b>LEAD STAFF:</b> Amy Luft <b>END PRODUCT:</b> Information assistance to the general public.					<b>Expense Summary</b> <b>Total Workdays:</b> 22 Salary \$ 7,693 Fringe 2,886 Overhead 1,348 <b>Total Labor Cost: \$ 11,926</b>
<b>ESTIMATED DATE OF COMPLETION:</b> September-2015					<b>DIRECT EXPENDITURES:</b>
<b>Funding Sources</b>				<b>Participating Agencies</b>	
	<b>Ada</b>	<b>Canyon</b>	<b>Special</b>	<b>Total</b>	Member Agencies
CPG STP-TMA k#12373 STP-Urban(PL) Local Other	8,826	3,101		11,926	
<b>Total:</b>	<b>\$ 8,826</b>	<b>\$ 3,101</b>		<b>\$ 11,926</b>	
					<b>Total Direct Cost: \$ -</b> <b>703 Total Cost: \$ 11,926</b>

<b>PROGRAM NO.</b>	705			<b>CLASSIFICATION:</b>	Service
<b>TITLE:</b>	Transportation Liaison Services				
<b>TASK / PROJECT DESCRIPTION:</b>	To provide adequate staff liaison time at member agency meetings and coordinate transportation-related planning activities with member agencies.				
<b>PURPOSE, SIGNIFICANCE AND REGIONAL-VALUE:</b>	Transportation liaison services 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.				
<b>FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW, REFERENCE TO STRATEGIC PLAN:</b>	Achieve better inter-jurisdictional coordination of transportation and land use planning. Documentation of other significant transportation planning projects occurring within the Treasure Valley through the Unified Planning Work Program and Budget.				
<b>FY2015 BENCHMARKS</b>					
<b>MILESTONES / PRODUCTS</b>					
Attend member agency meetings and coordinate transportation-related planning activities with member agencies.					Ongoing
<b>LEAD STAFF:</b> Matt Stoll					<b>Expense Summary</b>
<b>END PRODUCT:</b> Ongoing staff liaison role to member agencies.					
					<b>Total Workdays:</b> 37
					Salary \$ 18,203
					Fringe 6,830
					Overhead 3,189
					<b>Total Labor Cost: \$ 28,221</b>
<b>ESTIMATED DATE OF COMPLETION:</b> September-2015					<b>DIRECT EXPENDITURES:</b>
<b>Funding Sources</b>				<b>Participating Agencies</b>	
	<b>Ada</b>	<b>Canyon</b>	<b>Special</b>	<b>Total</b>	Member Agencies
CPG				\$ -	Professional Services \$ -
STP-TMA					Legal / Lobbying
k#12373					Equipment Purchases
STP-Urban(PL)					Travel / Education
Local	20,884	7,338		28,221	Printing
Other					Public Involvement
					Meeting Support
					Other
<b>Total:</b>	<b>\$ 20,884</b>	<b>\$ 7,338</b>		<b>\$ 28,221</b>	<b>Total Direct Cost: \$ -</b>
					<b>705 Total Cost: \$ 28,221</b>

<b>PROGRAM NO.</b>	720			<b>CLASSIFICATION:</b>	Service	
<b>TITLE:</b>	State Street Corridor Implementation					
<b>TASK / PROJECT DESCRIPTION:</b>	Multi-year cooperative project with member agencies along State Street to advance studies, plans, development, and transit and roadway improvements in the corridor; COMPASS' role is project coordinator providing general support.					
<b>PURPOSE, SIGNIFICANCE AND REGIONAL-VALUE:</b>	State Street is a regionally significant corridor and the only east-west route between the two counties north of the Boise River, and future growth will surpass the capacity of the roadway to carry traffic and transit. The various tasks in the project are orchestrated to help ensure the viability of transportation through the corridor and protect existing neighborhoods and communities in the future.					
<b>FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW, REFERENCE TO STRATEGIC PLAN:</b>	Federal Code 23 CFR 450.318 -- The tasks fulfill more FHWA and FTA goals and direction by focusing on linking traffic, transit, and land development in a stronger relationship than has been done previously in the Treasure Valley. Long-term change in the corridor are included in <i>Communities in Motion</i> .					
<b>FY2015 BENCHMARKS</b>						
<b>MILESTONES / PRODUCTS</b>						
<b>Project Coordination</b> Facilitate meetings and communications of State Street Coordinating Committee, maintain webpage. Prepare annual status report on Memorandum of Understanding. Assist agencies to implement Transit and Traffic Operations Plan (TTOP). Maintain corridor data for future planning efforts.					Ongoing	
<b>LEAD STAFF:</b> Don Matson					<b>Expense Summary</b>	
<b>END PRODUCT:</b> Support for member agency activities.						
					<b>Total Workdays:</b>	<b>16</b>
					Salary	\$ 6,042
					Fringe	2,267
					Overhead	1,059
					<b>Total Labor Cost:</b>	<b>\$ 9,368</b>
<b>ESTIMATED DATE OF COMPLETION:</b> September-2015					<b>DIRECT EXPENDITURES:</b>	
<b>Funding Sources</b>				<b>Participating Agencies</b>		
	<b>Ada</b>	<b>Canyon</b>	<b>Special</b>	<b>Total</b>		
CPG	\$8,680			\$8,680	Ada County	
STP-TMA					Ada County Highway District	
k#12373					Capitol City Development Corp.	
STP-Urban(PL)					City of Boise	
Local	688			688	City of Eagle	
Other					City of Garden City	
					Idaho Transportation Dept.	
					Valley Regional Transit	
<b>Total:</b>	<b>\$9,368</b>	<b>\$0</b>	<b>\$0</b>	<b>\$9,368</b>	<b>720</b>	<b>Total Cost: \$ 9,368</b>

<b>PROGRAM NO.</b>	760			<b>CLASSIFICATION:</b>	Service
<b>TITLE:</b>	Legislative Services				
<b>TASK / PROJECT DESCRIPTION:</b>	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.				
<b>PURPOSE, SIGNIFICANCE AND REGIONAL-VALUE:</b>	To secure funding and influence policies on relevant transportation-related legislation at the federal and state levels.				
<b>FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW, REFERENCE TO STRATEGIC PLAN:</b>	There is no federal requirement for this process. The Board works together to identify and prioritize needs and projects.				
<b>FY2015 BENCHMARKS</b>					
<b>MILESTONES / PRODUCTS</b>					
<u>Federal Legislative Priorities</u> 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
<u>State Legislative Priorities</u> Work with Executive Committee to identify possible priorities and position statements for FY2015 legislative session. Obtain Board endorsement of FY2015 legislative priorities. Educate and advocate on FY2015 legislative priorities. Evaluate possible legislative priorities for FY2016 legislative session.					Oct-Nov Nov-Dec Dec-Apr May-Sep
<b>LEAD STAFF:</b> Matt Stoll					<b>Expense Summary</b>
<b>END PRODUCT:</b> An effective advocacy program for legislative issues and positions that have been approved by the Board.					
<b>Total Workdays: 76</b>					
Salary \$ 37,429					
Fringe 14,043					
Overhead 6,557					
<b>Total Labor Cost: \$ 58,029</b>					
<b>ESTIMATED DATE OF COMPLETION:</b>				September-2015	
<b>Funding Sources</b>				<b>Participating Agencies</b>	
	<b>Ada</b>	<b>Canyon</b>	<b>Special</b>	<b>Total</b>	Member Agencies
CPG STP-TMA k#12373 STP-Urban(PL) Local Other	121,418	42,660		164,079 -	
<b>Total:</b>	<b>\$ 121,418</b>	<b>\$ 42,660</b>	<b>\$ -</b>	<b>\$ 164,079</b>	
<b>DIRECT EXPENDITURES:</b>					
Professional Services					
Legal / Lobbying \$ 85,950					
Equipment Purchases					
Travel / Education 9,000					
Printing					
Public Involvement					
Meeting Support					
Other 11,100					
<b>Total Direct Cost: \$ 106,050</b>					
<b>760 Total Cost: \$ 164,079</b>					

<b>PROGRAM NO.</b>	761			<b>CLASSIFICATION:</b>	Service	
<b>TITLE:</b>	Blueprint for Good Growth (BGG)					
<b>TASK / PROJECT DESCRIPTION:</b>	Provide requested support regarding the ongoing efforts to improve the connection between land use and transportation decisions and planning.					
<b>PURPOSE, SIGNIFICANCE AND REGIONAL-VALUE:</b>	Partnership of governments in charge of local land use and roadway planning: Ada County, its cities; the Ada County Highway District; and the Idaho Transportation Department working together to better coordinate land use and transportation planning.					
<b>FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW, REFERENCE TO STRATEGIC PLAN:</b>	There is no federal requirement for this process. The BGG process has been integral to improving the communication and sharing of information between land use and transportation agencies. Over the past few years, new development monitoring processes and reporting have been developed that better inform elected officials about how the land use decisions and transportation programs impact one another.					
<b>FY2015 BENCHMARKS</b>						
<b>MILESTONES / PRODUCTS</b>						
<b>Meetings of the BGG Consortium</b>  COMPASS staff will support the BGG Consortium as necessary to include, scheduling meetings, revisions to materials by staff, research, provision of materials, and other technical assistance are included. The BGG Consortium will be the advocacy group in outreach to local governments.					As Needed	
<b>LEAD STAFF:</b>	Matt Stoll				<b>Expense Summary</b>	
<b>END PRODUCT:</b>	Schedule meetings, prepare agendas and minutes for the Consortium as needed.				<b>Total Workdays: 14</b>	
					Salary	\$ 6,821
					Fringe	2,559
					Overhead	1,195
					<b>Total Labor Cost: \$ 10,575</b>	
<b>ESTIMATED DATE OF COMPLETION:</b>				September-2015		
<b>Funding Sources</b>				<b>Participating Agencies</b>		
	<b>Ada</b>	<b>Canyon</b>	<b>Special</b>	<b>Total</b>	Ada County members	
CPG	\$ 9,799			\$ 9,799	Idaho Transportation Department	
STP-TMA						
k#12373						
STP-Urban(PL)						
Local	776			776		
Other						
<b>Total:</b>	<b>\$ 10,575</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 10,575</b>		
					<b>761</b>	<b>Total Direct Cost: \$ -</b>
					<b>Total Cost: \$ 10,575</b>	

<b>PROGRAM NO.</b>	801			<b>CLASSIFICATION:</b>	System Maintenance
<b>TITLE:</b>	Staff Development				
<b>TASK / PROJECT DESCRIPTION:</b>	To provide staff with resources necessary to keep them informed of federal and state regulations, current transportation planning technologies and the best practices and activities nationally.				
<b>PURPOSE, SIGNIFICANCE AND REGIONAL-VALUE:</b>	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.				
<b>FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW, REFERENCE TO STRATEGIC PLAN:</b>	<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>				
<b>FY2015 BENCHMARKS</b>					
<b>MILESTONES / PRODUCTS</b>					
Staff training and development.					Ongoing
<b>LEAD STAFF:</b> Megan Larsen					<b>Expense Summary</b>
<b>END PRODUCT:</b> Maintain staff knowledge of federal grant requirement needs and changes and build a strong team through national and local seminars, workshops, conferences, and educational classes.					<b>Total Workdays: 99</b>
					Salary \$ 33,648
					Fringe 12,624
					Overhead 5,895
					<b>Total Labor Cost: \$ 52,167</b>
<b>ESTIMATED DATE OF COMPLETION:</b> September-2015					<b>DIRECT EXPENDITURES:</b>
<b>Funding Sources</b>				<b>Participating Agencies</b>	
	<b>Ada</b>	<b>Canyon</b>	<b>Special</b>	<b>Total</b>	Federal Highway Administration
CPG					Federal Transit Administration
STP-TMA					
k#12373					
STP-Urban(PL)					
Local				-	
Draw from Fund			\$ 80,667	\$ 80,667	
Balance					
<b>Total:</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 80,667</b>	<b>\$ 80,667</b>	
					Professional Services \$ -
					Legal / Lobbying
					Equipment Purchases
					Travel / Education 28,500
					Printing
					Public Involvement
					Meeting Support
					Other
					<b>Total Direct Cost: \$ 28,500</b>
					<b>801 Total Cost: \$ 80,667</b>

<b>PROGRAM NO.</b>	820			<b>CLASSIFICATION:</b>	System Maintenance		
<b>TITLE:</b>	Committee Support						
<b>TASK / PROJECT DESCRIPTION:</b>	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.						
<b>PURPOSE, SIGNIFICANCE AND REGIONAL-VALUE:</b>	Provide coordination and communication among member agencies' staff and elected officials in transportation and land use planning, through meeting materials, agendas, and minutes, which are a historical record of events leading to the decision-making processes.						
<b>FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW, REFERENCE TO STRATEGIC PLAN:</b>	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.						
<b>FY2015 BENCHMARKS</b>							
<b>MILESTONES / PRODUCTS</b>					Ongoing		
Provide meeting coordination, materials, and follow-up to the Board and standing committees.							
<b>LEAD STAFF:</b>	Megan Larsen				<b>Expense Summary</b>		
<b>END PRODUCT:</b>	Ongoing support of committees, agendas, minutes, and information to promote involvement and communication.				<b>Total Workdays:</b>	235	
					Salary	\$ 74,216	
					Fringe	27,845	
					Overhead	13,002	
					<b>Total Labor Cost:</b>	<b>\$ 115,064</b>	
<b>ESTIMATED DATE OF COMPLETION:</b>	September-2015				<b>DIRECT EXPENDITURES:</b>		
<b>Funding Sources</b>				<b>Participating Agencies</b>		Professional Services	\$ -
	Ada	Canyon	Special	Total	Member Agencies	Legal / Lobbying	
CPG				-		Equipment Purchases	
STP-TMA						Travel / Education	
k#12373						Printing	
STP-Urban(PL)						Public Involvement	
Local				-		Meeting Support	2,000
Draw from Fund			\$ 117,064	\$ 117,064		Other	
Balance						<b>Total Direct Cost:</b>	<b>\$ 2,000</b>
<b>Total:</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 117,064</b>	<b>\$ 117,064</b>	<b>820</b>	<b>Total Cost:</b>	<b>\$ 117,064</b>

<b>PROGRAM NO.</b>	836			<b>CLASSIFICATION:</b>	System Maintenance
<b>TITLE:</b>	Regional Travel Demand Model				
<b>TASK / PROJECT DESCRIPTION:</b>	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.				
<b>PURPOSE, SIGNIFICANCE AND REGIONAL-VALUE:</b>	The model outputs are used to test and plan transportation projects, support Ada County Highway District's impact fee program, conduct air quality conformity of the Regional Transportation Improvement Program (TIP) and regional long-range transportation plan, review of proposed developments and traffic impact studies, provide area of influence, and respond to various special member requests.				
<b>FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW, REFERENCE TO STRATEGIC PLAN:</b>	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...."'				
<b>FY2015 BENCHMARKS</b>					
<b>MILESTONES / PRODUCTS</b>					
<b>Key Elements</b>					
Maintain and update traffic count database. Maintain the structure and integrity of the regional travel demand model for air quality conformity and use in TREDIS. Provide travel demand modeling assistance per member agency needs and special projects. Maintain the input files and outputs of MOVES (air quality conformity model) Maintain input files for the "committed-development" model for cumulative impacts analysis. Maintain and update the "horizon year" model for the regional long-range transportation plan.					Ongoing Ongoing Ongoing Ongoing Ongoing Ongoing
Provide project and program evaluations using TREDIS (Transportation Economic Development Impact System) per member agency needs.					Ongoing
<b>LEAD STAFF:</b> MaryAnn Waldinger					
<b>END PRODUCT:</b>					
Reasonable and reliable regional travel demand model using the latest available information and forecasts for various types of projects, studies, and analyses.					
<b>Expense Summary</b>					
<b>Total Workdays: 205</b>					
Salary \$ 65,653					
Fringe 24,633					
Overhead 11,502					
<b>Total Labor Cost: \$ 101,788</b>					
<b>ESTIMATED DATE OF COMPLETION:</b> September-2015					
<b>Funding Sources</b>				<b>Participating Agencies</b>	
	<b>Ada</b>	<b>Canyon</b>	<b>Special</b>	<b>Total</b>	
CPG	\$ 76,651	\$ 26,931		\$ 103,583	Highway Districts
STP-TMA					Member Agencies
k#12373				-	Federal Highways Administration
STP-Urban(PL)					Idaho Transportation Department
Local	6,072	2,133		8,205	Valley Regional Transit
Other					Department of Environmental Quality
<b>Total:</b>	<b>\$ 82,723</b>	<b>\$ 29,065</b>	<b>\$ -</b>	<b>\$ 111,788</b>	
<b>DIRECT EXPENDITURES:</b>					
Professional Services \$ 10,000					
Legal / Lobbying					
Equipment Purchases					
Travel / Education					
Printing					
Public Involvement					
Meeting Support					
Other					
<b>Total Direct Cost: \$ 10,000</b>					
<b>836</b>	<b>Total Cost: \$ 111,788</b>				



<b>PROGRAM NO.</b>	838			<b>CLASSIFICATION:</b>	System Maintenance	
<b>TITLE:</b>	On-Board Transit and Household Travel Survey - minor update					
<b>TASK / PROJECT DESCRIPTION:</b>	Data collection for updating 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.					
<b>PURPOSE, SIGNIFICANCE AND REGIONAL-VALUE:</b>	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.					
<b>FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW, REFERENCE TO STRATEGIC PLAN:</b>	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...."					
<b>FY2015 BENCHMARKS</b>						
<b>MILESTONES / PRODUCTS</b>						
<b>Key Elements</b> Develop and release request for proposals. Select consultant for data collection. Collect on-board and household travel data. Review data and draft report. Final report.					Feb-15 May-15 Sept-Nov 15 Mar-May 2015 Jul-15	
<b>LEAD STAFF:</b> MaryAnn Waldinger					<b>Expense Summary</b>	
<b>END PRODUCT:</b> Data for the upkeep of the regional travel demand model.						
<b>ESTIMATED DATE OF COMPLETION:</b> September-2015						
<b>Funding Sources</b>					<b>DIRECT EXPENDITURES:</b>	
				<b>Participating Agencies</b>		
	<b>Ada</b>	<b>Canyon</b>	<b>Special</b>	<b>Total</b>		Professional Services \$ 350,000
CPG	\$ 10,236	\$ 3,596		\$ 13,832		Legal / Lobbying
STP-TMA k#13048 STP-Urban(PL) Local Other	19,821	6,964	324,310	324,310		Equipment Purchases Travel / Education Printing Public Involvement Meeting Support Other
<b>Total:</b>	<b>\$ 30,057</b>	<b>\$ 10,561</b>	<b>\$ 324,310</b>	<b>\$ 364,928</b>	<b>Total Direct Cost: \$ 350,000</b>	
					<b>838 Total Cost: \$ 364,928</b>	

<b>PROGRAM NO.</b>	842			<b>CLASSIFICATION:</b>	System Maintenance		
<b>TITLE:</b>	Congestion Management System						
<b>TASK / PROJECT DESCRIPTION:</b>	Maintain a functional congestion management system for the Treasure Valley. Conduct data collection, update the Congestion Management System (CMS) Plan as needed, produce an annual CMS Report, maintain regional intelligent transportation system (ITS) architecture. Research, provide, and monitor transportation demand management (TDM) strategies.						
<b>PURPOSE, SIGNIFICANCE AND REGIONAL-VALUE:</b>	Provides annual CMS report of the congestion levels on major corridors that compares previous year results, and explains the reason for the change; typically, improvements needed such as signal timing and ITS. Periodic needs are, baseline data collection of vehicle occupancy rates, additional research and evaluation of possible transportation demand management strategies.						
<b>FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW, REFERENCE TO STRATEGIC PLAN:</b>	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.						
<b>FY2015 BENCHMARKS</b>							
<b>MILESTONES / PRODUCTS</b>							
<b>Annual CMS Report and Travel Time Data Collection</b> Collect 2015 travel time data (40 days). Review and format 2015 CMS travel time data for incorporation into the annual report. Distribute the 2015 Treasure Valley CMS annual report. Develop a project tracking list for Regional Transportation Improvement Program projects. Analyze current and historic CMS travel time data.						Mar - Apr Jul Sept Aug Ongoing	
<b>Treasure Valley Transportation System: Operations, Management, and ITS</b> Maintain and update Intelligent Transportation Systems (ITS) architecture. Maintain and facilitate the Regional Operations Work Group. Evaluate the Tool for Operations Benefit/Cost (TOPS-BC). Work with member agency staff to update the I-84 detour plan.						Jan - Aug Ongoing Sept - Dec	
<b>Miscellaneous CMS/ITS tasks</b> Transportation project coordination. Transportation studies and construction coordination.						Ongoing Ongoing	
<b>LEAD STAFF:</b>	MaryAnn Waldinger					<b>Expense Summary</b>	
<b>END PRODUCT:</b>	Annual CMS report and 2015 travel time data. Updated regional ITS Architecture, updated I-84 detour plan, and an effective Regional Operations Work Group.					<b>Total Workdays: 127</b>	
						Salary \$ 41,720	
						Fringe 15,653	
						Overhead 7,309	
						<b>Total Labor Cost: \$ 64,682</b>	
<b>ESTIMATED DATE OF COMPLETION:</b>				September-2015			
<b>Funding Sources</b>				<b>Participating Agencies</b>			
	<b>Ada</b>	<b>Canyon</b>	<b>Special</b>	<b>Total</b>			
CPG	\$ 119,091	\$ 41,843		\$ 160,933	Highway Districts		
STP-TMA					Member Agencies		
k#12373					Federal Highways Administration		
STP-Urban(PL)					Idaho Transportation Department		
Local	9,434	3,315		12,748	Valley Regional Transit		
Other					Department of Environmental Quality		
<b>Total:</b>	<b>\$ 128,524</b>	<b>\$ 45,157</b>	<b>\$ -</b>	<b>\$ 173,682</b>			
						<b>DIRECT EXPENDITURES:</b>	
						Professional Services \$ 15,000	
						Legal / Lobbying	
						Equipment Purchases 94,000	
						Travel / Education	
						Printing	
						Public Involvement	
						Meeting Support	
						Other	
						<b>Total Direct Cost: \$ 109,000</b>	
						<b>842 Total Cost: \$ 173,682</b>	

<b>PROGRAM NO.</b>	860			<b>CLASSIFICATION:</b>	System Maintenance			
<b>TITLE:</b>	Geographical Information System Maintenance (GIS)							
<b>TASK / PROJECT DESCRIPTION:</b>	Planning activities depend on current and accurate geographic information. For data to be available in a quality suitable for planning, continual data acquisition is necessary. This involves partnering with other GIS stakeholders, data maintenance, editing, and creating new data from GPS and orthophotography.							
<b>PURPOSE, SIGNIFICANCE AND REGIONAL-VALUE:</b>	GIS data and technology are used for internal budget support. COMPASS also provides this geographic information to its members and the general public in the form of maps, data, and analysis. COMPASS works in conjunction with its member agencies via the Regional Geographic Advisory Committee (RGAC) to create regional data that can be used for many purposes.							
<b>FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW, REFERENCE TO STRATEGIC PLAN:</b>	Federal Code 23 CFR § 450.322 (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..."							
<b>FY2015 BENCHMARKS</b>								
<b>MILESTONES / PRODUCTS</b>								
<b>Provide GIS Data Maintenance and Support for COMPASS Projects</b>						Ongoing		
<b>Provide CommunityViz Maintenance and Support for COMPASS and member agency projects</b>						Ongoing		
<b>GIS Cooperation</b> Continue participation in the Canyon Spatial Data Cooperative (SDC) and Ada County. Special Interest Group (SIG) meetings.						Monthly		
<b>Regional Geographic Advisory Committee</b> Host the Regional Geographic Advisory Committee to enable regional cooperation of GIS data.						Bi-monthly/as needed		
<b>Orthophotography Planning</b> Begin the planning phase of a 2016 Orthophotography flight.						4th Quarter		
<b>LEAD STAFF:</b>	Eric Adolfsen					<b>Expense Summary</b>		
<b>END PRODUCT:</b>	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.							
					<b>Total Workdays:</b>		<b>339</b>	
					Salary		\$ 86,222	
					Fringe	32,350		
					Overhead	15,106		
					<b>Total Labor Cost:</b>	<b>\$ 133,678</b>		
<b>ESTIMATED DATE OF COMPLETION:</b>				September-2015		<b>DIRECT EXPENDITURES:</b>		
<b>Funding Sources</b>				<b>Participating Agencies</b>				
	<b>Ada</b>	<b>Canyon</b>	<b>Special</b>	<b>Total</b>			Professional Services	\$ -
CPG	\$ 35,743	\$ 12,558		\$ 48,302	Highway Districts		Legal / Lobbying	
STP-TMA			76,676	76,676	Member Agencies		Equipment / Software	
k#12373					Federal Highways Administration		Travel / Education	
STP-Urban(PL)					Idaho Transportation Department		Printing	
Local	7,326	2,574		9,900	Valley Regional Transit	Public Involvement		
Other					Department of Environmental Quality	Meeting Support		
						Other - data	1,200	
<b>Total:</b>	<b>\$ 43,069</b>	<b>\$ 15,132</b>	<b>\$ 76,676</b>	<b>\$ 134,878</b>	<b>860</b>	<b>Total Direct Cost:</b>	<b>\$ 1,200</b>	
						<b>Total Cost:</b>	<b>\$ 134,878</b>	

<b>PROGRAM NO.</b>	862		<b>CLASSIFICATION:</b>	System Maintenance	
<b>TITLE:</b>	Regional Data Center (RDC) Implementation				
<b>TASK / PROJECT DESCRIPTION:</b>	Further implement second phase of a RDC that provides 24/7 access to key data sets for local agencies. The RDC will provide current information to member agencies and emergency responders. Second phase incorporates additional datasets for member updates and use.				
<b>PURPOSE, SIGNIFICANCE AND REGIONAL-VALUE:</b>	Planning, engineering, and emergency services all depend on current and accurate geographic information. For data to be of optimal use, continual data acquisition and round-the-clock access are necessary. This involves partnering with other GIS stakeholders, data maintenance, editing, and creating new data from GPS and orthophotography.				
<b>FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW, REFERENCE TO STRATEGIC PLAN:</b>	<p>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..."</p> <p>Tasks are included to complete the following objective in the COMPASS FY2015-2017 Strategic Plan: 3.2, facilitate the sharing of data and information.</p>				
<b>FY2015 BENCHMARKS</b>					
<b>MILESTONES / PRODUCTS</b>					
<b>Regional Data Center</b>					
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.					Nov-Jan
Consultant assistance with website.					Mar-June
Enable data access website powered by the RDC.					June/July
<b>LEAD STAFF:</b>	Eric Adolfsen				
<b>END PRODUCT:</b>	1) An expanded use of GIS technology and data for regional planning. 2) Further implementation of Regional Data Center Plan. 3) Regional Data Center populated with data sets for use by participating agencies. Priority and order of additional datasets will be set by RGAC.				
					<b>Expense Summary</b>
					<b>Total Workdays:</b> 104
					Salary \$ 36,988
					Fringe 13,878
					Overhead 6,480
					<b>Total Labor Cost: \$ 57,345</b>
<b>ESTIMATED DATE OF COMPLETION:</b> September-2015					<b>DIRECT EXPENDITURES:</b>
<b>Funding Sources</b>				<b>Participating Agencies</b>	
	<b>Ada</b>	<b>Canyon</b>	<b>Special</b>	<b>Total</b>	Member Agencies
CPG	\$ 31,336	\$ 17,503		\$ 48,838	
STP-TMA					
k#12373					
STP-Urban(PL)					
Local	2,863	1,006		3,869	
Draw from Fund			44,638	44,638	
Balance					
<b>Total:</b>	<b>\$ 34,199</b>	<b>\$ 18,509</b>	<b>\$ 44,638</b>	<b>\$ 97,345</b>	
					<b>Total Direct Cost: \$ 40,000</b>
					<b>860 Total Cost: \$ 97,345</b>

<b>PROGRAM NO.</b>	990			<b>CLASSIFICATION:</b>	Indirect / Overhead	
<b>TITLE:</b>	Direct Operations & Maintenance					
<b>TASK / PROJECT DESCRIPTION:</b>	To provide local dollars for expenditures that do not qualify for reimbursement under the federal guidelines. Program dollars for professional services for Board related events, meeting expenses, and update equipment/software needs.					
<b>PURPOSE, SIGNIFICANCE AND REGIONAL-VALUE:</b>	Adequately cover expenses needed to support the Board, Executive Director, and agency outside of federally funded projects.					
<b>FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW, REFERENCE TO STRATEGIC PLAN:</b>	<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>					
<b>FY2015 BENCHMARKS</b>						
<b>MILESTONES / PRODUCTS</b>						
Provide local dollars for expenditures not federally funded.					Ongoing	
<b>LEAD STAFF:</b>	Megan Larsen				<b>Expense Summary</b>	
<b>END PRODUCT:</b>	Adequately cover the direct expenses needed to support the Board, Executive Director, equipment needs, and COMPASS operations.				<b>Total Workdays:</b> 0	
					Salary	
					Fringe	
					Overhead	
					<b>Total Labor Cost:</b> \$ -	
<b>ESTIMATED DATE OF COMPLETION:</b>				September-2015		
<b>Funding Sources</b>				<b>Participating Agencies</b>		
	<b>Ada</b>	<b>Canyon</b>	<b>Special</b>	<b>Total</b>	<b>DIRECT EXPENDITURES:</b> Professional Services \$ 1,000 Legal / Lobbying Equipment Purchases 96,500.00 Travel / Education 8,000.00 Printing Public Involvement Meeting Support 2,000.00 Other 111,500.00  <b>Total Direct Cost: \$ 219,000</b>	
FHWA/FTA						
STP						
STP-TMA(PL)						
Local	\$ 142,709	\$ 50,141		\$ 192,850		
Other-Interest			4,056	4,056		
Draw from Fund			22,094	22,094		
Balance						
<b>Total:</b>	<b>\$ 142,709</b>	<b>\$ 50,141</b>	<b>\$ 26,150</b>	<b>\$ 219,000</b>	<b>990 Total Cost: \$ 219,000</b>	

<b>PROGRAM NO.</b>	991			<b>CLASSIFICATION:</b>	Indirect / Overhead	
<b>TITLE:</b>	Support Services Labor					
<b>TASK / PROJECT DESCRIPTION:</b>	To provide labor to support the ongoing administrative functions related to the operations of COMPASS. Areas include: personnel management, financial management, information technology management, and general administration. Work with independent auditor on annual audit. Provide administrative assistance for agency needs including public workshops, hearings, open houses, etc.					
<b>PURPOSE, SIGNIFICANCE AND REGIONAL-VALUE:</b>	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.					
<b>FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW, REFERENCE TO STRATEGIC PLAN:</b>	<p>The Single Audit Act of 1984 (with amendment in 1996) and OMB Circular A-133 ("Audits of State, Local Governments, and Non-Profit Organizations") provide audit requirements for ensuring that these funds are expended properly.</p> <p>Memorandum of Understanding 04-01 Operation and Financing of the Metropolitan Planning Organization in the Boise and Nampa Urbanized Areas -- between COMPASS and the Idaho Transportation Department states and agrees to allowable indirect costs as outlined in agreement.</p>					
<b>FY2015 BENCHMARKS</b>						
<b>MILESTONES / PRODUCTS</b>						
<p><b>General Administration</b>  Review standing agreements.  Update COMPASS operational policies as needed.  Monitor general workplace and personnel needs.  Provide administrative assistance for agency needs.</p> <p><b>Personnel Management</b>  Prepare and complete recruitment processes.  Conduct employee annual evaluations.  Renew insurance policies.  Pursue FY2015 benefit options.</p> <p><b>Financial Management</b>  Close FY2014 financial records and begin FY2015.  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.</p> <p><b>Information Technology</b>  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.</p>						<p>Aug As needed Ongoing Ongoing</p> <p>As needed As needed As needed As needed</p> <p>Oct-Nov Oct-Dec Jan Jan Quarterly Ongoing</p> <p>Ongoing Ongoing Ongoing Ongoing Ongoing Ongoing</p>
<b>LEAD STAFF:</b> Megan Larsen				<b>Expense Summary</b>		
<b>END PRODUCT:</b> An agency where administrative support, personnel management, financial management, and general administrative needs are fully met and whose activities are effectively monitored and communicated to the Board.				<b>Total Workdays: 1,448</b>		
				Salary \$ -		
				Fringe -		
				Overhead -		
				<b>Total Labor Cost: \$ -</b>		
<b>ESTIMATED DATE OF COMPLETION:</b> September-2015				<b>DIRECT EXPENDITURES:</b>		
<b>Funding Sources</b>				<b>Participating Agencies</b>		
	Ada	Canyon	Special	Total	Member Agencies Idaho Transportation Department	
CPG STP-TMA k#12373 STP-Urban(PL) Local Other					Professional Services Legal / Lobbying Equipment Purchases Travel / Education Printing Public Involvement Meeting Support Other	
<b>Total:</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>Total Direct Cost: \$ -</b>	
					<b>991</b>	<b>Total Cost: \$ -</b>

**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO  
FY2015 UNIFIED PLANNING WORK PROGRAM - Draft  
REVENUE AND EXPENSE SUMMARY**

<b>REVENUE</b>	<b>FY2014 Revision 1</b>	<b>FY2015 Draft</b>
<b>GENERAL MEMBERSHIP</b>		
Ada County	199,803	199,509
Ada County Highway District	199,803	199,509
Canyon Highway District No. 4	11,483	11,964
Nampa Highway District No. 1	11,483	11,964
City of Boise	95,805	95,999
City of Caldwell	32,607	31,375
Canyon County	129,892	131,049
City of Eagle	9,754	10,344
City of Garden City	5,058	4,921
City of Kuna	7,292	7,085
City of Meridian	37,180	37,583
City of Middleton	4,016	4,067
City of Nampa	57,456	56,110
City of Parma	1,364	1,329
City of Star	2,960	3,148
City of Wilder		1,018
<b>Subtotal</b>	<b>805,956</b>	<b>806,974</b>
<b>SPECIAL MEMBERSHIP</b>		
Boise State University	8,100	8,100
Capital City Development Corporation	8,100	8,100
Department of Environmental Quality	8,100	8,100
Idaho Transportation Department	8,100	8,100
Valley Regional Transit	8,100	8,100
<b>Subtotal</b>	<b>40,500</b>	<b>40,500</b>
<b>GRANTS AND SPECIAL PROJECTS</b>		
<b>FHWA/FTA - Consolidated Planning Grants</b>		
CPG - FY2013 K# 11590 Ada County - Carry Over	190,827	
CPG - FY2013 K# 11590 Canyon County - Carry Over	152,175	
CPG - FY2015 K# 12381 Ada County	843,959	886,544
CPG - FY2015 K# 12381 Canyon County	296,526	311,489
<b>Sub Total CPG Grants</b>	<b>1,483,487</b>	<b>1,198,033</b>
STP TMA - K# 12373, off-the-top funds for Planning	354,132	306,705
STP TMA - K# 13048, onboard transit survey		324,310
<b>Subtotal</b>	<b>354,132</b>	<b>631,015</b>
<b>OTHER REVENUE SOURCES</b>		
Contributions for Orthophography Project	50,000	
Idaho Department of Environmental Quality	53,750	18,150
Ada County Air Quality Board	99,950	64,350
Interest Income	4,000	4,056
<b>Subtotal</b>	<b>207,700</b>	<b>86,556</b>
<b>COMPASS REVENUE</b>	<b>2,891,774</b>	<b>2,763,077</b>
Draw From Fund Balance	34,392	264,071
<b>TOTAL, ALL RESOURCES</b>	<b>2,926,166</b>	<b>3,027,148</b>

<b>EXPENSE</b>	<b>FY2014 Revision 1</b>	<b>FY2015 Draft</b>
<b>SALARY, FRINGE &amp; CONTINGENCY</b>		
Salary	1,126,257	1,190,683
Fringe	490,478	463,105
Medical Expense Reimbursement Plan	5,000	-
Salary Contingency (Overtime and Bonus)	20,000	20,000
Sick Time Trade	10,000	10,000
Interns		12,500
<b>Subtotal</b>	<b>1,651,735</b>	<b>1,696,288</b>
<b>INDIRECT OPERATIONS &amp; MAINTENANCE</b>		
COMPASS	216,000	213,335
<b>Subtotal</b>	<b>216,000</b>	<b>213,335</b>
<b>DIRECT OPERATIONS &amp; MAINTENANCE</b>		
605, Multi-Modal Planning Support		11,000
620, Growth and Transportation Monitoring	1,750	1,750
647, Regional Growth Issues and Options		1,500
653, Communications and Education	34,250	91,325
661, <i>Communities in Motion</i>	233,754	68,000
685, Transportation Improvement Program	3,200	3,200
701, General Membership Services	75,000	
702, Air Quality Outreach	135,800	75,000
760, Legislative Services	106,050	106,050
801, Staff Development	20,000	28,500
820, Committee Support	2,000	2,000
836, Regional Travel Demand Model	41,500	10,000
838, Household Travel Survey		350,000
842, Congestion Management and ITS		109,000
860, Geographic Information System Maintenance	1,200	1,200
861, Regional Orthophotography	50,000	
862, Regional Data Center	135,500	40,000
990, Direct Operations and Maintenance	218,427	219,000
<b>Subtotal</b>	<b>1,058,431</b>	<b>1,117,525</b>
<b>COMPASS EXPENSE</b>	<b>2,926,166</b>	<b>3,027,148</b>

<b>COMPASS REVENUE AND EXPENSE SUMMARY</b>		
TOTAL REVENUE	<b>2,926,166</b>	<b>3,027,148</b>
LESS: TOTAL EXPENSES	<b>2,926,166</b>	<b>3,027,148</b>
<b>CHANGE IN FUND BALANCE</b>	<b>0</b>	<b>0</b>

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**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO**  
**FY2015 UNIFIED PLANNING WORK PROGRAM - Draft**  
**EXPENSES BY WORK PROGRAM NUMBER AND FUNDING SOURCE**

WORK PROGRAM NUMBER	EXPENSES				FEDERAL FUNDING SOURCES					MATCH, LOCAL & OTHER FUNDING				TOTAL FUNDING SOURCES
	Work Days	Labor & Indirect Cost	Direct Cost	Total Cost	FY15 CPG Ada County K# 12381	FY15 CPG Canyon County K# 12381	STP-TMA K# 12373; off the Top	STP-TMA K# 13048; On Board Transit	Total Federal Funds	Required Match	Local Funds	Other Revenue	Total Local & Other	
601 UPWP/Budget Development & Fed assurances	217	124,379	-	124,379	28,544	10,029	76,676.2		115,249	9,129			9,129	124,379
605 Multi-Modal Planning Support	334	164,421	11,000	175,421	120,283	42,262			162,545	12,876			12,876	175,421
620 Growth and Transportation System Monitoring	197	90,660	1,750	92,410	63,364	22,263			85,627	6,783			6,783	92,410
647 Regional Growth Issues and Options	153	77,664	1,500	79,164	54,282	19,072			73,354	5,811			5,811	79,164
653 Communications and Education	186	106,095	91,325	197,420					-		197,420		197,420	197,420
661 Communities in Motion	705	375,099	68,000	443,099	247,085	86,814	76,676.2		410,575	32,523			32,523	443,099
685 Transportation Improvement Program	327	177,648	3,200	180,848	67,264	23,633	76,676.2		167,574	13,274			13,274	180,848
692 Regional Asset and Resource Maintenance Report	40	20,688	-	20,688	14,185	4,984			19,169	1,518			1,518	20,688
693 Grant Research & Assistance	70	38,497	-	38,497					-		38,497		38,497	38,497
<b>TOTAL PROJECTS</b>	<b>2,229</b>	<b>1,175,150</b>	<b>176,775</b>	<b>1,351,925</b>	<b>595,008</b>	<b>209,057</b>	<b>230,028.5</b>	<b>-</b>	<b>1,034,094</b>	<b>81,915</b>	<b>235,917</b>	<b>-</b>	<b>317,832</b>	<b>1,351,925</b>
701 General Membership Services	136	69,202	-	69,202					-		69,202		69,202	69,202
702 Air Quality Outreach	12	7,500	75,000	82,500					-			82,500	82,500	82,500
703 General Public Services	22	11,926	-	11,926					-		11,926		11,926	11,926
705 Transportation Liaison Services	37	28,221	-	28,221					-		28,221		28,221	28,221
720 State Street Corridor Implementation	16	9,368	-	9,368	8,680				8,680	688			688	9,368
760 Legislative Services	76	58,029	106,050	164,079					-		164,079		164,079	164,079
761 Blueprint for Good Growth	14	10,575	-	10,575					9,799	776			776	10,575
<b>TOTAL SERVICES</b>	<b>313</b>	<b>194,822</b>	<b>181,050</b>	<b>375,872</b>	<b>18,480</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>18,480</b>	<b>1,464</b>	<b>273,428</b>	<b>82,500</b>	<b>357,392</b>	<b>375,872</b>
801 Staff Development	99	52,167	28,500	80,667					-			80,667	80,667	80,667
820 Committee Support	235	115,064	2,000	117,064					-			117,064	117,064	117,064
836 Regional Travel Demand Model	205	101,788	10,000	111,788	76,651	26,931			103,583	8,205			8,205	111,788
838 On-Board Transit and Household Travel Survey	24	14,928	350,000	364,928	10,236	3,596		324,310	338,142	26,786			26,786	364,928
842 Congestion Management System Process	127	64,682	109,000	173,682	119,091	41,843			160,933	12,748			12,748	173,682
860 Geographic Information System Maintenance	339	133,678	1,200	134,878	35,743	12,558	76,676		124,978	9,900			9,900	134,878
862 Regional Data Center	104	57,345	40,000	97,345	31,336	17,503			48,838	3,869		44,638	48,507	97,345
<b>TOTAL SYSTEM MAINTENANCE</b>	<b>1,133</b>	<b>539,651</b>	<b>540,700</b>	<b>1,080,351</b>	<b>273,057</b>	<b>102,432</b>	<b>76,676</b>	<b>324,310</b>	<b>776,474</b>	<b>61,508</b>	<b>-</b>	<b>242,368</b>	<b>303,876</b>	<b>1,080,351</b>
990 Direct Operations / Maintenance	-	-	219,000	219,000					-		192,850	26,150	219,000	219,000
991 Support Services Labor	1,448	-	-	-					-				-	-
999 Indirect Operations/Maintenance	-	-	-	-					-				-	-
<b>TOTAL INDIRECT/OVERHEAD</b>	<b>1,448</b>	<b>-</b>	<b>219,000</b>	<b>219,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>192,850</b>	<b>26,150</b>	<b>219,000</b>	<b>219,000</b>
<b>G R A N D T O T A L</b>	<b>5,123</b>	<b>1,909,623</b>	<b>1,117,525</b>	<b>3,027,148</b>	<b>886,544</b>	<b>311,489</b>	<b>306,705</b>	<b>324,310</b>	<b>1,829,048</b>	<b>144,887</b>	<b>702,195</b>	<b>351,019</b>	<b>1,198,100</b>	<b>3,027,148</b>

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FY2015 - Draft

FUNDING SOURCE



**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO  
FY2015 UNIFIED PLANNING WORK PROGRAM - Draft  
DIRECT EXPENSE SUMMARY**

DESCRIPTION	TOTAL DIRECT	PROFESSIONAL SERVICES (830)	EQUIPMENT / SOFTWARE (834)	TRAVEL / EVENTS / EDUCATION (840)	PRINTING (860)	OTHER (863)	PUBLIC INVOLVEMENT (864)	MEETING SUPPORT (865)	LEGAL / LOBBYING (872)	FY2016 CARRY-FORWARD
605 Multi-Modal Planning Support	11,000		11,000							
620 Regional Growth Issues and Options	1,750		1,000	500			250			
647 Regional Growth Issues and Options	1,500	1,500								
653 Communications and Education	91,325	54,500				1,000	34,400	1,425		
661 Communities in Motion	68,000	50,000			10,000	-	8,000			
685 Transportation Improvement Program	3,200						3,200			
702 Air Quality Outreach	75,000	75,000								
760 Legislative Services	106,050			9,000		11,100			85,950	
801 Staff Development	28,500			28,500						
820 Committee Support	2,000							2,000		
836 Regional Travel Demand Model	10,000	10,000								
838 On-Board Transit and Household Travel Survey	350,000	350,000								
842 Congestion Management System Process	109,000	15,000	94,000							
860 Geographic Information System Maintenance	1,200					1,200				
862 Regional Data Center	40,000	40,000								
990 Direct Operations / Maintenance	47,500	1,000	36,500	8,000				2,000		
900 - Grant Implementation Program	50,000					50,000				
990 - Ortho Project	61,500									61,500
990 - TREDIS Renewal (3 yrs)	60,000		60,000							
<b>GRAND TOTAL</b>	<b>1,117,525</b>	<b>597,000</b>	<b>202,500</b>	<b>46,000</b>	<b>10,000</b>	<b>63,300</b>	<b>45,850</b>	<b>5,425</b>	<b>85,950</b>	<b>61,500</b>

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**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO  
 FY2015 UNIFIED PLANNING WORK PROGRAM - Draft  
 INDIRECT OPERATIONS AND MAINTENANCE EXPENSE SUMMARY**

CATEGORY	ACCOUNT CODE	FY2014 Revision 1	FY2015 Draft
Professional Services	930	36,000	30,000
Equipment Repair / Maintenance	936	2,000	2,000
Travel / Education	940	2,500	2,500
Dues	942	14,000	
Publications	943	3,000	1,500
COMPASS Membership	944		12,000
Employee Professional Membership	945		9,500
Postage	950	1,500	1,500
Telephone	951	11,500	13,100
Space Rent	952	800	
Building Maintenance and Reserve for Major Repairs	955	37,000	36,535
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	6,000	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	4,000	2,500
Other / Miscellaneous	995	1,500	1,500
<b>TOTAL</b>		<b>216,000</b>	<b>213,335</b>

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**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO  
FY2015 UNIFIED PLANNING WORK PROGRAM - Draft  
WORKDAY ALLOCATION**

WORK PROGRAM DESCRIPTION		LEAD STAFF	DIRECTORS	PRINCIPAL PLANNERS	ASSOCIATE PLANNERS	ASSISTANT PLANNERS	INTERNS	OPERATIONS	TOTAL
601 UPWP/Budget Development & Fed assurances		ML	64	41	3	-	-	109	217
605 Multi-Modal Planning Support (112 days)		WS	7	127	75	116	6	3	334
<i>Treasure Valley Bicycle and Pedestrian Data Collection (63 days)</i>									
<i>Regional Pathway Plan (89 days)</i>									
<i>Complete Streets (70 days)</i>									
620 Growth and Transportation System Monitoring (161 days)		CM	10	65	-	104	12	6	197
<i>Development of Additional Performance Measures (36 days)</i>									
647 Regional Growth Issues and Options (105 days)		CM	2	83	9	59	-	-	153
<i>Area of City Impact Comprehensive Plan Analysis (15 days)</i>									
<i>Full build-Out Scenario Plan (33 days)</i>									
653 Communications and Education		AL	9	141	5	2	-	29	186
<i>Transportation Funding Education Plan</i>									
661 <i>Communities in Motion (618 days)</i>		LI	45	330	130	144	-	56	705
<i>Integrate Plans, Synchronize Project Implementation (68 days)</i>									
<i>Share Best Practices (19 days)</i>									
685 Transportation Improvement Program		TT	29	184	5	83	-	26	327
692 Regional Asset and Resource Maintenance Report		DM	1	19	8	10	-	2	40
693 Grant Research & Assistance		DM	12	27	7	20	-	4	70
<b>TOTAL PROJECTS</b>			<b>179</b>	<b>1,017</b>	<b>242</b>	<b>538</b>	<b>18</b>	<b>235</b>	<b>2,229</b>
701 General Membership Services (51 days)		MS	3	71	10	52	-	-	136
Ongoing Member Support	<i>ACHD Support (30 days)</i>	MW							
	<i>Members - Development Review (25 days)</i>	DM							
	<i>Members - Traffic Impact Studies (10 days)</i>	MW							
	<i>Members - Area of Influence Analysis (20 days)</i>	MW							
702 Air Quality Outreach		AL	-	12	-	-	-	-	12
703 General Public Services		AL	3	8	5	6	-	-	22
705 Transportation Liaison Services		MS	29	8	-	-	-	-	37
720 State Street Corridor Implementation		DM	1	13	-	-	-	2	16
760 Legislative Services		MS	66	3	-	4	-	3	76
761 Blueprint for Good Growth		MS	12	-	-	-	-	2	14
<b>TOTAL SERVICES</b>			<b>114</b>	<b>115</b>	<b>15</b>	<b>62</b>	<b>-</b>	<b>7</b>	<b>313</b>
801 Staff Development		ML	11	36	12	24	-	16	99
820 Committee Support		ML	32	12	1	-	-	190	235
836 Regional Travel Demand Model		MW	2	103	10	90	-	-	205
838 On-Board Transit and Household Travel Survey		MW	7	10	5	-	-	2	24
842 Congestion Management System Process		MW	2	50	30	15	-	30	127
860 Geographic Information System Maintenance		EA	8	18	86	165	58	4	339
862 Regional Data Center		EA	25	3	54	18	-	4	104
<b>TOTAL SYSTEM MAINTENANCE</b>			<b>87</b>	<b>232</b>	<b>198</b>	<b>312</b>	<b>58</b>	<b>246</b>	<b>1,133</b>
<b>TOTAL DIRECT</b>			<b>380</b>	<b>1,364</b>	<b>455</b>	<b>912</b>	<b>76</b>	<b>488</b>	<b>3,675</b>
991 Support Services Labor		ML	400	258	65	128	45	552	1,448
<b>TOTAL INDIRECT/OVERHEAD</b>			<b>400</b>	<b>258</b>	<b>65</b>	<b>128</b>	<b>45</b>	<b>552</b>	<b>1,448</b>
<b>TOTAL LABOR</b>			<b>780</b>	<b>1,622</b>	<b>520</b>	<b>1,040</b>	<b>121</b>	<b>1,040</b>	<b>5,123</b>

**Valley Regional Transit Unified Planning and Work Program  
Fiscal Year 2015 Preliminary Transportation Supplement**

Program Description	Expenditures				Revenues						
	Workdays	Direct Labor	Direct Costs	Total	5307 TMA	5307 UZA	5310 TMA	5310UZA	5310 Rural	Local Match	Total
500 Planning Administration Support	620	\$203,048	\$70,278	\$273,325	\$156,802	\$61,858				\$54,665	\$273,325
530 Boise TMA System Planning	338	122,258	0	122,258	70,137	27,669				24,452	122,258
430 Nampa UZA System Planning	123	43,430	0	43,430	24,915	9,829				8,686	43,430
560 Mobility Management Strategies	893	543,287	256,045	799,332	473,004	166,462				159,866	799,332
<b>TOTAL</b>	<b>1,974</b>	<b>\$912,023</b>	<b>\$326,323</b>	<b>\$1,238,346</b>	<b>\$724,859</b>	<b>\$265,818</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$247,669</b>	<b>\$1,238,346</b>



# COMPASS BOARD AGENDA ITEM VIII-B

Date: August 18, 2014

## Topic: Development Tracking Reconciliation Results

### Background/Summary:

Development tracking reconciliation is a technical review of how consistent development in the region, including new housing and employment, is with the *Communities in Motion (CIM) 2040 Vision*.

On October 15, 2012, the COMPASS Board approved the CIM 2040 Vision, with a 2040 population forecast of 1,022,000. The Board approved the development tracking process on March 17, 2014, and directed COMPASS staff to 1) reconcile growth within demographic areas (aggregation of traffic analysis zones); 2) if there is insufficient growth forecasted to cover these additional entitlements, add the overages to the forecast, subsequently increasing the regional control totals; and 3) annually review development tracking results with the Demographic Advisory Committee (DAC).

This tracking and reporting will support several federal regulations and local policies:

1. Implementation of CIM 2040 goals, objectives, and tasks
2. Reporting progress and overages in the Performance Monitoring Report
3. Systematically identifying updates and revisions to the CIM 2040 forecast
4. Provide accurate data for members' decision making
5. Using the most recent data for air quality conformity (§ 93.110)

This reconciled forecast includes updated employment figures and entitled housing developments. These data will be used for planning purposes such as corridor studies, subarea plans, area of influence model runs for traffic impact studies, and other member agency requests and does not replace the CIM 2040 Vision. The overall increase in households by 2040 is less than 1%.

Reconciled CIM 2040 demographic forecast was reviewed and unanimously recommended for Board approval at the July 22, 2014, DAC meeting.

### Request/Recommendation:

Approval of the development tracking reconciled figures (Attachment 1).

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

Development tracking process and reconciliation does not change COMPASS or member agency policies, but rather supports the implementation of several CIM 2040 goals, maintains data needed for the updates to the CIM forecast, and enables COMPASS staff to use best available data for air quality conformity.

### More Information:

- 1) Attachment 1: Development Tracking Reconciliation Table
- 2) For detailed information contact: Carl Miller, Principal Planner, at 475-2239 or [cmiller@compassidaho.org](mailto:cmiller@compassidaho.org).

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Demographic Area	2010 Households	2010 Jobs (Covered Only)	2013 Households	2013 Jobs (All)	2040 CIM Vision Households	2040 CIM Vision Jobs	2040 Reconciled Households	2040 Reconciled Jobs (All)
Airport	351	10,080	354	11,916	336	23,298	334	23,788
Boise Foothills	3,881	3,465	3,932	4,326	4,881	3,743	4,881	4,521
Boise Northwest	6,198	3,487	6,330	3,766	10,495	6,025	10,495	6,080
Central Bench	17,017	21,120	17,081	26,837	26,658	34,450	26,658	38,815
Downtown Boise	2,214	30,278	2,248	32,491	4,171	56,663	4,171	56,237
East End	3,196	3,215	3,201	2,786	3,542	4,120	3,542	3,607
East Foothills	141	58	141	195	1,326	563	1,326	540
North End	8,273	3,357	8,301	4,290	10,812	5,628	10,812	6,337
Southeast Boise	14,708	19,590	14,832	24,394	20,041	34,036	20,171	36,630
Southeast-Barber Valley	637	489	1,019	549	2,238	794	2,238	809
Southwest Boise	13,950	13,993	14,695	17,277	22,550	19,919	23,231	23,254
West Bench	26,477	40,394	27,126	50,456	39,827	58,133	39,880	66,540
<b>Boise Total</b>	<b>97,043</b>	<b>149,526</b>	<b>99,260</b>	<b>179,283</b>	<b>146,877</b>	<b>247,372</b>	<b>147,739</b>	<b>267,158</b>
Eagle-Central	2,766	2,211	2,779	3,835	3,529	4,713	3,540	6,075
Eagle-Floating Feather	1,833	515	1,912	1,110	2,491	685	2,439	1,239
Eagle-Island	386	1,063	446	1,410	1,141	1,711	1,141	1,986
Eagle-South River	1,174	244	1,265	908	2,028	1,908	2,098	2,392
Eagle-State Corridor	1,289	1,047	1,336	1,801	2,287	3,483	2,290	4,010
<b>Eagle Total</b>	<b>7,448</b>	<b>5,080</b>	<b>7,738</b>	<b>9,064</b>	<b>11,476</b>	<b>12,500</b>	<b>11,508</b>	<b>15,702</b>
West Foothills	445	116	448	320	8,120	1,560	8,022	2,659
<b>Eagle / Rural Total</b>	<b>445</b>	<b>116</b>	<b>448</b>	<b>320</b>	<b>8,120</b>	<b>1,560</b>	<b>8,022</b>	<b>2,659</b>
Eagle/Star	134	56	187	187	4,190	2,874	5,305	3,295
<b>Eagle/Star Total</b>	<b>134</b>	<b>56</b>	<b>187</b>	<b>187</b>	<b>4,190</b>	<b>2,874</b>	<b>5,305</b>	<b>3,295</b>
Garden City	4,923	7,033	4,956	9,178	8,590	13,222	8,590	14,529
<b>Garden City Total</b>	<b>4,923</b>	<b>7,033</b>	<b>4,956</b>	<b>9,178</b>	<b>8,590</b>	<b>13,222</b>	<b>8,590</b>	<b>14,529</b>
Kuna	5,657	2,115	5,858	3,413	19,812	12,670	20,028	12,666
<b>Kuna Total</b>	<b>5,657</b>	<b>2,115</b>	<b>5,858</b>	<b>3,413</b>	<b>19,812</b>	<b>12,670</b>	<b>20,028</b>	<b>12,666</b>
Center Meridian	14,920	17,124	15,212	22,214	26,099	37,927	26,137	40,340
North Meridian	7,940	2,602	8,915	4,272	17,222	7,393	18,570	9,038
South Meridian	4,915	4,097	5,183	6,275	12,311	9,743	12,711	11,551
<b>Meridian Total</b>	<b>27,775</b>	<b>23,823</b>	<b>29,310</b>	<b>32,761</b>	<b>55,632</b>	<b>55,063</b>	<b>57,418</b>	<b>60,929</b>
Blacks Creek Rural	5	1,005	5	1,243	6	1,021	6	1,258
Foothills Rural	1,299	302	1,376	432	6,063	1,176	6,186	978
Northwest Rural Ada	375	131	378	200	2,638	394	2,128	268
Southeast Rural	72	47	72	99	177	282	177	279
Southwest Rural	296	252	298	471	386	267	386	471
Ten Mile Creek Rural	497	795	499	842	594	898	594	935
<b>Rural Total</b>	<b>2,544</b>	<b>2,532</b>	<b>2,628</b>	<b>3,287</b>	<b>9,864</b>	<b>4,038</b>	<b>9,477</b>	<b>4,189</b>

Demographic Area	2010 Households	2010 Jobs (Covered Only)	2013 Households	2013 Jobs (All)	2040 CIM Vision Households	2040 CIM Vision Jobs	2040 Reconciled Households	2040 Reconciled Jobs (All)
Star	2,090	496	2,303	1,208	8,249	2,795	8,455	3,493
<b>Star Total</b>	<b>2,090</b>	<b>496</b>	<b>2,303</b>	<b>1,208</b>	<b>8,249</b>	<b>2,795</b>	<b>8,455</b>	<b>3,493</b>
Central Caldwell	3,670	2,384	3,686	3,349	5,687	3,259	5,687	4,049
Downtown Caldwell	1,366	4,126	1,388	4,901	2,875	6,619	2,875	7,130
Northeast Caldwell	5,131	2,917	5,342	4,029	14,609	20,493	14,609	19,397
South Caldwell	4,407	1,694	4,536	2,227	15,997	4,066	15,997	4,289
West Caldwell	2,352	2,069	2,354	3,749	3,594	3,075	3,594	4,653
<b>Caldwell Total</b>	<b>16,926</b>	<b>13,190</b>	<b>17,306</b>	<b>18,255</b>	<b>42,762</b>	<b>37,512</b>	<b>42,762</b>	<b>39,518</b>
Greenleaf	395	79	396	203	1,326	171	1,326	267
<b>Greenleaf Total</b>	<b>395</b>	<b>79</b>	<b>396</b>	<b>203</b>	<b>1,326</b>	<b>171</b>	<b>1,326</b>	<b>267</b>
Melba	270	205	275	342	809	539	809	658
<b>Melba Total</b>	<b>270</b>	<b>205</b>	<b>275</b>	<b>342</b>	<b>809</b>	<b>539</b>	<b>809</b>	<b>658</b>
Middleton	2,427	865	2,531	1,466	4,886	1,589	4,886	2,221
<b>Middleton Total</b>	<b>2,427</b>	<b>865</b>	<b>2,531</b>	<b>1,466</b>	<b>4,886</b>	<b>1,589</b>	<b>4,886</b>	<b>2,221</b>
Downtown Nampa	2,039	3,094	2,038	4,212	4,767	8,863	4,767	9,409
East Nampa	5,415	5,687	5,489	7,229	11,279	11,907	11,281	12,915
North Nampa	3,162	7,013	3,303	9,550	11,230	21,263	11,230	22,752
Southeast Nampa	7,971	4,363	7,999	5,457	11,089	6,505	11,058	7,142
West Nampa	12,763	8,774	13,120	12,107	17,733	13,175	17,723	15,984
<b>Nampa Total</b>	<b>31,350</b>	<b>28,931</b>	<b>31,949</b>	<b>38,555</b>	<b>56,098</b>	<b>61,713</b>	<b>56,059</b>	<b>68,202</b>
Notus	265	131	266	198	749	457	749	535
<b>Notus Total</b>	<b>265</b>	<b>131</b>	<b>266</b>	<b>198</b>	<b>749</b>	<b>457</b>	<b>749</b>	<b>535</b>
Parma	814	638	820	1,017	2,360	1,069	2,361	1,415
<b>Parma Total</b>	<b>814</b>	<b>638</b>	<b>820</b>	<b>1,017</b>	<b>2,360</b>	<b>1,069</b>	<b>2,361</b>	<b>1,415</b>
Northeast Rural Canyon	2,386	806	2,416	1,207	3,356	1,043	3,356	1,340
Northwest Rural Canyon	1,638	666	1,647	1,290	1,962	1,112	1,963	1,685
South Rural	4,006	1,800	4,094	2,617	7,575	2,288	7,578	3,107
West Rural	2,579	2,636	2,607	2,821	3,287	3,103	3,293	3,235
<b>Rural Total</b>	<b>10,609</b>	<b>5,908</b>	<b>10,764</b>	<b>7,935</b>	<b>16,180</b>	<b>7,546</b>	<b>16,190</b>	<b>9,367</b>
Wilder	525	235	526	306	2,196	681	2,196	713
<b>Wilder Total</b>	<b>525</b>	<b>235</b>	<b>526</b>	<b>306</b>	<b>2,196</b>	<b>681</b>	<b>2,196</b>	<b>713</b>
<b>Grand Total</b>	<b>211,640</b>	<b>240,959</b>	<b>217,521</b>	<b>306,978</b>	<b>400,176</b>	<b>463,371</b>	<b>403,880</b>	<b>507,516</b>
Ada County Total	148,059	190,777	152,688	238,701	272,810	352,094	276,542	384,620
Canyon County Total	63,581	50,182	64,833	68,277	127,366	111,277	127,338	122,896

Covered: Department of Labor collects employment data for those jobs covered by unemployment insurance, only.

## JULY 2014 - STAFF ACTIVITY REPORT

PROGRAM NO.	
601	<p data-bbox="298 201 1409 264"><b>UNIFIED PLANNING WORK PROGRAM DEVELOPMENT AND FEDERAL ASSURANCES</b></p> <p data-bbox="1105 275 1365 300" style="text-align: right;"><b>MEGAN LARSEN</b></p> <ul data-bbox="321 310 1528 510" style="list-style-type: none"> <li>• Processed and tracked revenues and expenditures associated with the FY2014 Unified Planning Work Program and Budget (UPWP).</li> <li>• Tracked changes and announcements in the Federal Register and the Daily Digest.</li> <li>• Tracked announcements from funding resources to identify potential grants for COMPASS and member agencies.</li> </ul>
605	<p data-bbox="298 522 886 548"><b>MULTI-MODAL PLANNING SUPPORT</b></p> <p data-bbox="1097 558 1425 583" style="text-align: right;"><b>WALT SATTERFIELD</b></p> <ul data-bbox="321 594 1528 1392" style="list-style-type: none"> <li>• Participated in weekly GoRide coordination meetings with Valley Regional Transit.</li> <li>• Participated in the Meridian Transit Project Team’s bi-monthly meeting on June 6, 2014 and July 18, 2014.</li> <li>• Participated in Regional Coordination Council subcommittee to recommend future decision making process and establish agenda for September Orientation meeting on July 8, 2014 and July 29, 2014.</li> <li>• Attended Interagency Working Group meeting on July 15, 2014.</li> <li>• Attended Public Transportation Advisory Council meeting on July 16, 2014.</li> <li>• Submitted draft Transportation Service Coordination Plan for review to RTAC and the RCC prior to public comment release.</li> <li>• Participated in a meeting with VRT and ITD staff regarding details of the Community Link concept on July 22, 2014.</li> <li>• Participated in Regional Park and Ride Committee meeting on July 25, 2014.</li> <li>• Participated in the Community Link coordination meeting with Valley Regional Transit, Treasure Valley Transit, the Area Agency on Aging (District 3) and the Idaho Transportation Department on July 28, 2014.</li> <li>• Participated in Health Care Transportation Access working group on July 29, 2014.</li> <li>• Continued preparations for public comment on updates to the Transportation Service Coordination Plan.</li> <li>• Developed Transportation Service Coordination Plan poster for future open houses.</li> </ul>
620	<p data-bbox="298 1409 1222 1434"><b>GROWTH AND TRANSPORTATION SYSTEM MONITORING</b></p> <p data-bbox="1214 1444 1433 1470" style="text-align: right;"><b>CARL MILLER</b></p> <ul data-bbox="321 1480 1528 1927" style="list-style-type: none"> <li>• Maintained Development Tracking Reconciliation and presented results to the Demographic Advisory Committee on July 20, 2014 for recommendation to the COMPASS Board.</li> <li>• Continued tracking 2014 building permits for the Development Monitoring Report.</li> <li>• Met with Performance Measures Workgroup and transmitted draft 2014 Performance Monitoring Report for review.</li> <li>• Completed CIM 2040 online dashboard.</li> <li>• Convened a focus group of five planning and zoning commissioners to provide feedback into a new development review checklist.</li> <li>• Attended monthly Transportation Performance Management (TPM) Meeting hosted by FHWA and ITD to discuss the Safety Notice of Proposed Rulemaking (NPRM) and Planning NPRM.</li> </ul>



PROGRAM NO.	
647	<p><b>REGIONAL GROWTH ISSUES AND OPTIONS</b></p> <p style="text-align: right;"><b>CARL MILLER</b></p> <ul style="list-style-type: none"> <li>• Presented CIM 2045 population forecasting options to the Demographic Advisory Committee on July 20, 2014.</li> <li>• Completed housing typologies catalog for housing forecast report.</li> <li>• Reviewed housing data and forecasts of peer communities for housing forecast.</li> </ul>
653	<p><b>COMMUNICATION AND EDUCATION</b></p> <p style="text-align: right;"><b>AMY LUFT</b></p> <ul style="list-style-type: none"> <li>• Prepared the <i>Keeping Up With COMPASS</i> newsletter.</li> <li>• Updated the COMPASS web site.</li> <li>• Posted two COMPASS blogs.</li> <li>• Tracked and facilitated issues related to COMPASS and transportation in and with news media. Issued one news release.</li> <li>• Finalized preparations for 2014 Leadership in Motion awards.</li> </ul>
661	<p><b>COMMUNITIES IN MOTION</b></p> <p style="text-align: right;"><b>LIISA ITKONEN</b></p> <ul style="list-style-type: none"> <li>• Presented CIM 2040 to the Board, along with five policy recommendations, as recommended by the CIM 2040 Planning Team and the Leadership Team. The Board approved three additional changes to the tasks, and then adopted Resolution 10-2014 approving <i>Communities in Motion 2040</i>, including the five policy recommendations.</li> <li>• Requested members of the Regional Technical Advisory Committee to discuss adoption of CIM 2040 with their councils or commissions.</li> <li>• Discussed a draft scope of work for the next long-range plan update with RTAC.</li> <li>• Met with representatives from Simplot, Amalgamated Sugar and the Coalition for Agriculture’s Future to discuss the farm freight study and available data. Started data mapping.</li> <li>• Finalized CIM 2040 text and forwarded to editor for final editing and format; updated response to comments document.</li> </ul>
685	<p><b>REGIONAL TRANSPORTATION IMPROVEMENT PROGRAM (TIP)</b></p> <p style="text-align: right;"><b>TONI TISDALE</b></p> <ul style="list-style-type: none"> <li>• Met with ITD and VRT staff regarding billing issues on July 8, 2014.</li> <li>• Met with VRT and City of Nampa staff regarding a transit project in the City of Nampa on July 9, 2014.</li> <li>• Prepared for and hosted the TMA Balancing meeting on July 10, 2014.</li> <li>• Participated in a meeting with Boise City Council regarding a pathway project on July 29, 2014.</li> <li>• Participated in a meeting with Ada County, ITD, and consultant staff regarding development options on the Warm Springs greenbelt project on July 30, 2014.</li> <li>• Attended ITD’s training for the Office of Transportation Investment System (OTIS), the new project tracking software, on July 30, 2014.</li> <li>• Prepared for and participated in the Urban Balancing programs for STP and FTA funds on July 31, 2014.</li> <li>• Worked with ITD, LHTAC, and member agencies to obligate federal construction funds before the August 1<sup>st</sup> deadline.</li> <li>• Continued updating the TIP application process and guidebook.</li> <li>• Continued preparing the update data for the draft FY2015-2019 TIP.</li> <li>• Continued preparations for public comment on the FY2015-2019 TIP.</li> </ul>

PROGRAM NO.	
692	<p><b>REGIONAL ASSET and RESOURCE MAINTENANCE REPORT</b> <b>DON MATSON</b></p> <ul style="list-style-type: none"> <li>• Collected revenue and cost index information for the annual report.</li> <li>• Updated materials cost and property values for cost estimate model.</li> </ul>
693	<p><b>GRANT RESEARCH AND ASSISTANCE</b> <b>DON MATSON</b></p> <ul style="list-style-type: none"> <li>• Monitored grant sources for new grant opportunities and shared with member agencies as appropriate.</li> </ul>
701	<p><b>GENERAL MEMBERSHIP SERVICES</b> <b>CHARLES TRAINOR</b></p> <ul style="list-style-type: none"> <li>• Continued revisions to functional classification map in concert with Idaho Transportation Department staff.</li> <li>• Attended the groundbreaking ceremony for the Boise Multi-Modal Center on July 1, 2014.</li> <li>• Met with an ACHD staff member who shared information he learned at the Transportation Research Board Conference on Transportation Financing on July 22, 2014.</li> <li>• Presented draft Development Review Checklist to the Demographic Advisory Committee on July 22, 2014.</li> <li>• Presented City of Nampa 2065 Forecast to the City of Nampa Planning and Zoning Commission on July 22, 2014.</li> </ul>
702	<p><b>AIR QUALITY OUTREACH</b> <b>AMY LUFT</b></p> <ul style="list-style-type: none"> <li>• Continued to broadcast five air quality public service announcements (PSAs) on local television stations.</li> <li>• Provided a status report to the Air Quality Board and Department of Environmental Quality.</li> <li>• Posted the "Clean Air Zone" PSA on the COMPASS Facebook page.</li> </ul>
703	<p><b>GENERAL PUBLIC SERVICES</b> <b>CHARLES TRAINOR</b></p> <ul style="list-style-type: none"> <li>• Presented demographic information and led Guess the Density game for ULI Idaho Program on "Housing Types and Density-What's Right for Downtown Boise?" on July 15, 2014.</li> <li>• Provided information to the public on demographics, development, funding, and traffic issues.</li> </ul>
705	<p><b>TRANSPORTATION LIAISON SERVICES</b> <b>MATT STOLL</b></p> <ul style="list-style-type: none"> <li>• Participated in the Caldwell Chamber of Commerce Transportation Committee on July 7, 2014.</li> <li>• Attended the Meridian Transportation Commission meeting on July 7, 2014.</li> <li>• Attended the Idaho Transportation Board meeting on July 11, 2014 via video conference, as the meeting was in Coeur d'Alene.</li> <li>• Attended a WTS luncheon on July 24, 2014; topic was the Broadway Bridge project in Boise.</li> <li>• Met with Boise City Councilmember Clegg on July 23, 2014, to review various issues and coordinate efforts.</li> <li>• Met with Dave Wallace of ACHD on July 24, 2014 to review various issues and coordinate efforts.</li> <li>• Met with College of Western Idaho representatives regarding their future planning project and available COMPASS data and information on July 30, 2014.</li> </ul>

PROGRAM NO.	
710	<p><b>COMPLETE STREETS</b></p> <p style="text-align: right;"><b>CARL MILLER</b></p> <ul style="list-style-type: none"> <li>Presented Complete Streets Level of Service at the 2014 TRB Tools of the Trade Conference in Burlington, VT.</li> </ul>
720	<p><b>STATE STREET TRANSIT CORRIDOR IMPLEMENTATION</b></p> <p style="text-align: right;"><b>DON MATSON</b></p> <ul style="list-style-type: none"> <li>No significant activity.</li> </ul>
760	<p><b>LEGISLATIVE SERVICES</b></p> <p style="text-align: right;"><b>MATT STOLL</b></p> <ul style="list-style-type: none"> <li>Participated in relevant activities in support of Board legislative position statements.</li> <li>Tracked and reported significant activity in federal and state transportation-related legislative issues.</li> <li>Continued reviewing Moving Ahead for Progress in the 21st Century Act (MAP-21) and proposed rule-making to determine implications to COMPASS and its membership.</li> <li>Participated in National Association of Regional Councils' Executive Committee meeting via telephone on July 30, 2014.</li> </ul>
761	<p><b>BLUEPRINT FOR GOOD GROWTH</b></p> <p style="text-align: right;"><b>CHARLES TRAINOR</b></p> <ul style="list-style-type: none"> <li>No significant activity.</li> </ul>
801	<p><b>STAFF DEVELOPMENT</b></p> <p style="text-align: right;"><b>MEGAN LARSEN</b></p> <ul style="list-style-type: none"> <li>Attended "Management and Leadership Skills for New Managers and Supervisors" training, July 8 – 9, 2014.</li> <li>Attended Public Speaking Skills sponsored by AFP Idaho Chapter, July 9, 2014.</li> <li>Attended the TRB "Alternative Intersections and Interchanges Symposium" from July 19-23, 2014.</li> <li>Attended 2014 TRB Tools of the Trade Conference July 21-24, 2014.</li> </ul>
820	<p><b>COMMITTEE SUPPORT</b></p> <p style="text-align: right;"><b>MEGAN LARSEN</b></p> <ul style="list-style-type: none"> <li>Drafted governance structure modifications per Board direction from the June 16, 2014, Board Meeting.</li> <li>Provided staff support to the COMPASS Board of Directors and standing committees.</li> </ul>
836	<p><b>REGIONAL TRAVEL DEMAND MODEL</b></p> <p style="text-align: right;"><b>MARYANN WALDINGER</b></p> <ul style="list-style-type: none"> <li>Completed three additional model runs for the Beacon Light Corridor study for the City of Eagle.</li> <li>Continued to review and refine model inputs for the regional model update.</li> <li>Met with TMAC members to review estimation processes and data for specific model input parameters.</li> <li>Completed air quality conformity model runs using MOVES for the FY2015-2019 TIP.</li> <li>Participated in web-meeting with University of Idaho to illustrate the uses of TREDIS and discussed next steps in providing technical support to the Idaho Transportation Coalition.</li> </ul>
842	<p><b>CONGESTION MANAGEMENT SYSTEM</b></p> <p style="text-align: right;"><b>MARYANN WALDINGER</b></p> <ul style="list-style-type: none"> <li>Met with seven individual agencies to gather data to develop a comprehensive regional communications infrastructure inventory.</li> <li>Continue drafting the annual congestion management report.</li> </ul>

PROGRAM NO.	
860	<p data-bbox="298 163 1170 197"><b>GEOGRAPHIC INFORMATION SYSTEM MAINTENANCE</b></p> <p data-bbox="1162 201 1435 235" style="text-align: right;"><b>ERIC ADOLFSON</b></p> <ul data-bbox="321 239 1403 378" style="list-style-type: none"> <li>• Maintained and created regional geographic data layers.</li> <li>• Created map documents for member agencies and the public.</li> <li>• Provided technical support for a variety of COMPASS processes.</li> <li>• Created tools and methodologies to support COMPASS UPWP projects.</li> </ul>
862	<p data-bbox="298 411 1024 445"><b>REGIONAL DATA CENTER IMPLEMENTATION</b></p> <p data-bbox="1162 449 1435 483" style="text-align: right;"><b>ERIC ADOLFSON</b></p> <ul data-bbox="321 487 1500 625" style="list-style-type: none"> <li>• Worked on details of the Regional Data Center implementation.</li> <li>• Continued discussions with RGAC members regarding data standards for the Regional Data Center beginning with the Regional Centerline and Regional Address Points datasets.</li> </ul>
991	<p data-bbox="298 625 751 659"><b>SUPPORT SERVICES LABOR</b></p> <p data-bbox="1170 663 1435 697" style="text-align: right;"><b>MEGAN LARSEN</b></p> <ul data-bbox="321 701 1507 835" style="list-style-type: none"> <li>• Provided general accounting, human resources and administrative support to the agency.</li> <li>• Worked with graphic artist to develop new COMPASS stationary (letterhead, etc.).</li> </ul>

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# COMPASS BOARD AGENDA ITEM IX-B

Date: August 18, 2014



**COMPASS**  
COMMUNITY PLANNING ASSOCIATION  
of Southwest Idaho

## Topic: Status Report – Current Air Quality Efforts

### Background/Summary:

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

### July Air Quality Monitoring:

The Idaho Department of Environmental Quality reported nineteen days in the Treasure Valley with air quality levels in the moderate category and one day in the unhealthy for sensitive groups category during the month of July 2014.

- Eleven moderate days were attributable to ozone (O<sub>3</sub>) recorded in Ada County
- Four moderate days were attributable to fine particulate (PM<sub>2.5</sub>) recorded in Canyon County
- One moderate day was attributable to fine particulate (PM<sub>2.5</sub>) recorded in Ada and Canyon County
- One moderate day was attributable to fine particulate (PM<sub>2.5</sub>) recorded in Ada and Canyon County and ozone (O<sub>3</sub>) recorded in Ada County
- One moderate day was attributable to fine particulate (PM<sub>2.5</sub>) recorded in Canyon County and ozone (O<sub>3</sub>) recorded in Ada County
- One moderate day was attributable to coarse particulate (PM<sub>10</sub>) recorded in Ada County
- One unhealthy to sensitive groups day was attributable to fine particulate (PM<sub>2.5</sub>) recorded in Ada County

### YEAR TO DATE SUMMARY

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

	Good	Moderate	Unhealthy to Hazardous	Total
2005	298	65	2	365
2006	273	91	1	365
2007	227	125	12	364
2008	266	99	1	366
2009	277	83	5	365
2010	321	44	0	365
2011	260	99	6	365
2012	283	72	11	366
2013	276	81	8	365
2014	164	45	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.

**Request/Recommendation:**

Information only.

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

None.

**More Information:**

- 1) For more information contact: MaryAnn Waldinger, Principal Planner, at 475-2242 or [mwaldinger@compassidaho.org](mailto: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](mailto:Michael.Toole@deq.idaho.gov)

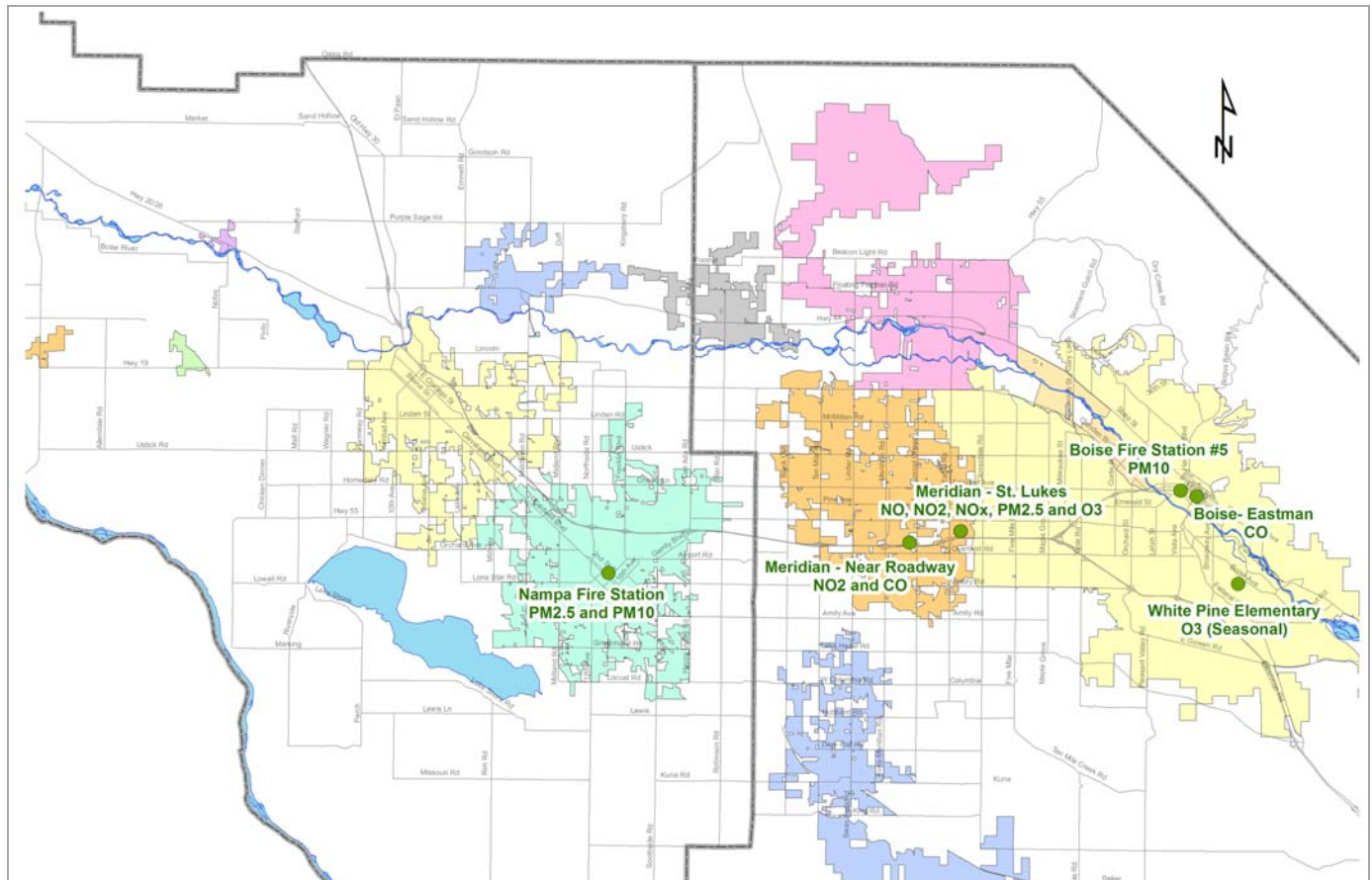


Figure 1: Map of air quality monitoring locations, Ada and Canyon County

**Carbon Monoxide (CO)**

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

**Oxides of nitrogen (NOx)**

Oxides of nitrogen; a precursor (building block) of ozone. NOx is a generic term for mono-nitrogen oxides NO and NO<sub>2</sub> (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.

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# COMPASS BOARD AGENDA ITEM IX-C

Date: August 18, 2014



**COMPASS**  
COMMUNITY PLANNING ASSOCIATION  
of Southwest Idaho

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

### **Background/Summary:**

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

### **Request/Recommendation:**

For information only.

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

There are no policy or financial implications.

### **More Information:**

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

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## Status Report – Current Transportation Project Information

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

### STATUS OF PUBLIC TRANSPORTATION PROJECTS

<b>*Boise Air Terminal</b>	<b>June 2014</b>	<b>June 2013**</b>	<b>% Change</b>
Monthly Air Passengers (Inbound and Outbound)	N/A	N/A	N/A
Monthly Air Freight (Inbound and Outbound) (tons)	N/A	N/A	N/A
<b>Public Transportation Monthly Ridership</b>	<b>June 2014</b>	<b>June 2013**</b>	<b>% Change</b>
***ACHD VanPool (Active Routes)	N/A	N/A	N/A
***ACHD VanPool (Trips)	N/A	N/A	N/A
Valley Regional Transit Boise Urbanized Area Services	93,007	91,450	1.70%
Valley Regional Transit Nampa Urbanized Area Services	15,967	15,513	2.93%
<b>Total</b>	N/A	N/A	N/A
<b>Other Public Transportation Reporting Average Hourly Ridership</b>	<b>June 2014</b>	<b>June 2013**</b>	<b>% Change</b>
Valley Regional Transit Boise Urbanized Area Services	17.4	17.4	0.00%
Valley Regional Transit Nampa Urbanized Area Services	21.5	22.8	-5.70%

\*The person who provided Boise Air Terminal statistics retired. Updates will continue soon.

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

\*\*\*ACHD VanPool information not available this month.

### STATUS OF MAJOR PROJECTS

Information as of early August 2014.

<b>Project</b>	<b>Sponsor</b>	<b>Comments*</b>
21 <sup>st</sup> Avenue, Chicago Avenue to Cleveland Boulevard, Caldwell (KN 13052)	Caldwell	This project will widen 21 <sup>st</sup> Avenue from Chicago Avenue to Cleveland Boulevard from a two-lane to five-lane arterial. Work will include sidewalks, traffic signals, and railroad crossings. The concept plan is approved, and the project is now in the final design phase. Construction is expected in FY2016.
Ada County SR2S, VRT – FY2014 (13821) AND City of Caldwell SR2S – FY2014 (14340)	VRT/YMCA	These projects will fund a Safe Routes to Schools director and coordinator to work with elementary and middle schools in the Boise, Meridian, and Caldwell School Districts, as well as children who participate in the YMCA Child Development programs. In fall 2013 and winter 2014, the program promoted and participated in "National Walk to School Day." Educated over 8,000 kindergarten through 8 <sup>th</sup> grade students in bicycle and pedestrian safety, promoted and participated in "Polar Bear Walks" during the winter months, and partnered with Boise Police Department and Boise Bicycle Project in their annual Christmas Kids Bike giveaway, educating over 300 "at risk" students (YMCA considers these students "of promise.")
ADA Ramp Improvements, Nampa (KN 13499)	Nampa	This project will install ADA pedestrian ramps at several locations near the Library Block in downtown Nampa. Construction is scheduled for FY2014.

Project	Sponsor	Comments*
Alternatives Analysis for Downtown Boise Circulator System, Phase 1 (KN 13343)	Boise	This Discretionary FTA 5309 project will conduct the first phases of an alternatives analysis study for a downtown Boise circulator system. Preliminary technical findings are underway. These findings will be used to begin the evaluation process of potential alignments. Work has also begun on developing preliminary financial options. The next round of public outreach is also in the planning stages and scheduled for late summer 2014. Outcomes of these items will be presented to the Steering Committee on September 30, 2014.
Amity Avenue, Nampa (KN 10541)	Nampa	This project is a Congressional earmark to widen Amity Avenue in the City of Nampa. The construction bid is expected to be released in June 2014.
Bergeson Street Crosswalk, SR2S, ACHD (KN 13040)	ACHD	This Safe Routes to School project will install a rectangular rapid flashing beacon on Bergeson Street at the entrance to Liberty Elementary School in Boise. Design is complete, and the project has been bid. Construction is scheduled for summer 2014.
Bogus Basin Road Improvements, ACHD (KN 14361)	ACHD	This Federal Lands Access Program project will make improvements to Bogus Basin Road. The Reimbursement Agreement and Memorandum of Agreement are now final with Western Federal Lands. This project is scheduled for construction in FY2015.
Boise Bike Share Program, Phase I, VRT	VRT	Project will implement a bike share program in downtown Boise by spring 2015. The system will initially include 14 stations, 5 kiosks, and 114 bikes. VRT and Social Bicycles have signed a contract for delivery of the bikes, racks, kiosks, and supporting software, website, and mobile phone application. Negotiations are continuing with a Title Sponsor, and proposals were made to potential station sponsors. The project is expected to launch in March 2015.
Bowmont Road, Lynwood to SH-45, Nampa (KN 12898)	Nampa Highway District	Realign Bowmont Road from Lynwood to SH-45. The Local Highway Technical Assistance Council intends to advance this project from FY2016 to FY2015 in the program update. The plans, specifications, and engineer's estimate packages is submitted, and construction is expected to begin in fall 2014.
Capital Maintenance, ACHD – FY2015 (KN 12363)	ACHD	This project will supplement the local maintenance program. The design consultant is selected. Design started on March 20, 2014, and is approximately 25% complete. Construction is estimated to begin in July 2015.
Capital Maintenance, ACHD – FY2016 (KN 13907)	ACHD	This project will supplement the local maintenance program. The design consultant is selected. Design is approximately 10% complete. Construction is estimated to begin in May 2016.
Capital Maintenance, VRT, Boise – FY2014 (13480)	VRT	This is an STP-TMA project for a transit bus or replacement transit facility in FY2014.
Centennial Way Roundabout, Caldwell (KN 13484)	Caldwell	This project will orchestrate an angled intersection of SH-19/Simplot Boulevard, I-84 Business (in two separate legs of a couplet Cleveland Boulevard and Blaine Street) and Simplot Boulevard (a six-leg intersection) into a potential roundabout. The project is scheduled for design in FY2014 and construction in PD.
City of Nampa, SR2S (KN 13043)	Nampa	This Safe Routes to School project will construct a multi-use trail between East Iowa Avenue and East Sherman Avenue to accommodate students attending Sherman Elementary School. Project is awaiting right-of-way acquisition. Construction is scheduled for FY2015.
City of Nampa SR2S – FY2014 and FY2015 (14339)	Nampa	This will fund a Safe Routes to Schools coordinator to work with elementary and middle schools throughout the City of Nampa. This program implements educational and encouragement activities at schools and community-wide events. These funds will cover two years of funding a part-time position and related materials. Funds are available in FY2014 and FY2015.
Colorado Avenue and Holly Street Signal and Pedestrian Improvements, Nampa (KN 13486)	Nampa	This project will install traffic signals and pedestrian-friendly improvements at the intersection of Colorado Avenue and Holly Street in Nampa. The concept report is complete and approved by ITD. Design is currently underway. Construction is scheduled in Preliminary Development.
Deer Flat Regional Bicycle/Pedestrian Plan, Canyon County (KN 13463)	Canyon Highway District/ Nampa Highway District	This Federal Land Access Program project will develop a bicycle/pedestrian plan in the Deer Flat Refuge near Lake Lowell in Canyon County. The kick-off meeting was conducted on July 23, 2014, with the management team and consultants. The study is expected to be complete in July 2015.

Project	Sponsor	Comments*
Dry Creek Trail, Phase 1, Eagle	Eagle	Project provides a bicycle and pedestrian underpass at SH-44 on the west side of the City of Eagle. It will connect the Dry Creek Pathway and the northeast side of the City of Eagle with the Eagle Island Pathway system. Design is scheduled in FY2014. The State/Local Agreement was executed on May 6, 2014. The consultant agreement is expected to be complete soon. Construction is scheduled in FY2016, although construction could advance to FY2015 in the TIP update.
Federal Aid Arterials and Collectors – FY2013 (KN 11581)	ACHD	This project will supplement the local overlay program. Design is complete. Road segments include: Burgeson, Federal Way to Apple Street; Maple Grove, Overland to Barnes; Bergeson, Apple to Holcomb; Apple, Bergeson to Boise; Boise, Law to Holcomb; Law, Boise to Parkcenter; Protest, Federal Way to Boise; Overland, Vista to Columbus; Overland, Columbus to Federal Way; Franklin, Orchard to Roosevelt; Cole, Desert to McGlochlin; Cole, McGlochlin to Victory; Locust Grove, Victory to Peacock; Boise, Broadway to Gekeler. Project is almost complete.
Federal Aid Arterials and Collectors – FY2014 (KN 12050)	ACHD	This project will supplement the local overlay program. Design is nearly complete. Proposed road segments include: Cherry Lane, Ten Mile to Linder; Franklin, Linder to N. Main; Bogus Basin, Hill to Curling; Hill, Gary to N. 36 <sup>th</sup> ; Hill Seaman Gulch to Gary; State Street, Veterans Memorial Parkway to N. Clover; Fairview, Main to Locust Grove; Castle, Pierce Park to Hill. The plans, specifications, and engineer's estimate package was submitted to ITD District 3. The bid is expected to be released in fall 2014.
Five Mile Road, Franklin Road to Fairview Avenue (KN 11582)	ACHD	This project will widen Five Mile Road between Franklin Road and Fairview Avenue to five lanes with shoulder, sidewalk, and railroad crossing improvements. Construction is underway with an estimated completion date in late 2014.
Franklin Road, Black Cat Road to Ten Mile Road (KN 12368)	ACHD	This project will widen Franklin Road from two lanes to five lanes from Black Cat Road to Ten Mile Road. Work includes curb, gutter, sidewalks, bicycle facilities, bio-infiltration swales, and reconstructing the intersection at Franklin Road and Black Cat Road. Design is estimated to be complete by September 2014 with delivery of final plans, specifications, and engineer's estimate by March 2016.
Garden City West Bridge Pathway Crossing – FY2012 (KN 13512)	Garden City	This multi-jurisdictional project will help fund construction of a 12-foot wide, 180-foot long bicycle-pedestrian bridge across the Boise River between Glenwood Street, Eagle Road, State Street, and Chinden Boulevard, connecting over 30 miles of non-motorized pathways. Final design is approved. The city is waiting on revisions to the construction State/Local Agreement. Construction is scheduled for FY2014.
Greenbelt Extension, Orchard Street, Kuna (14342)	ACHD/ Kuna	This project will provide pedestrian and bicycle facilities on the west side of Orchard Street from Avalon south to the Kuna Greenbelt. Work will include curb, gutter, and sidewalk on the north half up to the end of pavement. The southern portion will include a paved six-foot asphalt pathway. The design contract was executed by the ACHD Commission on May 28, 2014. Construction is scheduled in FY2015.
Greenbelt, Garden City to Americana Boulevard (KN 13514)	Boise	This project will construct a 12-foot wide paved pathway to fill a 4,100 linear-foot gap in the Greenbelt system on the south side of the river between Main Street and Americana Boulevard with connection to Ann Morrison Park. The Cultural Report is approved. The city is awaiting approval on the Wetland Delineation and Environmental Evaluation, and reviewing design engineering proposed scope of work by a consultant. Construction is scheduled in FY2015.
Homedale Road Intersection Improvements, Caldwell (13488)	Caldwell	This project will provide intersection safety improvements on Homedale Road at the following locations: Montana Road, Lake Road, Florida Avenue, and Midway Road. Construction is scheduled for FY2014.
High Accident Warning Signs, Canyon Highway District (KN 13956)	Canyon Highway District	Install horizontal curve signage in multiple locations throughout Canyon Highway District to increase safety related to lane departures. The consultant is currently working on preliminary engineering. The final plans, specifications, and engineer's estimate are expected in October 2014. Construction is scheduled in FY2015.

Project	Sponsor	Comments*
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. The contract continued to install crossovers and interstate improvements in the immediate area of the Gowen Interchange. Blasting in select areas began on Gowen Road and will continue through September 2014. In late August 2014, traffic will be shifted to a two-way, two-lane configuration on I-84, which will remain in place until late September 2014. Construction began on March 4, 2014, and is scheduled for completion on October 1, 2015.
I-84, Broadway Avenue Interchange Reconstruction, Boise (KN 09821) AND I-84, Gowen Railroad Bridge Eastbound Lane(KN 12029) AND Westbound Lane (12379), Boise	ITD	This project is a GARVEE project to replace the existing interchange at Exit 54 in Boise with a new Single Point Urban Interchange (SPUI). The companion projects will replace the existing railroad bridges in east Boise near the Broadway Interchange. The contractor completed construction of the eastern third of the new Broadway bridge over I-84. Late in June 2014, crews prepared the eastern third of the new bridge and approaches for shifting traffic. Once traffic is shifted, the contractor will demolish the old Broadway overpass. Construction began February 25, 2014, and is scheduled to be complete by December 1, 2015.
I-84, Garrity Interchange Eastbound On-Ramp, Nampa (KN 13934)	ITD	This project will add a lane to the eastbound on-ramp (right-on from northbound Garrity Boulevard) to the eastbound on-ramp. It may also include adding another lane (left-on from southbound Garrity Boulevard) to the eastbound on-ramp, as well as possible dual left turn lanes onto the westbound on-ramp, dependent on a cost/benefit analysis. The field survey work is complete. An agreement is complete for the Intersection Modification Report changes and recommendations. The phase reports were waived due to recent project reports at Garrity Boulevard. The final plans, specifications, and engineer's estimate are expected in October 2014.
I-84 and I-184, Various Ramp Improvements (KN 13936)	ITD	This is a pavement resurfacing and restoration project on various I-84 and I-184 (the Connector) on/off-ramps. Design work is in progress. The final plans, specifications, and engineer's estimate are expected in mid-August 2014.
I-84, Meridian Interchange Reconstruction, Meridian (KN 10939) AND I-84, Meridian Interchange to Five Mile Road (KN 13057)	ITD	This GARVEE project will replace the existing interchange at Exit 44 in Meridian with a new Single Point Urban Interchange (SPUI). The project will also add the fourth lane to I-84 in this area. The companion project will reconstruct the pavement on the outside travel lanes and shoulder in both directions on I-84 between the Meridian Interchange and the Flying Wye. The contractor is building the west half of the new bridge, and a temporary eastbound "loop" on-ramp is now complete. Crews continue building embankments for the westbound on- and off-ramps. Construction is expected to be complete by fall October 2015.
I-84, UPRR East Lateral Canal Bridge, Nampa (KN 12866) AND I-84, Northside Boulevard Underpass, Nampa (KN 12867)	ITD	These are bridge rehabilitation and deck replacement projects in Nampa that were companioned under one contract. The contractor constructed the crossovers and began removing existing paint from the westbound Northside bridge deck. Removal of the eastbound Northside bridge began June 23, 2014, followed immediately by placement of new precast deck panels. Construction began June 2, 2014.
Intersection Improvements, Canyon Highway District (KN 13489)	Canyon Highway District	Safety improvements at intersections in Canyon Highway District. Intersections include: Lake Avenue and Orchard Avenue, Middleton Road and Linden Road, Homedale Road and 10th Avenue, Midway Avenue and Lonestar Road, Homedale Road and Indiana Avenue. The concept and environmental reports are approved and the project is in final design. The final plans, specifications, and engineer's estimate package was submitted to the Local Highway Technical Assistance Council on May 22, 2014. Construction is expected to begin in summer 2014. The State/Local Agreement for construction is approved by the Canyon Highway District.
Intersection Middleton Road and Flamingo Avenue, Nampa (KN 13502)	Nampa	This project will add a traffic signal at the intersection of Middleton Road and Flamingo Avenue in Nampa. Final design review is underway. Construction is scheduled for FY2015.

Project	Sponsor	Comments*
Natures Wood Duck Island Trail Restoration, Ada County	Ada County	This project will make permanent repairs to a portion of the Boise River Greenbelt within the Bethine Church River Trail area. Environmental documents are approved. The final plans, specifications, and engineer's estimate documents are anticipated to be submitted in July 2014. Construction is expected in FY2014.
Middleton Road and Ustick Roundabout, Caldwell (KN 13487)	Caldwell	This project will improve a four-way stop at the Middleton Road and Ustick Road intersection by building a roundabout to help traffic flow and reduce congestion. The project is scheduled for design in FY2014 and construction in PD.
Pedestrian Signal, South Midland Boulevard, Nampa (14344)	Nampa	This project will place a HAWK pedestrian-activated signal at the Wilson Pathway where it crosses Midland Boulevard. Pedestrian pre-warning signals and thermo crosswalk markings will also be installed to improve safety concerns at the intersection. Design is scheduled in FY2014/2015 with construction in FY2015.
Riverside Road and Lake Shore Drive, Rehabilitation, Canyon County (KN 14362)	Canyon Highway District	This Federal Land Access Program project will rehabilitate Riverside Road and Lake Shore Drive near Lake Lowell in Canyon County. The match agreement with FHWA is in place. Construction is scheduled in FY2015. The project is being managed by the Western Federal Lands Division of the Federal Highway Administration.
SH-16, Boise River Bridge and North Stage (KN 12915)	ITD	This is a GARVEE project to construct the piece of the project just south of SH-44, including the Boise River bridge to just south of the Boise River. In June, the contractor installed the median barrier and installed some signage. However, the highway will remain closed until the local road segments are also complete, which is expected in August 2014.
SH-16, Intersection SH-44, US 20/26 and Local Roads (KN 12916)	ITD	This is a GARVEE project to construct the intersection of SH-16 and US 20/26 and SH-16 and SH-44. This project will also construct the local roads needed to provide new access. Crews completed the pavement at the SH-44 and SH-16 intersection. Final striping and signs were also installed near the intersection. Currently the southern half of US 20/26 is under construction near the new connection with SH-16. The entire SH-16 project is expected to be complete in August 2014.
SH-19, Corridor Plan	ITD	This is a Corridor Management Plan covering 16.1 miles of SH-19 in Canyon and Owyhee Counties. The Environmental Scan was delivered in April 2013. The draft Corridor Management Plan is expected to be delivered in summer 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). Design work is underway. ITD expects to deliver the project in late summer or fall 2014.
SH-21, (Luck Peak) High Bridge to Robie Creek (KN 12354)	ITD	This is a 4.7-mile pavement rehabilitation project (partly in Ada County, but mostly in Boise County). Construction is expected to begin July 7, 2014 and extend into early fall 2014.
SH-44 Corridor Preservation (KN 07827)	ITD	This project is a feasibility, access management, construction phasing, and National Environmental Policy Act (NEPA) study only. The current preferred alternative is the existing SH-44 alignment, with the exception of the Middleton area, which is bypassed based on the city's approved comprehensive plan. The project was reduced in scope from an Environmental Impact Statement to an Environmental Assessment. ITD received additional comments from the State Historic Preservation Office regarding the Cultural Report, and is working to address those comments. The traffic report is updated with revised traffic counts. Based on the revised traffic report, staff is in the process of updating the EA to reflect the new changes. The Finding of No Significant Impact is anticipated in late 2014.
SH-45 Corridor Plan	ITD	The Idaho 45 corridor plan will develop a ten-year plan to identify current and future highway needs on SH-45 on an 18-mile section of SH-45 beginning at SH-78 in Owyhee County and extending to the City of Nampa and the I-84 Business Loop. The Environmental Scan was delivered in April 2013. ITD staff is currently reviewing right-of-way records. The draft Corridor Management Plan is expected to be delivered in the summer 2015.

Project	Sponsor	Comments*
SH-45, Deer Flat to I-84B, Nampa (KN 13030)	ITD	This is a 5.5-mile pavement rehabilitation project through the City of Nampa. Traffic control plans are being developed, and the project is obtaining environmental clearance. The plans, specifications, and engineer's estimate was delivered, and the project is scheduled for construction in FY2015.
SH-55 (Eagle Road) and McMillan Road Intersection (KN 13058)	ACHD/ITD	This is a joint intersection improvement project between ACHD and ITD at Eagle Road and McMillan Road. The project will be sponsored, administered, designed, and bid by ACHD. ITD's participation is review and funding. Design is 89% complete, ACHD has possession of right-of-way. The plans, specifications, and engineer's estimate package is complete, and the bid was expected to be released in late June 2014. Construction is anticipated to begin in January 2015.
SH-55 (Eagle Road), I-84 to Franklin Road Southbound, Meridian (KN 13473)	ITD	This project will widen SH-55 (Eagle Road) to add a third southbound lane from Franklin Road to I-84 and a dedicated right-turn lane to westbound I-84 on-ramp. Improvements include drainage facilities and a continuous sidewalk from I-84 to Franklin Road. The contract was awarded on June 11, 2014. Construction will begin the second week of July 2014 and will be complete by mid-September 2014.
SH-55, Intersection of Karcher Road and Indiana Avenue (KN 13475)	ITD	This is an intersection improvement project near the City of Nampa to rebuild the roadway. The project includes minor widening and adds traffic signals. The draft phase reports are complete and awaiting approval at ITD. A consultant is conducting noise analysis and cultural clearances. The final plans, specifications, and engineer's estimate are expected in fall 2015.
SH-55, Intersection of Karcher Road and Lake Road (KN 12383)	ITD	This is an intersection improvement project near the City of Nampa to rebuild and widen the roadway and add traffic signals. Additional right-of-way acquisition is required. The concept report is approved, and intermediate design has begun. A consultant will conduct the noise analysis. The final plans, specifications, and engineer's estimate are expected in fall 2015.
SH-55, Intersection of Karcher Road and Middleton Road, Nampa (KN 12046)	ITD/ Nampa	This project will reconstruct the existing Karcher Road and Middleton Road intersection from just west of the Elijah Drain culvert to the vicinity of Sundance Street, including additional lanes, new traffic signals, improved drainage and on-street lighting. Right-of-way acquisition is complete. The final plans, specifications, and engineer's estimate were submitted to ITD District 3 and is under review.
SH-55, Intersection of Karcher and Midway Road (KN 13025)	ITD	This is an intersection improvement near the City of Nampa to rebuild and widen the roadway and add traffic signals. Additional right-of-way acquisition is required. The concept report is drafted, but awaiting internal deliverables for approval. Intermediate design has begun. A consultant will conduct the noise analysis. The final plans, specifications, and engineer's estimate are expected in fall 2015.
SH-55, Intersection of Karcher Road and Nampa-Caldwell Boulevard (KN 13033)	ITD	This is an intersection improvement project to time signals, add signage, and reconfigure striping and lanes to minimize crashes at this location. A consultant will complete the design work, and ITD is working on the environmental process. The final plans, specifications, and engineer's estimate are expected by October 2014.
SH-55, I-84 (Eagle Interchange) to Banks-Lowman Road Access Management Plan (Central Segment)	ITD	This is a Corridor Management Plan covering 33.7 miles of SH-55 in Ada and Boise Counties. The Traffic Impact Study of the proposed Northwest Foothills development was updated. The Environmental Scan is in final review. The Corridor Management Plan was released for public comment on April 30, 2014. Comments are currently under review. The first deliverable of the University of Idaho study of the "SH-55/Banks-Lowman Highway" intersection is due June 30, 2014, and will be reviewed for inclusion in the corridor plan. The plan is expected to be complete in summer 2014.
SH-69 Corridor Plan	ITD	The SH-69 corridor plan will develop a 10-year plan to identify current and future highway needs on SH-69 beginning at the City of Kuna and extending to the City of Meridian, and the interchange with I-84. The Environmental Scan was completed on May 9, 2014. Completion of the plan is expected in summer 2015.

Project	Sponsor	Comments*
Sidewalk, North Middleton Road, Middleton (KN 14343)	Middleton	This project will install sidewalks along North Middleton Road on the west side; from Triumph Drive south 225-feet to connect to sidewalks existing along Mountain View Subdivision across the street from Mill Creek Elementary School. The city is waiting for ITD authorization to proceed. Construction is scheduled in FY2015.
Signal Timing Improvements, ACHD (KN 13491)	ACHD	This project will make signal timing improvements for traffic safety at: Franklin Road, Touchmark Road to Allenbaugh Road; Overland Road, Cloverdale Road to Overland Park; Boise Towne Square Mall area. Design is 76% complete with implementation expected by December 2014.
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 scheduled for FY2015.
South Cemetery Road, SH-44 to Willow Creek, Middleton	Middleton	Project funds environmental study and preliminary and final designs for a new 0.284-mile roadway segment linking SH-44 and Middleton Road by way of Sawtooth Lake Drive in Middleton. Preliminary Design is complete and submitted for state and federal approval. The City is reviewing the Bureau of Reclamation's Consent to Use Agreement for the City's right to cross, operate, and maintain a bridge crossing over Willow Creek. Construction is expected in FY2018.
State Street and Collister Drive Intersection, ACHD (KN 13481)	ACHD	This project will make geometric and operational improvements to the intersection at State Street and Collister Drive. Design is approximately 11% complete with expectations to complete design by January 2016. The final plans, specifications, and engineer's estimate is expected by June 2017. Construction is scheduled for FY2017.
Storm Water Design Guide, ACHD (KN 13819)	ACHD	This project is complete.
Swan Falls Road Shoulder Widening, Kuna - FY2012 (KN 13518)	ACHD	This project will construct 3 miles of 5-foot shoulders along Swan Falls Road from Poen Road to Initial Point to provide safe walking, bicycling and vehicle pull-offs with funds through the National Scenic Byways Program. Design is approximately 89% complete. The final plans, specifications, and engineer's estimate is expected in March 2015. Construction is scheduled to begin in spring 2015.
Three Cities Intelligent Transportation System (KN 08821)	ACHD	ACHD in cooperation with FHWA, is designing operational improvements, such as closed circuit television cameras, speed detectors, and adaptive signal technology to SH-55 (Eagle Road), SH-44 (State Street), Glenwood Street, and US 20/26 (Chinden Boulevard). Construction began in June 2014. The intersections near the fairgrounds are the highest priority and are planned for completion before the fair starts in August.
Transit - Associated Capital Improvements, Nampa - FY2013 (KN 12760)	Nampa	This project includes bicycle and pedestrian improvements at three locations near transit routes in Nampa. Design is underway, and construction is scheduled for FY2014 through FY2015.
Transit - Bicycle and Pedestrian Infrastructure, Nampa - FY2014 (KN 13711)	Nampa	This project will provide bicycle and pedestrian infrastructure to enlarge access and connectivity by connecting multiple neighborhoods in southeast and north Nampa to the downtown area and to one of the three transit transfer stations in Nampa. Design is underway, and construction is scheduled for FY2015.
US 20/26 Corridor Preservation (KN 07826)	ITD	This project is a feasibility, access management, construction phasing, and National Environmental Policy Act (NEPA) study only. The Access Management Plan was adopted by the COMPASS Board in December 2008. ITD will meet with the Federal Highway Administration and the City of Caldwell to discuss revisions to the corridor plan. The revisions include removing the frontage road/slip ramps, shifting the alignment to avoid environmental sensitive areas, and intersection improvements. A finding of no significant impact is anticipated in late 2014.

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. Environmental efforts are underway. The traffic analysis, including impacts during construction, is complete. The roadway, greenbelt, and drainage plans are being developed. The project is scheduled to deliver the plans, specifications, and engineering estimates by October 1, 2015, with construction beginning in late 2015, and continuing through late 2016.
US 20/26, Oregon State Line to I-84, Corridor Study	ITD	This is a Corridor Management Plan covering 22.1 miles of US 20/26 in Canyon County. The Environmental Scan was completed in January 2013. Intersection turn movement data was collected in May 2014. The draft Corridor Management Plan is expected to be delivered for internal review by the end of fall 2014.
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 Environmental Scan was completed on June 9, 2014. The draft Corridor Management Plan is expected to be ready for internal review by the end of winter 2014.
US-95, Junction US 20/26 Union Pacific Railroad Overpass (KN 12886)	ITD	This is a bridge replacement project. Roadway and bridge design is underway. Railroad coordination is progressing. This project was delayed until FY2016 to accommodate projects of more critical need.
Ustick Road, Locust Grove to Leslie Way, Meridian (KN RD205-05)	ACHD	This project will widen the roadway from two lanes to five lanes with curb, gutter, sidewalks and bike lanes, per the 2009 CIP update and North Meridian Plan. The Locust Grove intersection must be constructed before or concurrently with this project. Construction is underway with scheduled completion in summer 2014.

**\*Project updates were not received from the Cities of Caldwell, Nampa, and ITD, and partial updates were received from the City of Boise.**

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CY2014	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Total - Jun	To Date % Change 13-14
ACHD Vanpool (Trips)	24,139	21,360	22,305	23,405	20,955	N/A							N/A	N/A
VRT Boise Urbanized	112,101	109,219	110,125	118,204	103,073	93,007							645,729	-1.89%
VRT Nampa Urbanized	17,685	17,528	17,272	19,708	17,317	15,967							105,477	-5.73%

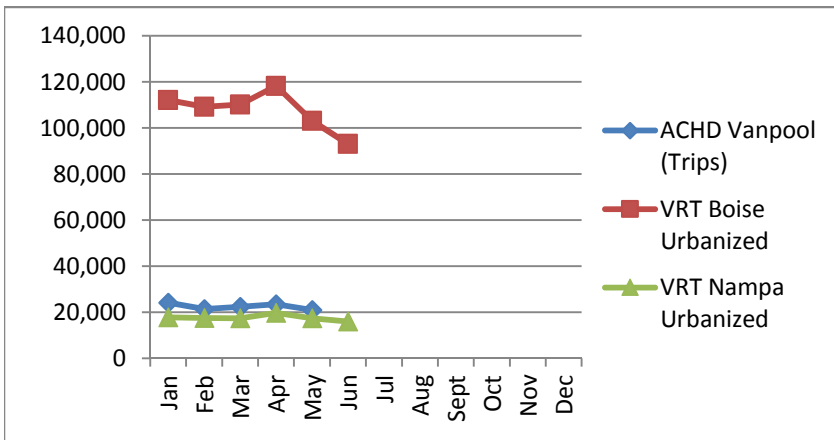
CY2013	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Total - Jun	To Date % Change 12-13
ACHD Vanpool (Trips)	24,820	22,491	23,554	24,362	23,031	21,357	22,832	23,272	22,087	23,366	21,018	21,040	139,615	0.09%
VRT Boise Urbanized	105,668	118,669	112,729	117,867	111,770	91,450	99,098	94,982	102,585	119,175	104,531	101,757	658,153	1.31%
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	111,885	9.02%

CY2012	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Total - Jun	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	139,485	9.81%
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	649,640	0.48%
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	102,630	5.48%

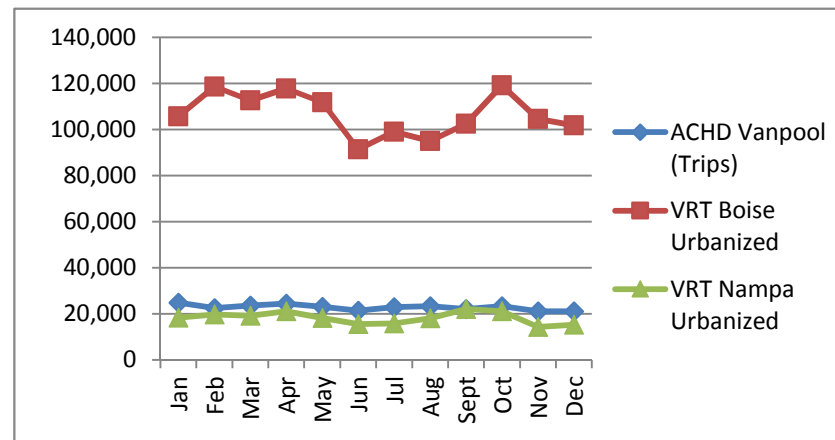
CY2011	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Total - Jun	To Date % Change 10-11
ACHD Vanpool (Trips)	20,243	22,046	22,121	20,936	20,169	21,510	19,336	23,097	20,347	19,749	22,240	20,832	127,025	5.69%
VRT Boise Urbanized	101,936	101,144	117,704	108,108	111,366	106,275	93,834	115,761	114,726	114,484	110,885	103,464	646,533	0.85%
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	97,299	-8.07%

CY2010	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Total - Jun	To Date % Change 09-10
ACHD Vanpool (Trips)	20,065	18,942	22,466	20,626	17,675	20,417	18,630	19,046	18,790	18,596	18,036	19,160	120,191	-0.05%
VRT Boise Urbanized	103,704	106,299	120,174	114,145	99,610	97,152	91,474	95,262	98,048	103,166	93,466	94,292	641,084	1.42%
VRT Nampa Urbanized	15,466	17,515	18,362	21,100	16,136	17,265	16,151	18,143	20,607	23,260	15,866	13,973	105,844	5.92%

2014



2013



DEMOGRAPHIC ADVISORY COMMITTEE

ITEM IX-D

Attendance List of Members

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

**REGIONAL TECHNICAL ADVISORY COMMITTEE**

**Attendance List of Members**

<u>Member Agency/Name</u>	Jan '14	Feb '14	Mar '14	Apr '14 No Mtg	May '14	June '14 No Mtg	July '14	Aug '14	Sept '14	Oct '14	Nov '14	Dec '14	TOTAL
<b>General Members</b>													
ACHD/S. Anderson/T.Ferch	1	1	1		1								4
Ada County /R. Beck/M. Leatherman	1	1	1		1		1						5
BSU/N. Nimmmons	1	1			1								3
Canyon County / J. Almeida, D. Root, P. Nilsson		1	1		1		1						4
Canyon Highway District #4/C. Hopper	1	1			1		1						4
City of Boise/ D. Fluke/ K. Lacey/K. Gallagher	1	1	1		1		1						5
City of Caldwell/R. MacDonald		1			1		1						3
City of Eagle/N. Baird Spencer		1			1		1						3
City of Garden City/J. Thornborrow			1										1
City of Kuna/W. Howell	1	1	1		1								4
City of Meridian/J. Lucas	1	1	1		1								4
City of Middleton/D. Taylor													0
City of Nampa/C. Bowman/L. Grady		1	1		1		1						4
City of Parma/N. Leigh													0
City of Star/N. Mitchell													0
IDEQ/M. Toole			1										1
ITD/vacant as of 3/24/14													0
Nampa Highway District #1/E. Shannon	1	1	1		1								4
Public Participation Committee/D. Smith		1	1				1						3
Valley Regional Transit/Margaret Havey	1	1	1		1		1						5
<b>Ex officio Members</b>													
Central District Health/R. Howarth	1				1		1						3
COMPASS/D. Matson	1	1	1				1						4
Governor's Office/D. Hensley													0

**TRANSPORTATION MODEL ADVISORY COMMITTEE**

**Attendance List of Members**

<u>Member Agency/Name</u>	Jan '14	Feb '14 No Mtg	Mar '14	April '14 No Mtg	May '14 No Mtg	June '14 No Mtg	July '14	Aug '14	Sept '14	Oct '14	Nov '14	Dec '14	TOTAL
<b>Nampa Highway District #1/E. Shannon</b>													
ACHD/ <i>S. Martin , A. Pillai</i>	1		1										2
Ada County Develoment Services/ <i>M. Basham</i>													0
Canyon County/ <i>J. Almeida, P. Nilsson</i>	1												1
Canyon Highway District/ <i>No. 4/T. Richard</i>			1										1
City of Boise/ <i>K. Gallagher or A. Tuning</i>	1		1				1						3
City of Meridian/ <i>A. Petersen</i>	1												1
City of Nampa/ <i>/C. Bowman/J. Barnes</i>	1		1				1						3
IDEQ/ <i>D. Luft</i>	1												1
ITD/ <i>K. Sablan &amp; D. Szplett</i>	1		1				1						3
Nampa Highway District #1/ <i>E. Shannon</i>													
Public Participation Committee/ <i>J. Madsen</i>			1										1
Valley Regional Transit/ <i>R. Jalbert</i>													0
<b>Appointed Transportation/Land Use/Air Quality Professionals</b>													
<i>Vern Brewer, Holladay Engineering - VACANT</i>	1												1
<i>Stephen Lewis, Keller Associates</i>	1						1						2
<i>Jim Pline, Pline Engineering</i>	1		1				1						3
<i>Jay Witt , URS Washington Division</i>	1		1				1						3
<b>Ex officio Members</b>													
COMPASS/ <i>M. Waldinger</i>	1						1						2

**REGIONAL GEOGRAPHIC ADVISORY COMMITTEE**

**Attendance List of Members**

<u>Member Agency/Name</u>	Jan '14 No Mtg	Feb '14	Mar '14	Apr '14 No Mtg	May '14	Jun '14 No Mtg	July '14 No Mtg	Aug '14	Sept '14	Oct '14	Nov '14	Dec '14	TOTAL
<b>Nampa Highway Distr. #1/Eric Shannon</b>													
Ada County Assessors/A .Kawalec		1	1		1								3
Ada County Development Services/M. Basham		1	1										
Ada County Highway District/C. Spencer		1			1								2
Ada County Sheriff Office/T. Tyson		1	1		1								
Canyon County Development Services/S. Higuera		1											1
Canyon Highway District No. 4/K. Knapp													
Canyon County Sheriff Office/F. Smith		1	1		1								0
City of Boise/J. Hetherington		1	1		1								3
City of Caldwell/D. Marston		1											1
City of Eagle/R. Dodge		1			1								2
City of Garden City/E.Akin													0
City of Kuna/M. Borzick			1		1								2
City of Meridian/R. Jack		1			1								2
City of Nampa/C. Tarter		1	1		1								3
ITD/B. Lacabanne			1		1								2
Nampa Highway Distr. #1/Eric Shannon													0
Public Participation Committee/M. Gaddi/K. Watkins													0
<b>Ex officio Members</b>													
COMPASS/E. Adolfsen		1	1		1								3



# Memorandum

**To:** Matt Stoll, Executive Director  
**From:** Toni Tisdale, Principal Planner  
**Date:** July 14, 2014  
**Re:** **Request for Approval of Administrative Modification #12 for the FY2014-2018 Regional Transportation Improvement Program**

**ACTION REQUESTED:**

Approval of Administrative Modification #12 for the FY2014-2018 Regional Transportation Improvement Program.

**BACKGROUND:**

Modifications are needed to modify three transit projects to match recent rebalancing of the program.

**STATUS:**

Per Staff Review, June 18, 2014:

- **Transit – Capital, Safety, and Security, Nampa – FY2013 (KN 12759)** – Increase construction by \$15,000 to correct amounts based on requirements for safety and security. Funds from un-programmed amount.
- **Transit – Capital Purchase and Maintenance, Boise – FY2013 (KN 13828)** – Decrease construction by \$12,000 to change match rate from 23.5% to 20%. Federal amount remains the same, but the new match rate changes the project total.
- **Transit – Acquisition of Service Admin. and Implementation, Nampa – FY2014 (KN 14220)** – Decrease construction by \$136,000 to correct amounts and terms in title and description. Originally this project was a set-aside project, and was converted to a specific project through a competitive process.

Details of the changes are provided in Attachment 1.

**Approval:**

**All changes for Administrative Modification #12, as provided in this memorandum and detailed on Attachment 1, are approved as of July 14, 2014.**

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

Attachment (1)

pc: 685.03

TT: T:\FY14\600 Projects\685 TIP\FY1418 TIP\140714AdminMod12.docx

Administrative Modification #12  
 FY2014-2018 Regional Transportation Improvement Program  
 Per Staff Review, June 18, 2014

Key No	Project	Scheduled Costs (including Match) (costs in \$1,000)							
		Phase	2014	2015	2016	2017	2018	PD	SUM
12759	Transit – Capital, Safety and Security, Nampa – FY2013	PE							0
		PC							0
	Funding Source: FTA 5307 SU  Provide capital facility, equipment, safety and security, enhancements, and associated capital to operate the transit system in the Nampa Urbanized Area. (federal <del>\$11,000</del> <del>\$23,000</del> )  Increase CN by \$15,000 to correct amounts based on requirements for safety and security. Funds from un-programmed amount.	RW							0
		UT							0
		CE							0
		CN	<del>14</del> 29						<del>14</del> 29
		<b>Sum</b>	<del>14</del> 29	0	0	0	0	0	<del>14</del> 29
13828	Transit – Capital Purchase and Maintenance, Boise – FY2013	PE							0
		PC							0
	Funding Source: FTA 5310 LU  Project is an “acquisition of service” sponsored by Valley Regional Transit and pass-through to Treasure Valley Transit to provide rides for seniors and persons with disabilities in the Meridian and Eagle areas who are unable to access transportation through volunteer driver programs or limited senior transportation services. (federal = \$210,000)  Decrease CN by \$12,000 to change match rate from 23.5% to 20%. Federal amount remains the same, but the new match rate changes the project total.	RW							0
		UT							0
		CE							0
		CN	<del>275</del> 263						<del>275</del> 263
		<b>Sum</b>	<del>275</del> 263	0	0	0	0	0	<del>275</del> 263
14220	Transit – Purchase Acquisition of Service Admin. and Implementation, Nampa – FY2014	PE							0
		PC							0
	Funding Source: FTA 5310 SU  Provide administration and implementation of purchase acquisition of service in the Nampa Urbanized Area. (federal = <del>\$209,000</del> <del>\$100,000</del> )	RW							0
		UT							0
		CE							0
		CN	<del>261</del> 125						<del>261</del> 125
		<b>Sum</b>	<del>261</del> 125						<del>261</del> 125

Key No	Project	Scheduled Costs (including Match) (costs in \$1,000)							
		Phase	2014	2015	2016	2017	2018	PD	SUM
	Decrease CN by \$136,000 to correct amounts and terms in title and description. Originally this project was a set-aside project, and was converted to a specific project through a competitive process.	<b>Sum</b>	<del>261</del>	0	0	0	0	0	<del>261</del>
			<u>125</u>						<u>125</u>

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

UT = Utilities  
CE = Construction Engineering  
CN = Construction

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## Memorandum

**To:** Matt Stoll, Executive Director  
**From:** Toni Tisdale, Principal Planner  
**Date:** July 28, 2014  
**Re:** **Request for Approval of Administrative Modification #13 for the FY2014-2018 Regional Transportation Improvement Program**

### **ACTION REQUESTED:**

Approval of Administrative Modification #13 for the FY2014-2018 Regional Transportation Improvement Program.

### **BACKGROUND:**

Modifications are needed to modify one transit project to change the sponsor.

### **STATUS:**

Per VRT and ITD staff, July 23, 2014:

- **Transit – Capital, Acquisition of Service, Nampa (KN 13832)** – Change sponsor from Treasure Valley Transit to Valley Regional Transit. Both agencies, plus ITD, agreed to the change. There is no change to the funding.

Details of the changes are provided in Attachment 1.

### **Approval:**

**All changes for Administrative Modification #13, as provided in this memorandum and detailed on Attachment 1, are approved as of July 28, 2014.**

A handwritten signature in black ink, appearing to read "Matt Stoll". The signature is written over a horizontal line.

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

Attachment (1)

pc: 685.03

TT: T:\FY14\600 Projects\685 TIP\FY1418 TIP\140728AdminMod13.docx

Administrative Modification #13  
 FY2014-2018 Regional Transportation Improvement Program  
 Per VRT and ITD Staff, July 23, 2014

Key No	Project	Scheduled Costs (including Match) (costs in \$1,000)							
		Phase	2014	2015	2016	2017	2018	PD	SUM
13832	Transit - Capital, Acquisition of Service, Nampa - FY2013	PE							0
		PC							0
	Funding Source: FTA 5310 SU		RW						0
	Provides additional service for persons with disabilities in Nampa, Caldwell, and Middleton through an "acquisition of service" agreement sponsored by Valley Regional Transit and pass-through to Treasure Valley Transit. (federal \$147,000)	UT							0
		CE							0
		CN	194						194
		<b>Sum</b>	194	0	0	0	0	0	194
		Change sponsor from Treasure Valley Transit to Valley Regional Transit. Both agencies, plus ITD, agreed to the change. No change to funding.							

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

UT = Utilities  
 CE = Construction Engineering  
 CN = Construction

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July 22, 2014

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

**RE: Request to Adjust STP-TMA Available Funds**

Dear Director Ness:

In reviewing the Draft FY2015-2019 Idaho Transportation Investment Program (ITIP), COMPASS staff noted an error in the interpretation of Board Policy 4028. Available amounts for the Surface Transportation Program in the Transportation Management Area (STP-TMA) total less than the apportionment the Federal Highway Administration (FHWA) reports for the Idaho TMA. See FHWA Apportionment Table #9 ([http://www.fhwa.dot.gov/legregs/directives/notices/n4510772/n4510772\\_t9.cfm](http://www.fhwa.dot.gov/legregs/directives/notices/n4510772/n4510772_t9.cfm)).

The ITIP reports \$8,183,731 (\$8,832,000 including match) is available annually, whereas the FHWA Apportionment Table #9 reports \$8,209,699 (or \$8,860,025 including match) is available in FY2014, which is the base amount for each year of available funding in the program.

ITD Board Policy 4028, Allocation of Federal Formula Highway Apportionments to Local Public Agencies, directs allocation of funding to local agencies. The reference to the STP-TMA allocation is shown below:

"The funds available to urban LPAs shall be those remaining after the deduction of:

- federal funding for statewide ride-sharing coordination,
- the matching costs for the Local Technical Assistance Program Transportation Technology Transfer Center, and
- any federally required distribution of funding to a Transportation Management Area (TMA)."

When asked about the difference in funding amounts, ITD staff explained the Local Technical Assistance Program Transportation Technology Transfer Center costs were deducted from the small urban areas and the TMA based on population. We disagree with the application of Board Policy 4028, as the policy suggests the TMA funding distribution remains whole.

We further argue that STP-TMA funds allocated to the TMA cannot be unilaterally managed under ITD policy. According to 23 USC 134 (k)(4)(A) all federally funded projects in a TMA are selected from the approved TIP by the metropolitan planning organization designated for the area in consultation with the state and affected public transportation operator.

We request an adjustment to available STP-TMA funds in the Draft FY2015-2019 ITIP to reflect the amounts available to the TMA in FHWA Apportionment Table #9.

700 NE 2nd Street, Suite 200

Meridian, ID 83642

P. 208.855.2558

F. 208.855.2559

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

If you have questions about our concerns, please contact me at 475-2266 or [mstoll@compassidaho.org](mailto:mstoll@compassidaho.org). I appreciate your consideration of these comments.

Sincerely,

A handwritten signature in black ink, appearing to read 'Matt Stoll', written in a cursive style.

Matthew J. Stoll  
Executive Director

pc: IT Board Members  
COMPASS Board Members

TT/nb T:\FY14\600 Projects\685 TIP\140722\trITBdPolicy-4028.docx