



Working together to plan for the future

COMPASS BOARD MEETING PACKET

August 28, 2017

MAKING A MOTION:

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

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

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

TABLE OF RULES RELATING TO MOTIONS:

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



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Community Planning Association of Southwest Idaho 2017 Board of Directors

GENERAL MEMBERS	SPECIAL MEMBERS	EX-OFFICIO MEMBERS
Ada County: Commissioner Dave Case Commissioner Jim Tibbs Commissioner Rick Visser	Boise State University: Corey Cook, Dean School of Public Service	Governor's Office: David Hensley, Chief of Staff
Ada County Highway District: Commissioner Sara Baker Commissioner Jim Hansen Commissioner Paul Woods	Capital City Development Corporation: John Brunelle, Executive Director	Greater Boise Auditorium District: Pat Rice, Executive Director
Canyon County: Commissioner Tom Dale Commissioner Steve Rule Commissioner Pam White	Idaho Department of Environmental Quality: Aaron Scheff, Regional Administrator	Southwest District Health Department: Nikole Zogg, Director
Canyon Highway District No. 4: Commissioner Jay Gibbons	Idaho Transportation Department: Amy Revis, District 3 Engineer	
City of Boise: Mayor Dave Bieter Councilmember Elaine Clegg Councilmember TJ Thomson	Valley Regional Transit: Kelli Badesheim, Executive Director	
City of Caldwell: Mayor Garret Nancolas Brent Orton, Public Works Director		
City of Eagle: Mayor Stan Ridgeway Nichoel Baird Spencer, Planner III		
City of Garden City: Mayor John Evans		
City of Kuna: Mayor Joe Stear		
City of Melba: Councilmember Parkie Stapleton		
City of Meridian: Mayor Tammy de Weerd Charlie Rountree		
City of Middleton: Mayor Darin Taylor		
City of Nampa: Mayor Bob Henry Councilmember Paul Raymond		
City of Notus: Mayor David Porterfield		
City of Parma: Mayor Nathan Leigh		
City of Star: Mayor Chad Bell		
City of Wilder: Scott Jacops, Public Works Superintendent		
Golden Gate Highway District No. 3: Commissioner David Lincoln		

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Working together to plan for the future

2017 COMPASS BOARD MEETING DATES

COMPASS BOARD MEETING DATE/TIME	LOCATION	KEY ITEMS
<p>October 16, 2017 1:30-3:30 p.m.</p>	<p>COMPASS 700 NE 2nd Street Meridian, Idaho</p>	<p>Establish 2018 COMPASS Board and Executive Committee Meeting Dates and Location. Provide 30 Day Notice of Annual Meeting</p> <p>Adopt Resolution Amending <i>Communities in Motion (CIM) 2040</i></p> <p>Adopt Resolution Approving Rural Project Priorities</p> <p>Adopt Resolution Approving the FY2018-2022 Regional Transportation Improvement Program and Associated Air Quality Conformity</p> <p>Approve <i>Communities in Motion (CIM) 2040 2.0 Funding Policy</i></p>
<p>December 18, 2017 12:00 p.m. Holiday Luncheon 1:30 p.m. Board Meeting</p>	<p>Nampa Civic Center 311 3rd Street South Nampa, Idaho</p>	<p>Annual Meeting and Board Holiday Luncheon</p> <p>Confirm 2018 Board Officers: Chair, Chair Elect, Vice Chair, Immediate Past Chair. Elect Secretary-Treasurer</p> <p>Confirm Regional Transportation Advisory Committee Membership</p> <p>Confirm 2018 Executive Committee Representatives for Cities under 25,000 in Population</p> <p>Confirm 2018 Executive Committee Representative from Highway Districts in Canyon County</p> <p>Approve 2018 Federal Transportation Policy Positions</p> <p>Approve 2018 Idaho Legislative Session Position Statements</p> <p>Adopt Resolution Approving Revision 1 of the FY2018 Unified Planning Work Program and Budget</p>



Working together to plan for the future

COMPASS BOARD OF DIRECTORS' MEETING AUGUST 28, 2017 – 1:30 PM COMPASS – 1ST FLOOR BOARD ROOM 700 NE 2ND STREET, MERIDIAN, IDAHO

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

** AGENDA **

I. CALL TO ORDER (1:30)

II. PLEDGE OF ALLEGIANCE

III. AGENDA ADDITIONS/CHANGES

IV. OPEN DISCUSSION/ANNOUNCEMENTS

V. CONSENT AGENDA

- Page 3 * A. Approve June 19, 2017, COMPASS Board Meeting Minutes
- Page 8 * B. Receive Approved May 9 and July 11, 2017, Executive Committee Meeting Minutes
- Page 13 * C. Receive Approved May 18 and June 29, 2017, Finance Committee Meeting Minutes
- Page 17 * D. Approve List of Records to be Destroyed
- Page 21 * E. Approve Appointment of Caleb Lakey, ITD-D3 to the Regional Transportation Advisory Committee, per RTAC Bylaws Article 2, Committee Structure, 2.4
- Page 22 * F. Adopt Resolution 11-2017 Amending the FY2017-2021 Regional Transportation Improvement Program (TIP)
- Page 26 * G. Approve Changes to the End-of-Year Program and Redistribution Priorities
- Page 30 * H. Approve Updated Financial Policy and Procedures
- Page 44 * I. Approve City of Greenleaf Request for COMPASS Membership

VI. ACTION ITEMS

- 1:35 * A. Adopt Resolution 12-2017 Approving the FY2018 Unified Planning Work Program and Budget (UPWP) Megan Larsen
Page 45 *COMPASS staff seeks COMPASS Board of Directors approval of the FY2018 UPWP.*
- 1:50 * B. Approve FY2019-2023 Funding Application Ranking Process Kathy Parker
Page 74 *COMPASS staff seeks COMPASS Board of Directors approval to update the funding application ranking process for the FY2019-2023 application cycle.*
- 2:05 * C. Approve COMPASS Workgroup Charters Megan Larsen
Page 85 *COMPASS staff seeks COMPASS Board of Directors approval of the COMPASS FY2018 Workgroup Charters.*

2:15 *D. **Approve FY2018 Communities in Motion (CIM) Implementation Grants** Kathy Parker
Page 100
COMPASS staff seeks COMPASS Board of Directors approval of FY2018 CIM Implementation Grant projects.

VII. INFORMATION/DISCUSSION ITEMS

2:25 **A. Status Report – Finance Committee** Elaine Clegg
The Finance Committee Chair will provide a status report on the June 29 and August 17, 2017, Finance Committee meetings.

2:30 *B. **Status Report – Communities in Motion (CIM) 2040 2.0 Development Process and Document Format** Liisa Itkonen
Page 101
COMPASS staff will review the CIM 2040 2.0 development process into 2018, and present proposed plan document format.

2:50 *C. **Review Communities in Motion (CIM) Growth Comparison** Carl Miller
Page 104
COMPASS staff will review growth trends and comparisons to the CIM 2040 Vision.

VIII. EXECUTIVE DIRECTOR'S REPORT (INFORMATION ONLY) (3:10)

Page 105 *A. **Staff Activity Reports**

Page 115 *B. **Status Report – Current Air Quality Efforts**

Page 119 *C. **Status Report – Regional Transportation Advisory Committee Attendance**

Page 120 *D. **Administrative Modifications**

IX. ADJOURNMENT (3:15)

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

COMPASS 2017 Leadership in Motion Award Nominations Are Open! Consider who or what may be deserving of a 2017 COMPASS Leadership in Motion award, then submit your nomination(s) today. Nominations will be accepted through 3:00 pm, Friday, September 29, 2017. Learn about award categories and submission requirements, and submit nominations online at www.compassidaho.org; follow the "Leadership in Motion" link under "Hot Topics." Questions? Contact Amy Luft at 475-2229 or aluft@compassidaho.org. Awards will be presented at the COMPASS/Valley Regional Transit Board holiday luncheon on Monday, December 18, 2017.

Those needing assistance with COMPASS events or materials, or needing materials in alternate formats, please call 475-2229 with 48 hours advance notice.

Si necesita asistencia con una junta de COMPASS, o necesita un documento en otro formato, por favor llame al 475-2229 con 48 horas de anticipación.

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**COMPASS BOARD OF DIRECTORS' MEETING
JUNE 19, 2017
COMPASS, 1ST FLOOR BOARD ROOM
700 NE 2ND STREET, MERIDIAN, IDAHO**

****MINUTES****

ATTENDEES: Kelli Badesheim, Valley Regional Transit
Nichoel Baird Spencer, City of Eagle
Sara Baker, Commissioner, Ada County Highway District, **Immediate Past Chair**
Megan Basham for Dave Case, Commissioner, Ada County, **Chair Elect**
Chad Bell, Mayor, City of Star
Elaine Clegg, Councilmember, City of Boise, **Secretary-Treasurer**
Karen Gallagher for Elaine Clegg, Councilmember, City of Boise, **Secretary-Treasurer**
Tom Dale, Commissioner, Canyon County
Tammy de Weerd, Mayor, City of Meridian
Matt Edmond for John Brunelle, Capital City Development Corporation
John Evans, Mayor, Garden City
Daren Fluke for Dave Bieter, Mayor, City of Boise
Jay Gibbons, Commissioner, Canyon Highway District No. 4
Jim Hansen, Commissioner, Ada County Highway District
Bob Henry, Mayor, City of Nampa, **Vice Chair**
Scott Jacops, City of Wilder
Meg Leatherman for Jim Tibbs, Commissioner, Ada County
Nathan Leigh, Mayor, City of Parma
David Lincoln, Commissioner, Golden Gate Highway District No. 3
Larry Maneely for Rick Visser, Commissioner, Ada County
Paul Raymond, Councilmember, City of Nampa
Amy Revis, Idaho Transportation Department – District 3
Stan Ridgeway, Mayor, City of Eagle
Charlie Rountree, City of Meridian
Steven Rule, Commissioner, Canyon County, **Chair**
Aaron Scheff, Department of Environmental Quality
Joe Stear, Mayor, City of Kuna
Matt Stoll, Executive Director, Community Planning Association, Ex officio
Darin Taylor, Mayor, City of Middleton
TJ Thomson, Councilmember, City of Boise
Pam White, Commissioner, Canyon County



COMPASS BOARD OF DIRECTORS' MEETING
AUGUST 28, 2017 - 1:30 PM
COMPASS - 1ST FLOOR BOARD ROOM
700 NE 2ND STREET, MERIDIAN, IDAHO

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MEMBERS David Hensley, Governor's Office, Ex officio
ABSENT: Garret Nancolas, Mayor, City of Caldwell
Brent Orton, City of Caldwell
David Porterfield, Mayor, City of Notus
Patrick Rice, Greater Boise Auditorium District, Ex officio
Parkie Stapleton, Councilmember, City of Melba
Paul Woods, Commissioner, Ada County Highway District
Nikole Zogg, Southwest District Health, Ex officio

OTHERS: Nancy Brecks, Community Planning Association
Ken Burgess, Veritas Advisors
Julie DeLorenzo, member, Idaho Transportation Board – District 3
Michael Fuss, City of Nampa
Liisa Itkonen, Community Planning Association
Amy Luft, Community Planning Association
Carl Miller, Community Planning Association
Toni Tisdale, Community Planning Association
MaryAnn Waldinger, Community Planning Association
Dave Wallace, Ada County Highway District

CALL TO ORDER:

Chair Steve Rule called the meeting to order at 1:30 p.m.

AGENDA ADDITIONS/CHANGES

None.

OPEN DISCUSSION/ANNOUNCEMENTS

Chair Rule welcomed Scott Jacops, Wilder Public Works Director to his first meeting.

Matt Stoll discussed staffing changes at COMPASS and introduced COMPASS Team Leads: Toni Tisdale, Resource Development Team; Liisa Itkonen, Planning Team; and MaryAnn Waldinger, Technical Services Team.

After discussion regarding the solar eclipse occurring on August 21, 2017, **Chair Rule directed Matt Stoll to reschedule the August 2017 Board meeting to another date.**

CONSENT AGENDA

- A. Approve April 17, 2017, COMPASS Board Meeting Minutes**
- B. Receive Approved March 14, 2017, Executive Committee Meeting Minutes**
- C. Receive Approved March 16, 2017, Finance Committee Meeting Minutes**
- D. Approve List of Records to be Destroyed**
- E. Confirm Appointments of Commissioner Gibbons and Commissioner Hansen to Finance Committee**
- F. Adopt Resolution 08-2017 COMPASS Board Support for Gowen Field as Host Site for F-35A Jets**

Darin Taylor moved and Bob Henry seconded approval of the Consent agenda as presented. Motion passed unanimously.

ACTION ITEMS

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

Charlie Rountree moved and Darin Taylor seconded to move into Executive Session pursuant to Idaho Code 74-206 (b) at 1:33 p.m.

Matt Stoll called roll. The following Board members were present and voted in the affirmative to move into Executive Session: Kelli Badesheim, Nichoel Baird Spencer, Sara Baker, Megan Basham, Chad Bell, Elaine Clegg, Tom Dale, Tammy de Weerd, Matt Edmond, John Evans, Daren Fluke, Karen Gallagher, Jay Gibbons, Jim Hansen, Bob Henry, Scott Jacops, Meg Leatherman, Nathan Leigh, David Lincoln, Larry Maneely, Paul Raymond, Amy Revis, Stan Ridgeway, Charlie Rountree, Steve Rule, Aaron Scheff, Joe Stear, Darin Taylor, TJ Thomson, and Pam White. Motion passed unanimously.

Convened back into regular session at 1:47 p.m.

After discussion, Bob Henry moved and Sara Baker seconded approval of the salary increase for Matt Stoll as discussed. Motion passed unanimously.

B. Approve End-of-Year Program and Redistribution Priorities

Toni Tisdale presented the End-of-Year Program and redistribution priorities as recommended by the Regional Transportation Advisory Committee for COMPASS Board approval, and provided next steps.

After discussion, Bob Henry moved and Darin Taylor seconded approval of the FY2017 End-of-Year Program and redistribution priorities as presented.

After discussion, Jim Hansen made a substitute motion and Elaine Clegg seconded approval of the FY2017 End-of-Year Program and redistribution priorities, with the exception of Key No. 13481 - State Street and Collister Drive Intersection, Boise, because of the sound wall component.

After discussion, Chair Rule called for a roll call vote on the substitute motion.

Matt Stoll called roll on the substitute motion: Kelli Badesheim, no; Nichoel Baird Spencer, no; Sara Baker, no; Megan Basham, no; Chad Bell, no; Elaine Clegg, yes; Tom Dale, no; Tammy de Weerd, no; Matt Edmond, yes; John Evans, no; Daren Fluke, yes; Jay Gibbons, no; Jim Hansen, yes; Bob Henry, no; Scott Jacops, no; Meg Leatherman, no; Nathan Leigh, abstain; David Lincoln, no; Larry Maneely, no; Paul Raymond, no; Amy Revis, no; Stan Ridgeway, no; Charlie Rountree, no; Steve Rule, no; Aaron Scheff, abstained; Joe Stear, no; Darin Taylor, no; TJ Thomson, yes; and Pam White, no. Motion failed: 5 to 22 with 2 abstentions.

Chair Rule called for a vote on the original motion.

Bob Henry moved and Darin Taylor seconded approval of the FY2017 End-of-Year Program and redistribution priorities as presented. Motion passed with 2 nays.

C. Adopt Resolution 09-2017 Amending *Communities in Motion 2040*

Liisa Itkonen presented an amendment to *Communities in Motion 2040* (CIM 2040) to add a widening project on I-84 in the City of Nampa between the Karcher Road interchange and the Franklin Boulevard interchange to the list of projects funded in CIM 2040.

After discussion, **Tom Dale moved and Bob Henry seconded adoption of Resolution 09-2017 amending *Communities in Motion 2040* as presented. Motion passed unanimously.**

D. Adopt Resolution 10-2017 Amending the FY2017-2021 Regional Transportation Improvement Program (TIP)

Toni Tisdale presented Resolution 10-2017 amending the FY2017-2021 Regional Transportation Improvement Program adding the widening of I-84 in the City of Nampa between the Karcher Road (Midland Boulevard) interchange and the Franklin Boulevard interchange; SH-45 Snake River Bridge, Walters Ferry, change project from state funds to federal-aid with 7.34% local match; and Valley Regional Transit requested a correction to the local portion from 20% to 50% on KN20043 - Beyond Demand Response, Nampa.

After discussion, **Darin Taylor moved and John Evans seconded adoption of Resolution 10-2017 amending the FY2017-2021 Regional Transportation Improvement Program as presented. Motion passed unanimously.**

After discussion, **Tom Dale moved and Stan Ridgeway seconded to send a letter to the Idaho Transportation Board to reaffirm the project priority list as outlined. Motion passed unanimously.**

E. Approve *COMPASS' Organizational Roles and Values*

Matt Stoll presented *COMPASS' Organizational Roles and Values*, a document to guide COMPASS' activities, staffing needs, budgeting, and more, as recommended by the Executive Committee in April 2017.

After discussion, **Bob Henry moved and Tammy de Weerd seconded approval of *COMPASS' Organizational Roles and Values* as presented. Motion passed unanimously.**

INFORMATION/DISCUSSION ITEMS

A. Status Report - Finance Committee

Bob Henry provided a status report on action taken at the May 18, 2017, COMPASS Finance Committee meeting.

B. Review Draft FY2018-2022 Regional Transportation Improvement Program (TIP) Project List

Toni Tisdale presented the Draft FY2018-2022 TIP project list for review, and discussed the timeline and next steps for public comment. Staff will seek COMPASS Board approval at the October 2017 Board meeting.

ADJOURNMENT

Chair Rule adjourned the meeting at 2:55 p.m.

Approved this 28th day of August 2017.

By: _____
Steven Rule, Chair
Community Planning Association of
Southwest Idaho

Attest:

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

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**EXECUTIVE COMMITTEE MEETING
MAY 9, 2017
COMPASS, 2ND FLOOR LARGE CONFERENCE ROOM
MERIDIAN, IDAHO**

Item V-B

****MINUTES****

ATTENDEES: Sara Baker, Commissioner, Ada County Highway District, **Immediate Past Chair**
Dave Case, Commissioner, Ada County, **Chair Elect**
Elaine Clegg, Councilmember, City of Boise, **Secretary-Treasurer**
Tammy de Weerd, Mayor, City of Meridian
John Evans, Mayor, City of Garden City, via telephone
Jay Gibbons, Commissioner, Canyon Highway District #4, via telephone
Bob Henry, Mayor, City of Nampa, **Vice Chair**
Garret Nancolas, Mayor, City of Caldwell
Stan Ridgeway, Mayor, City of Eagle

MEMBERS ABSENT: Nathan Leigh, Mayor, City of Parma
Steve Rule, Commissioner, Canyon County, **Chair**

OTHERS PRESENT: Nancy Brecks, Community Planning Association
Ken Burgess, Veritas Advisors
Megan Larsen, Community Planning Association
Dave Wallace, Ada County Highway District
Matt Stoll, Executive Director, Community Planning Association

CALL TO ORDER:

Chair Elect Dave Case called the meeting to order at 1:00 p.m.

AGENDA ADDITIONS/CHANGES

None.

OPEN DISCUSSION/ANNOUNCEMENTS

General discussion by committee members.

CONSENT AGENDA

A. Approve April 11, 2017, Executive Committee Meeting Minutes

Sara Baker moved and Bob Henry seconded approval of the Consent Agenda as presented. Motion passed with one abstention.

ACTION ITEMS

A. Establish June 19, 2017, COMPASS Board Meeting Agenda

Matt Stoll presented staff proposed Agenda Items 1-18, excluding 17 for the June 19, 2017, COMPASS Board meeting. Matt requested the latitude to amend the agenda as necessary.

After discussion, **Bob Henry moved and Elaine Clegg seconded approval of Agenda Items 1-16 and 18 for the June 19, 2017, COMPASS Board meeting as presented. Motion passed unanimously.**

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

Tammy de Weerd moved and Elaine Clegg seconded to adjourn into Executive Session pursuant to Idaho Code [74-206 (b)] at 1:30 p.m.

Matt Stoll called roll. The following Executive Committee members were present and voted in the affirmative: Sara Baker, Dave Case, Elaine Clegg, Tammy de Weerd, John Evans, Jay Gibbons, Bob Henry, Garret Nancolas, and Stan Ridgeway.

Convened back into regular session at 1:55 p.m. No action was taken in Executive Session.

After discussion, **Bob Henry moved and Tammy de Weerd seconded to recommend a 3% salary increase and a 1% merit increase for Matt Stoll and to retain him as the Executive Director to the full Board at the June 19, 2017, Board meeting. Motion passed unanimously.**

ADJOURNMENT

Chair Elect Case adjourned the meeting at 2:00 p.m.

Approved this 11th day of July 2017.

By: _____
Steven Rule, Chair
Community Planning Association of
Southwest Idaho

Attest:

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

**EXECUTIVE COMMITTEE MEETING
JULY 11, 2017
COMPASS, 2ND FLOOR LARGE CONFERENCE ROOM
MERIDIAN, IDAHO**

Item V-B

****MINUTES****

- ATTENDEES:** Sara Baker, Commissioner, Ada County Highway District, **Immediate Past Chair**
Dave Case, Commissioner, Ada County, **Chair Elect**
Elaine Clegg, Councilmember, City of Boise, **Secretary-Treasurer**
Tammy de Weerd, Mayor, City of Meridian
John Evans, Mayor, City of Garden City, via telephone
Jay Gibbons, Commissioner, Canyon Highway District #4, via telephone
Nathan Leigh, Mayor, City of Parma
Steve Rule, Commissioner, Canyon County, **Chair**
- MEMBERS ABSENT:** Bob Henry, Mayor, City of Nampa, **Vice Chair**
Garret Nancolas, Mayor, City of Caldwell
Stan Ridgeway, Mayor, City of Eagle
- OTHERS PRESENT:** Nancy Brecks, Community Planning Association
Megan Larsen, Community Planning Association
Matt Stoll, Executive Director, Community Planning Association
Dave Wallace, Ada County Highway District

CALL TO ORDER:

Chair Steve Rule called the meeting to order at 1:00 p.m.

AGENDA ADDITIONS/CHANGES

None.

OPEN DISCUSSION/ANNOUNCEMENTS

Matt Stoll provided an update on changes to the FASTLANE Grant program that has been renamed Infrastructure For Rebuilding America (INFRA) with new application criteria.

General announcements were made by committee members.

CONSENT AGENDA

A. Approve May 9, 2017, Executive Committee Meeting Minutes

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

ACTION ITEMS

A. Establish August 28, 2017, COMPASS Board Meeting Agenda

Matt Stoll presented staff proposed Agenda Items 1-13 for the August 28, 2017, COMPASS Board meeting. Matt requested the latitude to amend the agenda as necessary.

After discussion, **Dave Case moved and Elaine Clegg seconded approval of Agenda Items 1-13 for the August 28, 2017, COMPASS Board meeting as presented. Motion passed unanimously.**

B. Recommend FY2018 COMPASS Workgroup Charters for COMPASS Board Approval

Matt Stoll presented the FY2018 COMPASS Workgroup Charters for COMPASS Board approval.

After discussion, **Jay Gibbons moved and Nathan Leigh seconded to recommend the FY2018 COMPASS Workgroup Charters for COMPASS Board approval as presented. Motion passed unanimously.**

C. Approve COMPASS Board Member Travel Request

Matt Stoll presented a travel request for Garrett Nancolas to attend the 2017 NARC Board Retreat, October 24-25, 2017, in San Antonio, Texas.

After discussion, **Sara Baker moved and Elaine Clegg seconded approval of the travel request as presented. Motion passed unanimously.**

INFORMATION/DISCUSSION ITEMS

A. Status Report - FY2016 and FY2017 COMPASS Workgroup Tasks

Matt Stoll presented a status report on the FY2016 and FY2017 COMPASS Workgroup tasks.

After discussion, **staff was directed to highlight, via redline strike out, tasks that are completed; for consistency, either use the wording "underway" or "on schedule"; and, provide explanation when a task is postponed.**

B. Discuss COMPASS Executive Committee Meeting Start Time

Matt Stoll discussed the 1:00 p.m. start time being problematic for some Executive Committee members.

After discussion, **by unanimous consent it was agreed to move the Executive Committee start time to 1:30 p.m.**

C. Status Report - Regional Transportation Advisory Committee (Memo only)

ADJOURNMENT

Dave Case moved and Elaine Clegg seconded adjournment at 1:35 p.m. Motion passed unanimously.

Approved this 8th day of August 2017.

By: _____
Steven Rule, Chair
Community Planning Association of
Southwest Idaho

Attest:

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

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ITEM V-C

**FINANCE COMMITTEE MEETING
MAY 18, 2017
COMPASS, 2ND FLOOR LARGE CONFERENCE ROOM
MERIDIAN, IDAHO**

****MINUTES****

ATTENDEES: Elaine Clegg, Councilmember, City of Boise, **Chair**
John Evans, Mayor, City of Garden City
Jim Hansen, Commissioner, for Paul Woods, Commissioner, Ada County
Highway District
John McEvoy, Commissioner, Canyon Highway District #4
Garret Nancolas, Mayor, City of Caldwell
Jim Tibbs, Commissioner, Ada County
Pam White, Commissioner, Canyon 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 Elaine Clegg called the meeting to order at 12:00 p.m.

AGENDA ADDITIONS/CHANGES

None.

OPEN DISCUSSION/ANNOUNCEMENTS

General announcements were made by committee members.

CONSENT AGENDA

A. Approve March 16, 2017, Finance Committee Meeting Minutes

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

INFORMATION/DISCUSSION ITEMS

A. Review Report of Disbursements Made in the Reporting Period

Megan Larsen noted that the Report of Disbursements made in the reporting period March 4, 2017 to May 5, 2017, is provided for information.

B. Review Draft FY2018 Unified Planning Work Program and Budget

Megan Larsen reviewed the draft FY2018 Unified Planning Work Program and Budget.

ACTION ITEM

A. Approve Variance Report: October 1, 2016 - March 31, 2017

Megan Larsen presented the Variance Report from October 1, 2016 to March 31, 2017.

After discussion, **Garret Nancolas moved and Jim Tibbs seconded approval of the Variance Report: October 1, 2016 – March 31, 2017, as presented. Motion passed unanimously.**

OTHER

ADJOURNMENT

Garret Nancolas moved and Jim Tibbs seconded adjournment at 12:50 p.m.

Approved this 29th day of June 2017.

**By: _____
John Evans, Vice Chair**

Attest:

**By: _____
Matthew J. Stoll, Executive Director**

ITEM V-C

**FINANCE COMMITTEE MEETING
JUNE 29, 2017
COMPASS, 2ND FLOOR LARGE CONFERENCE ROOM
MERIDIAN, IDAHO**

****MINUTES****

ATTENDEES: John Evans, Mayor, City of Garden City, **Vice Chair**
Jay Gibbons, Commissioner, Canyon Highway District #4
Jim Hansen, Commissioner, Ada County Highway District
Garret Nancolas, Mayor, City of Caldwell

MEMBERS ABSENT: Elaine Clegg, Councilmember, City of Boise, **Chair**
Jim Tibbs, Commissioner, Ada County
Pam White, Commissioner, Canyon County

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

CALL TO ORDER:

Vice Chair John Evans called the meeting to order at 12:02 p.m.

AGENDA ADDITIONS/CHANGES

None.

OPEN DISCUSSION/ANNOUNCEMENTS

General announcements were made.

CONSENT AGENDA

A. Approve May 18, 2017, Finance Committee Meeting Minutes

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

INFORMATION/DISCUSSION ITEMS

A. Review Report of Disbursements Made in the Reporting Period

A report of disbursements made in the reporting period, May 6 to June 20, 2017, was provided for information.

B. Status Report - Salary Survey

Megan Larsen reviewed salary data collected from a recent salary survey of other organizations that employ planning staff, both in Idaho and around the nation, to compare COMPASS' salary range structure to those other entities. The data indicates that COMPASS is below market in its salary ranges and an adjustment is warranted to keep up with market conditions.

After discussion, it was suggested that staff evaluate benefit packages of other similar entities as well.

ACTION ITEMS

A. Recommend Approval of the Updated Financial Policy and Procedures

After discussion, **Garrett Nancolas moved and Jim Hansen seconded to recommend the updated Financial Policy and Procedures for COMPASS Board approval as presented, to comply with changes to the statute adopted by the Idaho State Legislature. Motion passed unanimously.**

B. Recommend Approval of the Draft FY2018 Unified Planning Work Program and Budget

Megan Larsen reviewed the draft FY2018 Unified Planning Work Program and Budget for COMPASS Board approval.

After discussion, **Garret Nancolas moved and Jim Hansen seconded to recommend the draft FY2018 Unified Planning Work Program and Budget for COMPASS Board approval as presented. Motion passed unanimously.**

OTHER

Matt Stoll provided an update on changes to the FASTLANE Grant program that has been renamed Infrastructure For Rebuilding America (INFRA) with new application criteria.

ADJOURNMENT

Vice Chair Evans adjourned the meeting at 12:50 p.m.

Approved this 17th day of August 2017.

By: _____
Elaine Clegg, Chair

Attest:

By: _____
John Evans, Vice Chair

COMPASS BOARD AGENDA ITEM V-D

Date: August 28, 2017

Topic: Records for Destruction

Request/Recommendation:

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

Background/Summary:

The COMPASS Board approved the updated Records Retention Policy at the September 21, 2015, 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 will have the records destructed by a commercial shredding service following approval by the COMPASS Board. The shredding service will provide a certification of destruction.

Implication (policy and/or financial):

If the COMPASS Board approves the destruction of the listed records, the destruction will be completed as described. If the COMPASS Board does not approve destruction of the listed records, the records will be retained.

More Information:

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

ML:nb T:\Operations\Board & Committees\08-28-17 Board Meeting\Records Destruction Board Memo 8-28-2017

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 of request for Board approval	Destruction date
Personnel files for Prehoda, Nilsson, Witt, Thiel; all have termination dates of 9/30/2006 or prior	9/30/2006	10	9/30/2016	8/28/2017	
FY2005 General correspondence; requests for information and responses, comments on proposed legislation, thank you notes, meeting invitations, etc.	9/30/2005	5	9/30/2010	8/28/2017	
FY2005 Meeting packet for ACHD Three Cities River Crossing	9/30/2005	5	9/30/2010	8/28/2017	
FY2005 Meeting packet for COMPASS Legislative Relations Committee	9/30/2005	5	9/30/2010	8/28/2017	
FY2005 Letters requesting support and letters of support from elected officials, businesses and other stakeholders for proposed projects in Ada and Canyon county	9/30/2005	5	9/30/2010	8/28/2017	
FY2005 Correspondence and comments related to the FY2005-FY2009 Transportation Improvement Program	9/30/2009	5	9/30/2014	8/28/2017	
FY2005 Forum on Transportation Investment meeting packet	9/30/2005	5	9/30/2010	8/28/2017	
FY2005 Copy of Spring Valley Ranch Economic Impact Analysis and Demographic Forecast; comments on Spring Valley Ranch planned community; technical memo on the community from Kittelson	9/30/2005	5	9/30/2010	8/28/2017	
FY2005 Copy of Spring Valley Ranch Economic Impact Analysis and Demographic Forecast; comments on Spring Valley Ranch planned community; technical memo on the community from Kittelson	9/30/2005	5	9/30/2010	8/28/2017	
FY2005 Comments on COMPASS proposal to adopt policy for Planned Community reviews	9/30/2005	5	9/30/2010	8/28/2017	
FY2005 Treasure Valley Regional Transportation Management Center meeting packets	9/30/2005	5	9/30/2010	8/28/2017	
FY2005 COMPASS News releases	9/30/2005	5	9/30/2010	8/28/2017	
FY2005 CIM Steering Committee and Blueprint for Good Growth Meeting Packets	9/30/2005	5	9/30/2010	8/28/2017	

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 of request for Board approval	Destruction date
FY2008-FY2013 Interim Internal Financial Reports	9/30/2012	1	9/30/2013	8/28/2017	
FY2012 Quotes for moving costs and building furnishings and equipment; actual purchase records retained with fixed assets	9/30/2017	1	9/30/2013	8/28/2017	
FY2009 State and Local Agreement for STP funds, KN 07827	9/30/2009	5	9/30/2016	8/28/2017	
FY2009 Grant Billings - STP funds, KN07827, SH 44 Corridor Preservation, I-84 to Eagle Road	9/30/2009	5	9/30/2015	8/28/2017	
FY2005 State and Local Agreement for STP TMA funds, KN8960, Rail Corridor Feasibility Study	9/30/2005	5	9/30/2012	8/28/2017	
FY2005 Grant Billings for STP TMA funds, KN8960, Rail Corridor Feasibility Study	9/30/2005	5	9/30/2011	8/28/2017	
FY2009 Grant Billings for ARRA Funds, Rural Mobility Management	9/30/2009	5	9/30/2015	8/28/2017	
FY2010 Grant Billings, Consolidated Planning Grant, KN10698	9/30/2010	5	9/30/2016	8/28/2017	
FY2008 Grant Billings, Consolidated Planning Grant, KN10688	9/30/2008	5	9/30/2014	8/28/2017	
FY2006 Grant Billings, Consolidated Planning Grant, KN9597	9/30/2006	5	9/30/2012	8/28/2017	
FY2005 Grant Billings, Consolidated Planning Grant, KN9644	9/30/2005	5	9/30/2011	8/28/2017	
FY2007 Cooperative Agreement, Transportation Plan Canyon County, KN9197	9/30/2007	5	9/30/2014	8/28/2017	
FY2007 Grant Billings, Transportation Plan Canyon County, KN9197	9/30/2007	5	9/30/2013	8/28/2017	
FY2007 Cooperative Agreement, Transportation Plan Ada County, KN8962	9/30/2007	5	9/30/2014	8/28/2017	
FY2007 Grant Billings, Transportation Plan Ada County, KN8962	9/30/2007	5	9/30/2013	8/28/2017	
FY2008 Cooperative Agreement, Transportation Plan Canyon County, KN9198	9/30/2008	5	9/30/2015	8/28/2017	
FY2007 Grant Billings, Transportation Plan Canyon County, KN9198	9/30/2008	5	9/30/2014	8/28/2017	

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 of request for Board approval	Destruction date
FY2007 Grant Billings, Transportation Plan Canyon County, KN9198	9/30/2008	5	9/30/2014	8/28/2017	
FY2007 Cooperative Agreement, Truck Freight Travel Study KN9825	9/30/2007	5	9/30/2014	8/28/2017	
FY2007 Grant Billings, Truck Freight Travel Study KN9825	9/30/2007	5	9/30/2013	8/28/2017	
FY2001 Grant Billings, Truck Freight Travel Study KN9825	9/30/2007	5	9/30/2013	8/28/2017	
FY2001 Cooperative Agreement, Transportation Plan Ada County, KN7702	9/30/2001	5	9/30/2008	8/28/2017	
FY2001 Grant Billings, Transportation Plan Ada County, KN7702	9/30/2001	5	9/30/2007	8/28/2017	
FY2001 Cooperative Agreement, Transportation Plan Ada County, KN7702	9/30/2001	5	9/30/2008	8/28/2017	
FY2001 Cooperative Agreement, Transportation Plan Ada County, KN7702	9/30/2001	5	9/30/2008	8/28/2017	
FY2003 MOU with City of Nampa for concept report on Middleton/12th connection	9/30/2003	5	9/30/2010	8/28/2017	
FY2003 Billings to City of Nampa for concept report on Middleton/12th connection	9/30/2003	5	9/30/2009	8/28/2017	
FY2008 Cooperative Agreement STP funds US 20/26 Corridor Preservation, KN7826	9/30/2008	5	9/30/2015	8/28/2017	
FY2005 Documents prepared and submitted in support of the quadrennial review; the final report is retained permanently	9/30/2005	5	9/30/2010	8/28/2017	
FY2009 Documents prepared and submitted in support of the quadrennial review; the final report is retained permanently	9/30/2009	5	9/30/2014	8/28/2017	
FY2007 Invoices	9/30/2007	5	9/30/2012	8/28/2017	
FY2006 General correspondence	9/30/2006	1	9/30/2007	8/28/2017	
FY2006 Communities in Conversation - Meeting in a Bag Sign In Sheets	9/30/2006	2	9/30/2008	8/28/2017	
FY2006 SH 44 Corridor Preservation Study Sign In Sheets	9/30/2006	2	9/30/2008	8/28/2017	
FY2006 Transportation Improvement Program	9/30/2006	2	9/30/2008	8/28/2017	
FY2006 RTAC Membership Request Correspondence	9/30/2006	1	9/30/2007	8/28/2017	



**Your Safety • Your Mobility
Your Economic Opportunity**

IDAHO TRANSPORTATION DEPARTMENT
P.O. Box 8028 • Boise, ID 83707-2028
(208) 334-8300 • itd.idaho.gov

August 8, 2017

Community Planning Association of SW Idaho
COMPASS
700 NE 2nd St STE 200
Meridian ID 83642

ATTN: Matt Stoll

Dear Matt:

This is to notify you that Amy Schroeder is no longer available to act as the District 3 representative for RTAC. She has taken a position at HQ as the GARVEE program manager. We would like to nominate Caleb Lakey as our new representative.

Please let me know if this is acceptable.

Respectfully,

A handwritten signature in black ink, appearing to read 'Amy Revis', written over a horizontal line.

Amy Revis
District Engineer, District 3

COMPASS BOARD AGENDA ITEM V-F

Date: August 28, 2017

Topic: FY2017-2021 Regional Transportation Improvement Program Amendment

Request/Recommendation:

COMPASS staff seeks COMPASS Board of Directors adoption of Resolution 11-2017 (Attachment 1), amending the FY2017-2021 Regional Transportation Improvement Program (TIP). The Regional Transportation Advisory Committee recommended approval on July 26, 2017.

Background/Summary:

ITD requests a change to the FY2017-2021 TIP requiring COMPASS Board action due to an overall increase of more than 30% in the project total.

Per ITD:

- Yard Replacement Facilities (GARVEE), Nampa (Key Number 19772) decrease design funds and increase construction funds to add funds for a cultural study of the Noble Drain and to match the final estimate. (48% increase)
 - ITD reduced design funds in earlier action, and then later increased to add the cultural study. COMPASS combined these actions.
 - Originally part of the I-84 GARVEE project in Meridian.
 - 100% state funds.

No public comment period is required.

Implication (policy and/or financial):

This amendment makes the project eligible for obligation of funds.

More Information:

- 1) Attachment 1: Resolution 11-2017
- 2) For detailed information contact: Toni Tisdale, Principal Planner, at 475-2238 or ttisdale@compassidaho.org.

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RESOLUTION NO. 11-2017

**FOR THE PURPOSE OF AMENDING THE FY2017-2021 REGIONAL
TRANSPORTATION IMPROVEMENT PROGRAM**

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

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

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

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

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

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

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

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

WHEREAS, the Community Planning Association of Southwest Idaho developed this amendment to the FY2017-2021 Regional Transportation Improvement Programs in compliance with all applicable state and federal regulations; and

WHEREAS, the attached table dated July 10, 2017, details the amendment to the FY2017-2021 Regional Transportation Improvement Program.

NOW, THEREFORE, BE IT RESOLVED, that the Community Planning Association of Southwest Idaho Board of Directors approves the amendment to the FY2017-2021 Regional Transportation Improvement Programs.

ADOPTED this 28th day of August 2017.

By: _____
Steven Rule, 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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COMPASS Amendment #5
 FY2017-2021 Regional Transportation Improvement Program
 Per ITD, July 10, 2017

Key No	Project	Scheduled Costs (including Match) (costs in \$1,000)							
		Cost year	PE	PEC	RW	UT	CE	CN	SUM
19772	Yard Replacement Facility (GARVEE), Nampa	2017	10	170 119	500		45 65	215 650	910 1344
	Funding Source: Traffic Operations	2018							0
		2019							0
		2020							0
		2021							0
		PD							0
		SUM		10	170 119	500	0	45 65	215 650
	Replace the maintenance facility that was located at the Meridian Yard (I-84 and Meridian Road) to a location in the City of Nampa. This was originally part of the I-84 and Meridian Interchange project funded by GARVEE. This project will take longer than the GARVEE program will be open, so a new project was established. (federal = \$0)								
	Decrease PEC by \$50,580. Increase CE by \$50,000 and CN by \$435,000 to add funds for a cultural study of the Noble Drain and to match final estimate. Funds from statewide balancing (48% total increase).								

PE = Preliminary Engineering UT = Utilities FY = Fiscal Year
 PEC = Preliminary Engineering Consultant CE = Construction Engineering KN = Key Number
 RW = Right-of-Way CN = Construction
 GARVEE = Grant Anticipation Revenue Vehicle (bonding against future federal funds)

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COMPASS BOARD AGENDA ITEM V-G

Date: August 28, 2017

Topic: End-of-Year Program and Redistribution Priorities

Request/Recommendation:

COMPASS staff seeks COMPASS Board of Directors confirmation of changes to the End-of-Year Program and redistribution priorities (Attachment 1). Due to lack of time, the Regional Transportation Advisory Committee did not review these proposed change requests. The COMPASS Executive Committee approved the changes at its August 8, 2017, meeting.

Background/Summary:

Each year, the Idaho Transportation Department (ITD) develops an "End-of-Year Program" – money "swept" from projects within Idaho that were not able to obligate on time, combined with similar unobligated funds from other states that were "redistributed" by the Federal Highway Administration to states than can use them. The funds in the End-of-Year Program are "one time" funds, only available for the current fiscal year, and only available to fund needs on the End-of-Year Program priorities list. COMPASS submits its local prioritized needs to ITD for inclusion on the End-of-Year Program priorities list. Projects on the list are funded in priority order, as funding becomes available. There is no guarantee that projects on the End-of-Year priorities list will be funded, but projects must be included on the list to be eligible for funding.

The COMPASS Board approved priorities for the End-of-Year Program on June 19, 2017. Since then, additional needs were realized in the Transportation Management Area (Boise Urbanized Area):

- ACHD requested to add \$100,000 in right-of-way funds to the State Highway 16 and Beacon Light Road intersection project (a joint project with ITD) (Attachment 2).
- The City of Kuna requested to increase its request for additional construction funds for pedestrian improvements on Avenue E from \$58,000 to \$373,137 (Attachment 3).

Recommended priorities are based on COMPASS Board policies for programming funds. Based on these policies, the new ACHD request for right-of-way funds will become the second priority in the Boise Urbanized Area, moving each of the other priorities down in priority order.

Implication (policy and/or financial):

If funding becomes available, COMPASS policy allows all actions to occur via administrative modification. Action is expected in August or September 2017.

More Information:

- 1) Attachment 1: COMPASS FY2017 End-of-Year Program Priorities (as amended)
- 2) Attachment 2: ACHD Letter of Request
- 3) Attachment 3: City of Kuna Letter of Request
- 4) For detailed information contact: Toni Tisdale, Principal Planner, at 475-2238 or ttisdale@compassidaho.org.

COMPASS FY2017 End-of-Year Program Priorities (as amended)

Approved by COMPASS Board June 19, 2017, amended by COMPASS Executive Committee August 8, 2017, confirmed by the COMPASS Board on **XX**.

Priority	Key Number	Project	Sponsor	Current Program	Phase/ Amount Needed	Comments
Overall						
1	Increase all program obligation authority to 100% of allocation. (STP-TMA \$864,629, STP-Urban- \$775,258, TAP-TMA - \$41,652)					
Boise Urbanized Area (TMA)						
1	12368	Franklin Road, Black Cat Road to Ten Mile Road	ACHD	STP-TMA	UT/\$254,000	Needs additional utility funds for final agreements with Williams Pipeline (\$112,000) and Idaho Power (\$142,000). (2.13% increase)
2	18872	SH-16 and Beacon Light Road Intersection Improvements, Ada County	ACHD	STP-TMA	ROW/\$100,000	Needs additional right-of-way funds for final joint agreements with ITD. (4.51% increase)
3	13481	State Street and Collister Drive Intersection, Boise	ACHD	STP-TMA	PC/\$95,000	Needs additional preliminary engineering consultant funds for additional design work and project management services for work required through the environmental process. (0.95% increase)
4	20063	Pedestrian Improvements, Avenue E, 4 th Street to Main Street, Kuna	City of Kuna	STP-TMA	CN/\$373,137	Needs additional construction funds to cover the cost of relocating drainage for the project and to cover a bid which was over the engineer's estimate. (31.36% increase)
Nampa Urbanized Area (Urban)						
1	13486	Colorado and Holly Signal and Pedestrian Improvements	City of Nampa	STP-U	CN/\$929,000	Advance construction funds, as PS&E is approved (\$789,000) and needs additional \$200,000 to cover the final estimate (total cost of \$929,000. Construction is currently programmed in FY2020.
2	13494	Old Highway 30, Plymouth Street Bridge	Canyon Highway District	STP-U	PC/\$500,000	Needs additional design funds to cover remaining design work (project currently through concept). Project is funded with Bridge and STP-U funds and need will be split equally. Funds are recommended in FY2018, but are needed earlier to continue design work. (4.46% increase)

Proposed changes in red text.

Acronym Key:

CN = Construction

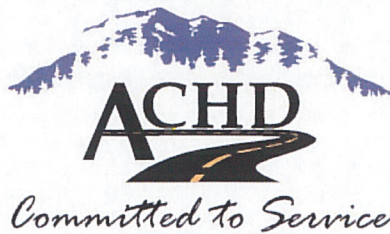
PC = Preliminary Engineering Consultant (consultant services for design)

ROW = Right-of-way

STP-TMA = Surface Transportation Program – Transportation Management Area (Boise Urbanized Area)

STP-U = Surface Transportation Program – Urban (Nampa Urbanized Area)

UT = Utilities



Paul Woods, President
Rebecca W. Arnold, Vice President
Sara M. Baker, Commissioner
Jim D. Hansen, Commissioner
Kent Goldthorpe, Commissioner

July 31, 2017

Matt Stoll, Director
COMPASS
700 NE 2nd Street, Suite 200
Meridian, ID 83642

Dear Matt:

ACHD requests \$100,000 in additional STP-TMA funds to cover the right-of-way cost for KN 18872 (Intersection SH-16 & Beacon Light Road). During the development of this joint ITD and ACHD intersection project, total budgeted right-of-way costs have fluctuated from less than \$50,000 to a high of \$470,000. Per the Cooperative Agreement (Section III 2.), ITD and ACHD have agreed to each pay for the purchase of right-of-way that is necessary for each agency's segments of the intersection.

On July 27, COMPASS staff corrected a July 20, 2017 ITD notice, which had omitted the estimated right-of-way costs being a maximum (if right-of-way split were equal) of \$235,000 for ACHD. ACHD had relied on the July 20 notice when it released \$392,000 from the project, and now requests the funds necessary to purchase the right-of-way be added to the project. After consulting with ITD's project manager, the most accurate estimate for ACHD's portion of right-of-way is \$100,000.

I realize that the COMPASS Executive Committee will be meeting on August 8 and I appreciate you and your staff's assistance making this change to the STP-TMA program on short notice.

If you have any questions, please feel free to contact Tom Ferch, Transportation Funding Coordinator, at tferch@achdidaho.org or 208-387-6157.

Sincerely,

David G. Wallace
Deputy Director, Planning and Projects
Ada County Highway District



P.O. BOX 13
KUNA ID 83634
(208)922-5546
www.KunaCity.id.gov

Mayor
Joe Stear

**City Council
Members**

Briana Buban-Vonder Haar
Richard Cardoza
Pat Jones
Greg McPherson

City of Kuna

July 17, 2017

Matt Stoll
Executive Director
COMPASS
700 NE 2nd Street, Suite 200
Meridian, ID 83642

RE: Kuna Extension request for additional funding
KN 20063 - Pedestrian Improvements, Avenue E, 4th Street to Main Street

Dear Mr. Stoll,

Kuna would also like to request additional funding for the proposed project.

In compliance with all grant funding the City issued a request for bids and received a single bid. The base bid was \$986,757.00 with bid alternate #1 was \$60,980.50 (bulb outs on the NW & SW corners of Main and Ave D). The base bid and bid alternate exceeded the engineers estimate by \$314,937.50.

The climate for construction appears to be at an extreme high and many state, county and local agencies are facing the same dilemma with bids exceeding engineer's estimates by such a large amount. Council and staff are reviewing how to bridge the gap.

In January, 2017, we requested \$129,910 in additional federal funding and received \$82,000 leaving a balance of \$58,200. We would ask for consideration to combine these amounts in this updated request to \$373,137.50.

If you have any questions, please don't hesitate to contact me at 208-922-5546 or mayorstear@kunaid.gov.

Sincerely,

Joe Stear
Mayor



COMPASS BOARD AGENDA ITEM V-H

Date: August 28, 2017

Topic: Updated Financial Policy and Procedures

Request/Recommendation:

COMPASS staff seeks COMPASS Board of Directors approval of the updated Financial Policy and Procedures.

Background/Summary:

The COMPASS Financial Policy and Procedures include a section describing procurement policy and procedure. COMPASS follows the procurement law that applies to local governments including cities, counties, and highway districts, as specified in Idaho Code Title 67, Chapter 28.

In the 2017 legislative session, Senate Bill 1074 (SB1074) was passed into law and became effective on July 1, 2017. Among other things, SB1074 amends the procurement law specified in Idaho Code Title 67, Chapter 28. Therefore, COMPASS is proposing amendments to the Financial Policy and Procedures to make the policy consistent with the newly amended law.

The most significant change is to adjust the thresholds for bidding. The value of purchases under which bidding processes are not required is increased from \$25,000 to \$50,000. The value of purchases for which an informal bidding process is required is increased from over \$25,000 to over \$50,000. The value of purchases for which a formal bidding process is required is increased from \$50,000 to \$100,000. A redline version of the proposed policy updates showing all changes is provided in the attachment.

The updated policy still allows for a bidding process when the value of the purchase is less than the threshold requirements when COMPASS determines it is in its best interest to do so.

The updated Financial Policy and Procedures were recommended for approval by the Finance Committee at its June 29, 2017, meeting.

Implication (policy and/or financial):

The updated Financial Policy and Procedures will allow COMPASS to remain consistent with the updated Idaho code.

More Information:

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

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SECTION I: UNIFIED PLANNING WORK PROGRAM AND BUDGET

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

The UPWP must meet all applicable federal requirements.

The UPWP is developed by following these steps:

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

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

SECTION II: PROCUREMENT POLICY

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

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

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

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

The steps for procurement are as follows:

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

Purchases exempt from competitive bidding

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

- Payment of wages to an employee
- Personal services (defined below)
- Professional services (such as legal, accounting, auditing, and appraisal services)
- Interest in real property
- Insurance
- Travel and training
- Software maintenance, support and licenses of an existing system or platform that was bid in compliance with state law
- Costs of participation in a joint powers agreement with other units of government

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

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

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

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

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

Purchases of services, other than personal or professional services as defined above, or property (such as vehicles or equipment) valued at less than ~~\$25,000~~ \$50,000 may be completed in the manner that the program manager sees fit, provided that such purchases are in the best interest of the agency. Program managers are encouraged, but not required, to seek informal bids to insure that they obtain the best value for the agency.

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

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

Purchases of services or property valued at less than ~~\$50~~100,000 but more than ~~\$25~~50,000

Program managers must request written informal bids from at least three vendors for purchases of services (such as janitorial services) or property (such as vehicles or equipment) valued at less than ~~\$50~~100,000 but more than ~~\$25~~50,000. Efforts to obtain three bids must be documented.

The request for bids should include:

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

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

Purchases of services or property valued at more than ~~\$25~~10,000 require a written agreement or contract with the vendor. The Director of Operations prepares the contract for the Executive Director's signature. The Board has delegated authority to the Executive Director to sign contracts on behalf of the agency.

Purchases of property or services valued at more than ~~\$50~~100,000

Purchases of property or services where the total purchase amount or value of the contract is more than ~~\$50~~100,000 require a competitive sealed bid process. COMPASS may use a request for proposal process as an alternative to the competitive sealed bid process in certain circumstances, as described in Idaho Code 67-2806A. These circumstances include matters in which:

- Fixed specifications might preclude the discovery of a cost-effective solution
- A specific problem is amenable to several solutions
- Price is not the sole determining factor for selection

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

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

If a competitive bid process was conducted, ~~the~~ sealed bids are opened in public at the date, time, and place specified in the bid materials.

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

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

The program manager or the Executive Director may approve the winning proposal when a request for proposal process was conducted. The Director of Operations prepares the contract with the lowest bidder for the Executive Director's signature. The Board has delegated authority to the Executive Director to sign contracts on behalf of the agency.

Purchases of services or property valued at more than \$~~50~~10,000 require a written agreement or contract with the vendor. The Director of Operations prepares the contract for the Executive Director's signature. The Board has delegated authority to the Executive Director to sign contracts on behalf of the agency.

SECTION III: PAYROLL CYCLE

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

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

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

The Financial Assistant:

- Reviews the timesheets for accuracy as to the number of hours reported. Timesheets with errors are returned to the employee for correction and resubmitted to the supervisor for approval.
- Enters approved timesheets into the accounting software system. The accounting software system automatically prepares the related entries for salaries expense, benefits, taxes, direct deposits and leave accruals.

- Reviews the payroll registers and entries for accuracy and corrects any errors found.
- Posts the payroll entries in the accounting software system to record the expenses and liabilities, update employee leave balances and upload the direct deposit file to the agency's bank.
- Prints the payroll summary and the direct deposit entry for review and approval by the Director of Operations.
- Provides an updated reported of accrued leave time to employees and supervisors
- Files all supporting documentation for the payroll.

The Director of Operations:

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

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

SECTION IV: CASH DISBURSEMENT CYCLE

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

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

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

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

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

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

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

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

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

The Financial Assistant selects the appropriate items for payment in the accounting system and prints out a disbursement list for the Executive Director's and Secretary/Treasurer's review.

The disbursement list is forwarded electronically to the Secretary/Treasurer for review. The Secretary/Treasurer provides electronic approval to the Financial Assistant of the proposed disbursements. The Financial Assistant prints a record of the Secretary/Treasurer's approval of the disbursement list.

The disbursement list along with the backup documentation for each listed payment are forwarded to the Executive Director for review.

The Executive Director reviews the disbursement list and signs off, indicating his approval for payment, then returns the disbursement list and backup documentation to the Financial Assistant.

The Financial Assistant uploads the payment information from the accounting system to the banking system, then forwards the signed disbursement list to the Director of Operations.

The Director of Operations compares the signed disbursement list to the payment file in the banking system and verifies that the items match exactly, then releases the payment file from the banking system to complete payment processing.

The Financial Assistant files the backup documentation.

A complete listing of payments made in the reporting period is provided to the Finance Committee at its regularly scheduled meeting for their review.

SECTION IV-A: TRAVEL/EDUCATION

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

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

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

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

Breakfast	25%
Lunch	35%
Dinner	55%

Upon return, the employee must complete an Expense Report to obtain reimbursement for any travel/training costs paid by the employee. A receipt must accompany requested expenses. If an advance was received, it must be indicated on the Expense Report, and

subtracted from the total expenses claimed. If the advance was greater than the reported expenses, the employee must reimburse COMPASS for the difference. Failure to reimburse COMPASS will result in a payroll deduction. The Expense Report must be approved by the employee's supervisor and forwarded to the Financial Assistant for processing during the next disbursement cycle. Expense reports from the Executive Director must be approved by the Board Secretary-Treasurer (or other Board officer in the Secretary-Treasurer's absence) before processing for payment.

A Board member may request or be asked to attend a professional meeting or travel for a specific purpose at the expense of COMPASS. Board members will complete a Board Travel Authorization form, with an estimate of all costs involved and submit to the Executive Committee for approval. The Executive Committee will review the request and determine the level of reimbursement based on the level of COMPASS representation.

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

SECTION IV-B: CREDIT CARD USAGE

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

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

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

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

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

SECTION IV-C: PETTY CASH FUND

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

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

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

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

SECTION IV-D: CAPITALIZATION POLICY

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

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

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

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

SECTION V: BILLING

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

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

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

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

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

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

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

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

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

SECTION VI: CASH RECEIPTS PROCEDURE

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

Payments received through direct deposit

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

Payments received through the mail or from walk in customers

The Administrative Assistant:

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

The Financial Assistant:

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

The Financial Accountant:

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

The Director of Operations:

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

SECTION VII: BANK RECONCILIATIONS

All agency bank accounts are reconciled monthly.

The Director of Operations:

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

The Financial Accountant

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

The Director of Operations

- Reviews and approves the completed bank reconciliations

SECTION VIII: GENERAL LEDGER ENTRIES

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

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

SECTION XII: INVESTMENTS

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

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

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

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

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

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

SECTION XIII: FUND BALANCE

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

SECTION XIV: FINANCIAL REPORTING

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

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

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

- Year to date budgeted and actual workdays by program

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

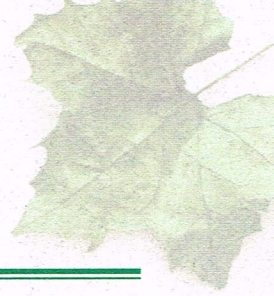
- Year to date budgeted and actual revenues and expenses by line item
- Year to date budgeted and actual expenses by program
- Year to date budgeted and actual workdays by program

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



CITY OF GREENLEAF

20523 North Whittier Drive
Greenleaf, Idaho 83626



Matthew J. Stoll
COMPASS
700 NE 2nd Street, Suite 200
Meridian, ID 83642

via USPS and e-mail (Mstoll@compassidaho.org)

01 August 2017

RE: COMPASS MEMBERSHIP REQUEST FOR FISCAL YEAR 2018

Greetings!

Please accept this letter as the city's expression of interest in joining the Community Planning Association of Southwest Idaho (COMPASS) for Fiscal Year 2018 (01 October 2017 through 30 September 2018).

At the 20 June 2017 City of Greenleaf Planning and Zoning Commission Meeting, the Commission formally recommended COMPASS membership to the City Council. By motion at the 11 July 2017 Greenleaf City Council Meeting, the Council unanimously approved beginning the process for membership with COMPASS. COMPASS general membership dues have been included in the final draft FY-2018 budget which is scheduled for public hearing at Greenleaf City Hall on 22 August 2017.

The city looks forward to consideration for general membership by the COMPASS Board, with understanding that the city would subsequently sign the COMPASS Joint Powers Agreement.

Respectfully submitted,

Lee C. Belt
City Clerk
City of Greenleaf

LCB/hs

cc Mayor
City Council

COMPASS BOARD AGENDA ITEM VI-A

Date: August 28, 2017

Topic: FY2018 Unified Planning Work Program and Budget

Request/Recommendation:

COMPASS staff seeks COMPASS Board of Directors adoption of Resolution 12-2017, approving the FY2018 Unified Planning Work Program and Budget (UPWP).

Background/Summary:

The Finance Committee recommended COMPASS Board of Directors approval of the attached FY2018 UPWP at its June 29, 2017, meeting.

The documents included in the FY2018 UPWP include the following items.

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

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

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

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

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

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

The FY2018 UPWP contains the following assumptions for revenues and expenses:

1. Total membership dues shown reflect the amount approved by the COMPASS Board at its April 17, 2017, meeting. Total dues increase compared to the prior year. The per capita rate remained the same as FY2017. The increase reflects year over year population growth in the jurisdictions.
2. Projected revenue from the FY2018 Consolidated Planning Grant reflects the amount included in the FY2017-FY2021 Regional Transportation Improvement Program (TIP).
3. Revenue of \$306,705 from off-the-top STP-TMA funds, as approved by the COMPASS Board on April 19, 2010, continues.

4. Staff estimates there will be approximately \$120,600 of unspent STP-TMA revenues for the Freight Study carried over from FY2017. There are corresponding expenses associated with these revenues.
5. Revenues include the funds committed by the Department of Environmental Quality and Air Quality Board for the Air Quality Outreach Program. There are corresponding expenses associated with these revenues.
6. Revenues include \$16,000 from the Idaho Transportation Department for their portion of TREDIS.
7. Staff estimates interest income to be approximately \$5,000 in FY2018.
8. Revenues include \$299,000 from Valley Regional Transit for the State Street Grant.
9. Revenues include \$50,000 from fund balance for the CIM Implementation Grant Program and \$87,305 from fund balance to cover the shortfall in revenue.
10. The number of full time staff is reduced from 19 positions to 18 positions.
11. Salary costs include a 5.5% overall increase pool. 2.5% is for a market adjustment to the salary ranges, and the remaining 3% is for individual merit adjustments. Distribution of individual merit adjustments will be determined by the Executive Director. Total budgeted salary and fringe costs for FY2018 are 3% less than the salary and fringe costs budgeted for FY2017.
12. Indirect expenses are reduced by about 10% compared to the FY2017 UPWP. Staff continues to closely manage indirect expenses.
13. Direct expenses include \$130,153 related to the estimate of unspent funds for the Freight Study.
14. The Project Development Program is proposed to be funded in FY2018, its fourth year, at \$75,000.
15. The CIM Implementation Grant Program is funded at \$50,000.
16. Direct expenses for all other programs are fairly stable and consistent with current year activities.
17. The FY2018 UPWP does not include a set-aside for a future orthophotography project. Consistent with Finance Committee direction, future orthophotography projects will not be provided as a member service, but will instead be funded with contributions from participating agencies.

Implication (policy and/or financial):

Federal approval of the UPWP by October 1, 2017, is required in order to begin work in FY2018.

More Information:

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



RESOLUTION NO. 12-2017

FOR THE PURPOSE OF APPROVING THE FY2018 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 FY2018 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 FY2018.

NOW, THEREFORE, BE IT RESOLVED, that the Community Planning Association of Southwest Idaho Board of Directors adopts the FY2018 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 FY2018 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 day of August 2017.

APPROVED:

By: _____
Steven Rule, 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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FY2018 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 COMPASS 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 FY2018 Unified Planning Work Program consists of four parts:

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

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**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
FY2018 UNIFIED PLANNING WORK PROGRAM
PLANNING FACTORS**

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

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PROGRAM NO.	601				CLASSIFICATION:	Project
TITLE:	UPWP Budget Development and Monitoring					
TASK / PROJECT DESCRIPTION:	Monitor and amend, as necessary, the FY2018 Unified Planning Work Program and Budget (UPWP) and related transportation grants for the metropolitan planning organization (MPO). Develop and obtain COMPASS Board approval for the FY2019 UPWP. Attain compliance on all federal requirements of transportation planning implemented under applicable federal transportation bills.					
PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:	The UPWP is a comprehensive work plan that coordinates federally funded transportation planning and transportation related planning activities in the region and identifies the related planning budget.					
FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW	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.					
FY2018 BENCHMARKS						
MILESTONES / PRODUCTS						
FY2018 UPWP						
Process and track revenues and expenditures for the FY2018 UPWP and related transportation grants						Ongoing
Process required state and local agreements and other required paperwork for transportation grants						As Needed
Process and obtain Board approval of FY2018 UPWP revisions						
Distribute revisions of the FY2018 UPWP to the Idaho Transportation Department for tracking purposes						As Needed
Distribute revisions of the FY2018 UPWP to the Federal Highway Administration and the Federal Transit Administration for approval						As Needed
FY2019 UPWP Development						
Develop process and schedule for the FY2019 UPWP						Nov
Solicit membership input on possible transportation planning projects and associated needs for FY2019						Nov-Jan
Submit initial revenue assessment for FY2019 to the Finance Committee for input						Mar
Obtain Board approval on FY2019 General and Special membership dues						Apr
Present FY2019 UPWP						
Present draft FY2019 UPWP to Finance Committee for input and feedback						May
Present draft FY2019 UPWP to Finance Committee for approval						Jun
Submit FY2019 UPWP to Board for adoption						Aug
Submit and obtain approval from Federal Highway Administration of FY2019 UPWP						Aug
Distribute FY2019 UPWP to the Idaho Transportation Department and Federal Transit Administration						Aug
Track Federal requirements as related to Self-Certification						
Compliance with federal requirements						Ongoing
Quadrennial Certification Review						
Work with federal agencies to set up review						Mar
Host the Certification Review Team for the certification review						Apr
Receive final report and prepare necessary responses						Jul
Inform the COMPASS Board of the outcome of the certification review						Aug
Develop corrective action plan as necessary						Aug
Track federal requirements as related to Regional Transportation Improvement Program and the Long-Range Transportation Plan						
Document and prepare for Federal Certification Review						Ongoing
Monitor federal changes through the Federal Register						Ongoing
LEAD STAFF: Megan Larsen						
END PRODUCT: 1) FY2018 UPWP revisions; 2) FY2019 UPWP; 3) Self-Certification; and 4) Maximize funding opportunities.						
						Expense Summary
						Total Workdays: 172
						Salary \$ 78,577
						Fringe 33,477
						Overhead 10,975
						Total Labor Cost: \$ 123,029
ESTIMATED DATE OF COMPLETION: September-2018						
Funding Sources					Participating Agencies	
	Ada	Canyon	Special	Total	Member Agencies	
CPG, K13496				-	Federal Highway Administration	
CPG, K13963	47,359	16,640		63,999	Federal Transit Administration	
STP-TMA, K12478			50,000	50,000		
STP-TMA, K18948						
Local	6,682	2,348		9,029		
				-		
Total:	\$ 54,041	\$ 18,988	\$ 50,000	123,029		
						Total Direct Cost: \$ -
						Total Cost: \$ 123,029
						601

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PROGRAM NO.	620			CLASSIFICATION:	Project				
TITLE:	Demographics and Growth Monitoring								
TASK / PROJECT DESCRIPTION:	To collect, analyze, and report on growth and transportation patterns related to goals in the regional long-range transportation plan. This includes providing demographic data, such as population and employment estimates, Census 2020 preparation work, providing relevant information for local decision-making, and updating demographic forecasts based on new entitlements and policies.								
PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:	Tracking and monitoring growth and system demands are critical to several planning efforts: 1) <i>Communities in Motion</i> as well as other corridor, subarea, and alternative analyses depend on accurate data and assumptions about current and future transportation, housing, and infrastructure demands; 2) The travel demand model also requires current and accurate housing and employment data; 3) Accessing, mapping, and disseminating census data and training enables member agencies to have data for studies, grants, land use allocation demonstration modeling, and other analyses, and is an often requested member service; 4) Development review enables local decision-makers to bridge regional and local planning efforts to provide growth supportive of <i>Communities in Motion</i> ; and 5) Census preparation enables the most accurate counts during the 2020 Census, enables local governments to receive a variety of federal program funds, and provides key demographic data.								
FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:	<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>Tasks are included to complete the following <i>Communities in Motion</i> 2040 tasks:</p> <p>1.1.1.a. Annually monitor local land use plans and transportation agencies subarea and corridor plans; identify gaps in meeting goals of linking land use and transportation.</p> <p>2.1.1.c. Annually compile a development monitoring report.</p>								
FY2018 BENCHMARKS									
MILESTONES / PRODUCTS									
Population and Employment Estimates									
Data collection and geocoding of building permits					Ongoing				
Complete 2017 Employment data					Oct-Dec				
Complete 2017 Development Monitoring Report					March				
Complete 2018 population estimates and receive Board acceptance					April				
Census Liaison/Clearinghouse									
Integrate Census data in related projects					Ongoing				
Complete the Census Boundary and Annexation Survey (BAS)					March				
Complete Local Update of Census Addresses (LUCA)					Summer				
Develop stakeholder workplan and communications plan for the preparation for 2020 Census.					Summer				
Development Review									
Provide development and policy reviews and checklists					Ongoing				
Development Tracking and Reconciliation									
Update preliminary plat files and other entitled development					Ongoing				
Conduct reconciliation and report to workgroup/committee					September				
Demographics Support									
Integrate Census data in related projects					Ongoing				
Respond to member requests for census data					Ongoing				
LEAD STAFF: Carl Miller									
END PRODUCT: Seven products: 1) 2018 Population estimates by jurisdiction; 2) 2017 Employment estimates by jurisdiction; 3) Census 2020 support work including technical work (BAS and LUCA); 5) Census 2020 outreach; 6) An improved development review checklist and demographic data for local land use support; and 7) Annual reconciliation of the CIM 2040 Vision with entitled developments.					Expense Summary				
					Total Workdays:				194
					Salary				\$ 77,517
					Fringe				33,026
Overhead				10,827					
Total Labor Cost:				\$ 121,369					
ESTIMATED DATE OF COMPLETION: September-2018					DIRECT EXPENDITURES: \$ -				
Funding Sources					Participating Agencies				
					Member Agencies				
CPG, K13496					Professional Services \$ 600				
CPG, K13963	17,033	5,984		23,017	Legal / Lobbying				
STP-TMA, K12478			90,000	90,000	Equipment Purchases				
					Travel / Education				
STP-TMA, K18948					Printing				
Local	6,624	2,328		8,952	Public Involvement				
					Meeting Support				
					Other				
Total:					Total Direct Cost: \$ 600				
	\$ 23,657	\$ 8,312	\$ 90,000	121,969	620 Total Cost: \$ 121,969				

PROGRAM NO.	653			CLASSIFICATION:	Project	
TITLE:	Communication and Education					
TASK / PROJECT DESCRIPTION:	The Communication and Education task broadly includes external communications, public relations, public involvement, public education, and ongoing COMPASS Board education. Specific elements of the task include, but are not limited to, 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; managing COMPASS' social media channels; supporting the Public Participation Workgroup; and representing COMPASS at open houses and other events.					
PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:	The Communication and Education program helps COMPASS facilitate public involvement in, and understanding of, transportation and related planning efforts by planning and implementing an integrated communications/education and public involvement strategy.					
FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:	Federal Code 23 CFR § 450.316 requires public input and involvement in metropolitan planning organization planning activities. Public involvement for specific programs (e.g., Regional Transportation Improvement Program, regional long-range transportation plan [<i>Communities in Motion</i>]) is planned/budgeted under those programs. The Communication and Education task supports that outreach and involvement through developing /updating the COMPASS <i>Integrated Communication Plan</i> and Public Involvement Plan every three years, coordinating outreach efforts, and providing more general (non-program specific) opportunities for the public to learn about transportation, planning, financial, and related issues to provide the background to assist the public in becoming involved in COMPASS programs and projects.					
FY2018 BENCHMARKS						
MILESTONES / PRODUCTS						
General						
Continue work with media -- set up interviews, develop story ideas, respond to inquiries, write/distribute news releases					Ongoing	
Support work of Public Participation Workgroup					Ongoing	
Provide outreach/public speaking support and training to staff					Ongoing	
Conduct annual update of social media audit					October	
Update and solicit public comment on Integrated Communication Plan					Oct - Jun	
Develop tools such as electronic and print materials designed for most effective means of communication						
Maintain and enhance COMPASS social media channels					Ongoing	
Continually update COMPASS website to keep content up to date; continue to track COMPASS website traffic					Ongoing	
Develop FY2018 annual report					Jul-Sep	
Write and distribute monthly update handout					Ongoing	
Write and distribute monthly Keeping Up With COMPASS newsletter					Ongoing	
Use results of FY2015 random household survey to evaluate success and continually improve programs					Ongoing	
Update/develop other print materials as appropriate					Ongoing	
Education and community outreach						
Develop and implement FY2018 public education series to include a minimum of three speakers					Jan - Sep	
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					Aug - Dec	
Plan and host annual "COMPASS 101" workshop					Jan - Feb	
Sponsor "Look! Save a Life" bicycle/pedestrian safety campaign (coordinated through the City of Boise Police Department)					Mar - Jun	
Transportation Funding Outreach Campaign ("Don't Let the Treasure Valley Fall through the Cracks")						
Promote the need for increased transportation funding/funding options through earned media, social media, etc.					Ongoing	
Access Management Brochure for Businesses						
Augment access management brochure developed in FY2017 with a more detailed booklet (tentative - pending recommendation from RTAC subcommittee)					Oct - Dec	
LEAD STAFF:	Amy Luft				Expense Summary	
END PRODUCT:	Public involvement in, and understanding of, transportation planning and related issues.					
					Total Workdays: 229	
					Salary \$ 83,098	
					Fringe 35,403	
					Overhead 11,607	
					Total Labor Cost: \$ 130,107	
ESTIMATED DATE OF COMPLETION:				September-2018		
Funding Sources				Participating Agencies		
	Ada	Canyon	Special	Total	Highway Districts	DIRECT EXPENDITURES:
CPG, K13496				\$ -	Member Agencies	Professional Services \$ 15,629
CPG, K13963					Federal Highways Administration	Legal / Lobbying
STP-TMA, K12478					Idaho Transportation Department	Equipment Purchases
STP-TMA, K18948			173,036	173,036	Valley Regional Transit	Travel / Education
Local					Department of Environmental Quality	Printing 1,500
					Ada County Air Quality Board	Public Involvement 25,800
						Meeting Support
						Other
Total:	\$ -	\$ -		\$ 173,036		Total Direct Cost: \$ 42,929
					653	Total Cost: \$ 173,036

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PROGRAM NO.	661				CLASSIFICATION:	Project	
TITLE:	Long Range Planning						
TASK / PROJECT DESCRIPTION:	This project encompasses the activities to identify regional transportation needs and solutions, and prepares a regional long-range transportation plan, <i>Communities in Motion</i> (CIM), for Ada and Canyon Counties. This task also incorporates implementation support for the adopted long-range transportation plan and ongoing long-range planning activities.						
PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:	<i>Communities in Motion</i> (CIM) is developed in cooperation with member agencies, local governments and the Idaho Transportation Department by a continuing, cooperative, and comprehensive planning process. This performance and outcome-based planning will help guide resources to infrastructure and service projects that collectively help achieve the regional (CIM) goals.						
FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:	Federal Code 23 CFR § 450 "Fixing America's Surface Transportation Act" (FAST Act) requires that the regional long-range transportation plan be updated every four years in areas with more than 200,000 people or with air quality issues. Since the area meets the test on both criteria, a new plan has to be adopted by 2019. 23 USC 150-- establishes national goals and a performance program, in consultation with stakeholders, including metropolitan planning organizations. The purpose is to provide a means to the most efficient investment of federal transportation funds.						
FY2018 BENCHMARKS							
MILESTONES / PRODUCTS							
661001 General Project Management Develop funded/unfunded project list Solicit public feedback on funded/unfunded projects Evaluate potential long-term air quality impacts Analyze consequences of significant unfunded long-term needs Research additional funding mechanisms and develop funding plan Complete draft plan and supporting documents Solicit public feedback on draft plan							Nov Mar June June June June Aug
661003 Roadways Integrate Congestion Management Process Develop plan to implement Travel Demand Management Strategies Update functional classification map							Feb Sep Apr
661004 Freight Administer Freight Study consultant contract Work with Freight Advisory Workgroup to prioritize and implement study findings Host Freight and Land Use workshop							Mar Sep Sep
661005 Bicycle and Pedestrian Stakeholder Coordination: Active Transportation Workgroup, support local municipality bicycle and pedestrian committees/FACTS Planning, analysis, and decision support Continue Rail With Trail project Bicycle and pedestrian forecasting tool creation Data collection: bike/pedestrian counting program Potential additional projects pending resource development funding							Sep Sep Sep Sep Sep Sep
661006 Public Transportation Establish a phasing approach for public transportation including a prioritized list of investments Develop cost estimates for each phase (Remix) Develop prioritized premium service implementation plan Develop priority stop analysis for first/last mile bike/pedestrian connections Transit oriented development/Infill analysis							Nov Jan Apr Apr Sep
661007 Performance Measurement Integrate federal requirements; develop targets Include performance data about packages of projects to help guide investment decisions Provide relevant performance information to stakeholders and decision makers							Aug Jan Sep
661008 Bike Counter Management Install additional portable counters, manage program with member agencies Update Strava data Manage permanent counter program							Oct-Sept
LEAD STAFF: Liisa Itkonen					Expense Summary		
END PRODUCT: Completed draft of <i>Communities in Motion 2040 2.0</i> ; Regional Bicycle and Pedestrian Plan; completed Freight Study.							
					Total Workdays: 618		
					Salary \$ 235,309		
					Fringe 100,252		
					Overhead 32,867		
					Total Labor Cost: 368,424		
ESTIMATED DATE OF COMPLETION: September-2018					DIRECT EXPENDITURES:		
Funding Sources				Participating Agencies			
	Ada	Canyon	Special	Total	Member Agencies		
CPG, K13496				\$ -	ITD		
CPG, K13963	312,121	109,665		421,786	FHWA		
STP-TMA, K12478				-	FTA		
STP-TMA, K18948			120,600	120,600			
Local	24,724	8,687		33,411			
				-			
Total:	\$ 336,845	\$ 118,352	\$ 120,600	\$ 575,797			
					Total Direct Cost: \$ 207,373		
					661 Total Cost: \$ 575,797		

PROGRAM NO.	702			CLASSIFICATION:	Service
TITLE:	Air Quality Outreach				
TASK / PROJECT DESCRIPTION:	The Air Quality Outreach program supports the Idaho Department of Environmental Quality (DEQ) and the Air Quality Board in their outreach efforts regarding air quality in the Treasure Valley through managing a contract to cover the airing of television and radio public service announcements, and assisting in obtaining related earned media exposure as appropriate.				
PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:	Air quality has been an ongoing issue in the Treasure Valley for over 30 years. While many steps have been taken to limit the release of air quality pollutants, individual behaviors must also change to achieve an improvement, or even a lack of degradation, in air quality. Outreach and education on air quality issues and steps individuals can take to curb individual air quality emissions are necessary to bring about this change.				
FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:	COMPASS will assist DEQ and the Air Quality Board in fulfilling requirements for outreach and education as outlined in Title 39, Section 116B of Idaho code, which states, (1) The board shall...provide for the implementation of a motor vehicle inspection and maintenance program...[and]...provide for: ... (g) A fee, bond or insurance which is necessary to carry out the provisions of this section and <u>to fund an air quality public awareness and outreach program.</u> (http://www.legislature.idaho.gov/idstat/Title39/T39CH1SECT39-116B.htm).				
FY2018 BENCHMARKS					
MILESTONES / PRODUCTS					
Public Service Announcements Work with service provider to purchase radio and television air time for public service announcements, and assist in obtaining related earned media exposure as appropriate.					Ongoing
LEAD STAFF: Amy Luft				Expense Summary	
END PRODUCT: Increased public understanding of air quality issues and an individual's role in curbing air emissions, through assisting DEQ and the Air Quality Board in reaching out to the public via public service announcements.				Total Workdays: 7	
				Salary \$ 2,903	
				Fringe 1,237	
				Overhead 405	
				Total Labor Cost: \$ 4,545	
ESTIMATED DATE OF COMPLETION: September-2018				DIRECT EXPENDITURES:	
Funding Sources				Participating Agencies	
	Ada	Canyon	Special	Total	Department of Environmental Quality
CPG, K13496				\$ -	Ada County Air Quality Board
CPG, K13963					
STP-TMA, K12478					
STP-TMA, K18948			50,000	-	
Local				50,000	
Total:	\$ -	\$ -		\$ 50,000	
				Total Direct Cost: \$ 45,455	
				702 Total Cost: \$ 50,000	

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PROGRAM NO.	703			CLASSIFICATION:	Service
TITLE:	General Public Services				
TASK / PROJECT DESCRIPTION:	To provide data, mapping, demographic, and other assistance to the public and non-member entities, as appropriate. For some products, such as maps, there is a charge for the product. When data or other information are not "off-the-shelf" and staff time is needed for research, a labor charge may be applied consistent with COMPASS policy.				
PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:	COMPASS responds to questions from the public and provides a number of products to the public and other entities: demographic data, development information, traffic counts and projections, maps, and geographic information system analyses.				
FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:	There are no federal or state requirements concerning provision of services to the public. However, these services support COMPASS' vision, mission, roles, and values, including: "...serve as a source of information and expertise..." (COMPASS Mission), "serve as the regional technical resource..." (Role #3 Expert), and "perform and share quality analyses" (Role #3 Expert).				
FY2018 BENCHMARKS					
MILESTONES / PRODUCTS					
Provide assistance to public and non-member entities, as requested, in the areas of:					Ongoing
<p>Geographic Information Systems (GIS) (maps, data, and analyses) Data and travel demand modeling Demographic, development, and related information Traffic counts and related information Other general requests for information</p>					
LEAD STAFF: Amy Luft					Expense Summary
END PRODUCT: Information assistance to the general public.					Total Workdays: 13
					Salary \$ 4,543
					Fringe 1,936
					Overhead 635
					Total Labor Cost: \$ 7,113
ESTIMATED DATE OF COMPLETION: September-2018					DIRECT EXPENDITURES: \$ -
Funding Sources				Participating Agencies	
	Ada	Canyon	Special	Total	Member Agencies
CPG, K13496				\$ -	
CPG, K13963					
STP-TMA, K12478					
STP-TMA, K18948				7,113	
Local				-	
Total:	\$ -	\$ -		\$ 7,113	
					Total Direct Cost: \$ -
					703 Total Cost: \$ 7,113

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PROGRAM NO.	705			CLASSIFICATION:	Service
TITLE:	Transportation Liaison Services				
TASK / PROJECT DESCRIPTION:	To provide adequate staff liaison time at member agency meetings and coordinate transportation-related planning activities with member agencies.				
PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:	Transportation liaison services ensure staff representation and coordination with membership on transportation-related planning. Requests that exceed four days may require COMPASS Board approval of a new work program.				
FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:	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.				
FY2018 BENCHMARKS					
MILESTONES / PRODUCTS					
Attend member agency meetings and coordinate transportation-related planning activities with member agencies					Ongoing
LEAD STAFF: Matt Stoll					Expense Summary
END PRODUCT: Ongoing staff liaison role to member agencies.					Total Workdays: 50
					Salary \$ 22,841
					Fringe 9,731
					Overhead 3,190
					Total Labor Cost: \$ 35,763
ESTIMATED DATE OF COMPLETION: September-2018					DIRECT EXPENDITURES:
Funding Sources				Participating Agencies	
	Ada	Canyon	Special	Total	Member Agencies
CPG, K13496				\$ -	Professional Services \$ -
CPG, K13963	24,522	8,616		33,138	Legal / Lobbying
STP-TMA, K12478					Equipment Purchases
					Travel / Education
STP-TMA, K18948					Printing
Local	1,943	683		2,625	Public Involvement
				-	Meeting Support
					Other
Total:	\$ 26,465	\$ 9,299		\$ 35,763	Total Direct Cost: \$ -
					705 Total Cost: \$ 35,763

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PROGRAM NO.	720			CLASSIFICATION:	Service
TITLE:	State Street Corridor				
TASK / PROJECT DESCRIPTION:	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 including development and technical assistance on the multi-jurisdictional MOU as well as providing project management for the consultant contract funded by the FTA transit-oriented, land use development grant.				
PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:	State Street is a regionally significant corridor and the only east-west route between the two counties north of the Boise River. A multi-jurisdictional State Street Traffic and Transit Operational Plan (TTOP) has been adopted and is being implemented, requiring ongoing technical assistance. The corridor is identified in <i>Communities in Motion 2040</i> as a future high capacity transit corridor. 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.				
FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:	Federal Code 23 CFR 450.318 -- The tasks fulfill 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 changes in the corridor are included in <i>Communities in Motion</i> .				
FY2018 BENCHMARKS					
MILESTONES / PRODUCTS					
Project Coordination Facilitate meetings and communications of State Street Coordinating Committee as needed Assist agencies to implement Transit and Traffic Operations Plan (TTOP) Provide project management for consultant contract and project management team (PMT) for transit oriented development plan					Ongoing
					Jun 2017 to Sep 2018
LEAD STAFF: Megan Larsen					Expense Summary
END PRODUCT: Final State Street Transit Oriented Development Vision Plan.					Total Workdays: 54
					Salary \$ 25,438
					Fringe 10,838
					Overhead 3,553
					Total Labor Cost: \$ 39,829
ESTIMATED DATE OF COMPLETION: September-2018					DIRECT EXPENDITURES:
Funding Sources				Participating Agencies	
	Ada	Canyon	Special	Total	Ada County Member Agencies
CPG, K13496				\$ -	Professional Services \$ 280,000
CPG, K13963	27,310	9,595		36,905	Legal / Lobbying
STP-TMA, K12478					Equipment Purchases
					Travel / Education
STP-TMA, K18948			280,000	282,924	Printing
Local	2,164	760		-	Public Involvement
					Meeting Support
Total:	\$ 29,474	\$ 10,355	\$ 280,000	\$ 319,829	Total Direct Cost: \$ 280,000
					720 Total Cost: \$ 319,829

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PROGRAM NO.:	760	CLASSIFICATION:	Service
TITLE:	Legislative Services		
TASK / PROJECT DESCRIPTION:	Work with and manage the contract for legislative services. Identify, review, monitor, advocate and report to the COMPASS Board on pending state and federal legislation that directly or indirectly relates to COMPASS priorities and activities.		
PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:	To secure funding and influence policies on relevant transportation-related legislation at the federal and state levels.		
FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:	There is no federal requirement for this process. The Board works together to identify and prioritize needs and projects.		

FY2018 BENCHMARKS **MILESTONES / PRODUCTS**

<p>Federal Legislative Priorities</p> <ul style="list-style-type: none"> Work with COMPASS Executive Committee to identify priorities and position statements for federal legislation Obtain COMPASS Board approval of federal legislative priorities Educate and advocate on federal legislative priorities Evaluate possible legislative priorities for next federal legislative session 	<p>Oct-Nov Nov-Dec Dec-Sep May-Sep</p>
<p>State Legislative Priorities</p> <ul style="list-style-type: none"> Work with Executive Committee to identify possible priorities and position statements for FY2018 legislative session Obtain Board endorsement of FY2018 legislative priorities Educate and advocate on FY2018 legislative priorities Evaluate possible legislative priorities for FY2018 legislative session 	<p>Oct-Nov Nov-Dec Dec-Apr May-Sep</p>

LEAD STAFF:	Matt Stoll				Expense Summary	
END PRODUCT:	An effective advocacy program for legislative issues and positions that have been approved by the Board.					
ESTIMATED DATE OF COMPLETION:					September-2018	
Funding Sources					Participating Agencies	
	Ada	Canyon	Special	Total	Member Agencies	
CPG, K13496				\$ -	Professional Services \$ -	
CPG, K13963					Legal / Lobbying 85,950	
STP-TMA, K12478					Equipment Purchases	
STP-TMA, K18948			170,886	\$ 170,886	Travel / Education 18,000	
Local					Printing	
					Public Involvement	
					Meeting Support	
					Other 11,100	
Total:	\$ -	\$ -	\$ 170,886	\$ 170,886	Total Direct Cost:	\$ 115,050
					760	Total Cost: \$ 170,886

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PROGRAM NO.	761			CLASSIFICATION:	Service	
TITLE:	Growth Incentives					
TASK / PROJECT DESCRIPTION:	Provides assistance to COMPASS members, by evaluating growth incentive policies, reviewing best practices with stakeholders, and reporting to relevant committee.					
PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:	This service promotes linkage of the regional long-range transportation plan and local land use planning, as well as provide necessary information to land use agencies for evaluating policies, plans, and strategies for developing the employment market.					
FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:	Several <i>Communities in Motion 2040</i> goals and objectives support this program, including: Goal 2.3 "Encourage infill development and more compact growth near community identified activity centers." Goal 4.1 "Promote land use patterns that provide Treasure Valley residents with safe, reliable, and cost efficient infrastructure services." Goal 6.1 "Develop a regional transportation system that connects communities, provides access to employment centers, and provides efficient truck, rail, and/or air freight movement throughout the Treasure Valley." Objective 6.1.3 "Maintain adequate land for industrial uses near freight routes and transfer centers."					
FY2018 BENCHMARKS						
MILESTONES / PRODUCTS						
Administration Facilitate required annual meeting of Blueprint for Good Growth					April	
Policy Analysis Evaluate growth incentive policies (best practices, legal requirements) as directed by relevant committee Report to workgroup/committee and identify pilot study					As needed As needed	
LEAD STAFF: Matt Stoll				Expense Summary		
END PRODUCT: Blueprint for Good Growth annual meeting. The policy analysis, if requested, would work with land use and transportation agencies in identifying growth incentive strategies that could be implemented locally to meet the <i>Communities in Motion 2040</i> Vision by encouraging infill, redevelopment, and Major Activity Centers.				Total Workdays: 3		
				Salary \$ 1,461		
				Fringe 623		
				Overhead 204		
				Total Labor Cost: \$ 2,288		
ESTIMATED DATE OF COMPLETION: September-2018				DIRECT EXPENDITURES:		
Funding Sources			Participating Agencies			
	Ada	Canyon	Special	Total	Professional Services \$ - Legal / Lobbying Equipment Purchases Travel / Education Printing Public Involvement Meeting Support Other	
CPG, K13496			\$ -	Ada County Member Agencies		
CPG, K13963	2,120		2,120			
STP-TMA, K12478						
STP-TMA, K18948	168		168			
Local			-			
Total:	\$ 2,288	\$ -	\$ 2,288		Total Direct Cost: \$ -	
				761	Total Cost: \$ 2,288	

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PROGRAM NO.	801			CLASSIFICATION:	System Maintenance	
TITLE:	Staff Development					
TASK / PROJECT DESCRIPTION:	To provide staff with resources necessary to keep them informed of federal and state regulations, current transportation planning technologies and best practices and activities nationally.					
PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:	The activities of this task are part of the overall continuous process to enhance technical and professional capacity. It is important that staff be informed and educated on new regulations and practices to develop and maintain a responsive transportation program.					
FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:	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.					
FY2018 BENCHMARKS						
MILESTONES / PRODUCTS						
Staff training and development					Ongoing	
LEAD STAFF:	Megan Larsen				Expense Summary	
END PRODUCT: Maintain staff knowledge of federal grant requirement needs and changes and build a strong team through national and local seminars, workshops, conferences, and educational classes.					Total Workdays: 139	
					Salary	\$ 55,519
					Fringe	23,653
					Overhead	7,755
					Total Labor Cost:	\$ 86,926
ESTIMATED DATE OF COMPLETION:				September-2018		DIRECT EXPENDITURES:
Funding Sources				Participating Agencies		Professional Services \$ -
	Ada	Canyon	Special	Total	Federal Highway Administration	Legal / Lobbying
CPG, K13496				\$ -	Federal Transit Administration	Equipment Purchases
CPG, K13963	87,032	30,578		117,610		Travel / Education 40,000
STP-TMA, K12478						Printing
STP-TMA, K18948						Public Involvement
Local	6,894	2,422		9,316		Meeting Support
				-		Other
Total:	\$ 93,926	\$ 33,000		\$ 126,926		Total Direct Cost: \$ 40,000
					801	Total Cost: \$ 126,926

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PROGRAM NO.	820			CLASSIFICATION:	System Maintenance	
TITLE:	Committee Support					
TASK / PROJECT DESCRIPTION:	To provide support to the COMPASS Board and standing committees as defined by the COMPASS Bylaws and Joint Powers Agreement. As lead agency, COMPASS also provides support to the Interagency Consultation Committee.					
PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:	Provide coordination and communication among member agencies' staff and elected officials in transportation and land use planning, through meeting materials, agendas, and minutes, which are a historical record of events leading to the decision-making processes.					
FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:	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.					
FY2018 BENCHMARKS						
MILESTONES / PRODUCTS						
Provide meeting coordination, materials, and follow-up to the Board, standing committees and workgroups.						Ongoing
LEAD STAFF: Megan Larsen				Expense Summary		
END PRODUCT: Ongoing support of committees to promote involvement and communication.				Total Workdays: 224		
				Salary \$ 86,903		
				Fringe 37,024		
				Overhead 12,138		
				Total Labor Cost: \$ 136,064		
ESTIMATED DATE OF COMPLETION:				September-2018		
Funding Sources				Participating Agencies		
	Ada	Canyon	Special	Total	Member Agencies DIRECT EXPENDITURES: Professional Services \$ - Legal / Lobbying Equipment Purchases Travel / Education Printing Public Involvement Meeting Support 2,000 Other	
CPG, K13496				\$ -		
CPG, K13963	94,668	33,262		127,930		
STP-TMA, K12478						
STP-TMA, K18948						
Local	7,499	2,635		10,134		
Total:	\$ 102,167	\$ 35,897		\$ 138,064	Total Direct Cost: \$ 2,000	
					820	Total Cost: \$ 138,064

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PROGRAM NO.	836	CLASSIFICATION:	System Maintenance
TITLE:	Technical Support: Regional Travel Demand Model		
TASK / PROJECT DESCRIPTION:	Upkeep of the regional travel demand model is an ongoing task needed to maintain the model as a useful tool in planning activities. It also provides vital information for the required process of air quality conformity demonstration and all benefit-cost evaluations.		
PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:	The model outputs are used to test and plan transportation projects, support Ada County Highway District's impact fee program, conduct air quality conformity of the Regional Transportation Improvement Program (TIP) and regional long-range transportation plan, review proposed developments and traffic impact studies, provide area of influence, and respond to various special member requests.		
FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:	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...."		

FY2018 BENCHMARKS	MILESTONES / PRODUCTS
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<p>Key Elements</p> <ul style="list-style-type: none"> Maintain and update traffic count database Maintain the structure and integrity of the regional travel demand model for air quality conformity and use in the Transportation Economic Development Impact System (TREDIS) Provide travel demand modeling assistance to support member agency needs and special projects Maintain the input and output files for air quality conformity process and model (MOVES) and conduct conformity for regional TIP and/or long-range transportation plan Provide project and program evaluations using TREDIS for grant applications and ITD's Strategic Initiatives Reconcile demographic data and integrate in the current and forecast years of the regional model <p>CIM 2040 2.0 support</p> <ul style="list-style-type: none"> Use the regional travel demand model to conduct evaluations for various transportation packages Update planning functional classification map Complete air quality conformity demonstration (also supports TIP) <p>Special Tasks and Model Improvements</p> <ul style="list-style-type: none"> Finish calibrating AM peak model Document model refinements as addendums to the completed calibration report Develop scripts to more efficiently provide model output data for performance based planning efforts Provide technical assistance to City of Nampa for the update of the Master Transportation Plan Provide technical analysis on unexpected member agency requests Continue to expand the data foundation task to implement it into other data sources Complete the process to efficiently and more timely process ACHD and ITD traffic counts into the master database Complete the land use model testing and final recommendation 	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Apr - Jul</p> <p>Dec - Mar</p> <p>Feb - Mar</p> <p>Oct-Apr</p> <p>Nov - Feb</p> <p>Jun - Sept</p> <p>Jun - Sept</p> <p>Ongoing</p> <p>Oct - Jan</p> <p>Ongoing</p> <p>Ongoing</p> <p>Oct - Dec</p> <p>Oct - Jan</p>
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LEAD STAFF:	MaryAnn Waldinger	Expense Summary	
END PRODUCT:	Reasonable and reliable regional travel demand model using the latest available information and forecasts for various types of projects, studies, and analyses.	Total Workdays:	155
		Salary	\$ 67,185
		Fringe	28,624
		Overhead	9,384
		Total Labor Cost:	\$ 105,192

ESTIMATED DATE OF COMPLETION:					September-2019		DIRECT EXPENDITURES:		
Funding Sources					Participating Agencies			Professional Services	\$10,000
	Ada	Canyon	Special	Total	Highway Districts	Member Agencies	Federal Highways Administration	Equipment Purchases	
CPG, K13496				\$ -			Idaho Transportation Department	Travel / Education	
CPG, K13963	56,786	19,952	30,000	76,738			Valley Regional Transit	Printing	
STP-TMA, K12478				30,000			Department of Environmental Quality	Public Involvement	
STP-TMA, K18948								Meeting Support	
Local	6,257	2,197		8,454				Other	
				-					
Total:	\$ 63,043	\$ 22,149	\$ 30,000	\$ 115,192				Total Direct Cost:	\$ 10,000
								836	Total Cost: \$ 115,192

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PROGRAM NO.	842			CLASSIFICATION:	System Maintenance	
TITLE:	Congestion Management Process					
TASK / PROJECT DESCRIPTION:	Maintain a functional congestion management system (CMS) for the Treasure Valley. Conduct data collection, update the congestion management process as needed, produce an annual Transportation System Monitoring Report, maintain regional intelligent transportation system (ITS) architecture. Research, provide, and monitor transportation demand management (TDM) strategies. Develop strategy for congestion management data collection.					
PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:	Provides annual CMS report of the congestion levels on major corridors that compares previous year results, and explains the reason for the change. Typically, reason for change is improvements needed such as signal timing and ITS. Periodic needs are: baseline data collection of vehicle occupancy rates, additional research and evaluation of possible transportation demand management strategies.					
FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:	Federal Code 23 CFR § 450.320 -- Congestion Management Process is one of the Planning Factors and required in Transportation Management Areas (TMA). COMPASS has 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. This process and its results have been integrated into the transportation improvement program prioritization process. Travel time data collection and a data management plan is also required for MPOs in new federal legislation. Furthermore, FHWA Final Rule and FTA Policy on ITS requires that all ITS projects funded by highway trust fund or Mass Transit Account conform to the National ITS Architecture.					
FY2018 BENCHMARKS						
MILESTONES / PRODUCTS						
CMS Report and Travel Time Data Collection						
Complete a summary of the CMS "floating car" travel time data collection effort from 2003 - 2016					Dec-Jan	
New Travel Time Data Source and Process						
Build a process to join the raw NPMRDS travel time data to the NPMRDS shapefile					Oct-Dec	
Build the link between the NPMRDS attributes (TMC and LinkID) to the COMPASS PMID system					Oct-Dec	
Run basic analysis of the NPMRDS data (2014 to currently available)					Oct-Dec	
Compare the NPMRDS data to historical COMPASS floating car travel time data					Jan-Feb	
Identify concerns or issues with the NPMRDS data and develop protocols to address these issues (low volume roads with little or no data)					Jan-Feb	
Set up a process to match accident log data (from State Comm or ACHD) to the crash data and NPMRDS travel time data to evaluate system performance, recovery times and non-reoccurring congestion (supports CIM, performance reporting and performance-based planning)					Feb-May	
Set up process to match NPMRDS data with building permit activity and permanent traffic count sites					Feb-May	
Set up process to calculate average speed using the NPMRDS data and consider using it for input speeds in the mode (supports travel demand model)					Jun-Aug	
Continue to coordinate with ITD HQ staff on downloading the raw NPMRDS data					Ongoing	
Identify roadways not covered by the NPMRDS data and determine if travel time data are necessary					Oct-Dec	
If so, collect travel time data using floating car method					Ongoing	
ITS Inventory and Online Detour Routes						
Complete the 2017 ITS inventory and detour routes in GIS					Oct-Aug	
Set up a process and access to select member agencies to update their ITS inventory					Oct-Aug	
Set up a review process of these changes before making them official					Oct-Aug	
Set up a process to display long term construction projects from ACHD and 511 in the detour route on line map						
LEAD STAFF:	Mary Ann Waldinger				Expense Summary	
END PRODUCT:	Update of the Congestion Management Process and 2018 travel time data collection, analysis and report.				Total Workdays: 57	
					Salary	\$ 24,707
					Fringe	10,526
					Overhead	3,451
					Total Labor Cost:	\$ 38,684
ESTIMATED DATE OF COMPLETION: September-2018						
Funding Sources				Participating Agencies		DIRECT EXPENDITURES: Professional Services \$ - Legal / Lobbying Equipment Purchases Travel / Education Printing Public Involvement Meeting Support Other
	Ada	Canyon	Special	Total	Highway Districts	
CPG, K13496				-	Member Agencies	
CPG, K13963	4,325	1,520		5,845	Federal Highways Administration	
STP-TMA, K12478			30,000	30,000		
STP-TMA, K18948				-		
Local	2,101	738		2,839		
				-		
Total:	\$ 6,426	\$ 2,258	\$ 30,000	\$ 38,684		Total Direct Cost: \$ -
						842 Total Cost: \$ 38,684

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PROGRAM NO.	860	CLASSIFICATION:	System Maintenance		
TITLE:	Geographical Information System Maintenance (GIS)				
TASK / PROJECT DESCRIPTION:	Planning activities depend on current and accurate geographic information. For data to be available in a quality suitable for planning, continual data acquisition is necessary. This involves partnering with other GIS stakeholders, data maintenance, editing, and creating new data from GPS and orthophotography.				
PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:	GIS data and technology are used for internal budget support. COMPASS also provides this geographic information to its members and the general public in the form of maps, data, and analysis. COMPASS works in conjunction with its member agencies via the Regional Geographic Advisory Workgroup (RGAW) to create regional data that can be used for many purposes.				
FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW, REFERENCE TO STRATEGIC PLAN:	Federal Code 23 CFR § 450.322 (f)-- In updating the transportation plan, the MPO shall use the latest available estimates and assumptions for population, land use, travel, employment, congestion, and economic activity. "The metropolitan transportation plan shall, at a minimum, include (1) The projected transportation demand of persons and goods in the metropolitan planning area over the period of the transportation plan..." GIS also serves the directive under 23 CFR § 450.322 (i)(6) that the MPO "employ visualization techniques to describe plans; and make public information available in electronically accessible format and means..."				
FY2018 BENCHMARKS					
MILESTONES / PRODUCTS					
<u>Provide GIS Data Maintenance and Support for COMPASS Projects.</u> Data analysis, ped count analysis, and crash analysis Enterprise database creation Data integration GIS Technology					Ongoing
<u>Provide CommunityViz Maintenance and Support for COMPASS and member agency projects.</u>					As Needed
<u>GIS Cooperation</u> Continue participation in the Canyon Spatial Data Cooperative (SDC) and Ada County Special Interest Group (SIG) meetings					Quarterly/as needed
<u>Regional Geographic Advisory Committee</u> Host the Regional Geographic Advisory Workgroup to enable regional cooperation of GIS data					Quarterly/as needed
<u>Regional Data Center</u> Expand and maintain authoritative regional GIS data COMPASS staff will conduct data accuracy checks and metadata on regional data sets					Ongoing
<u>CIM</u> Update planning functional classification map Interactive Document/maps Database and dashboard/reporting development					Nov - Feb
<u>TIP</u> Data integration support Reporting support					Ongoing Ongoing
<u>Orthophotography</u> Provide orthophotography data to private sector as needed Continue to plan for future orthophotography acquisition and funding					Ongoing Ongoing
LEAD STAFF: Eric Adolfsen					Expense Summary
END PRODUCT: 1) An expanded use of GIS technology and data for regional planning; and 2) Continued GIS coordination and development of the most accurate and up-to-date information possible.					
ESTIMATED DATE OF COMPLETION: September-2018					
					Total Workdays: 562
					Salary \$ 208,647
					Fringe 88,893
					Overhead 29,143
					Total Labor Cost: \$ 326,679
Funding Sources					DIRECT EXPENDITURES:
					Professional Services \$ -
					Legal / Lobbying
					Equipment Purchases 51,100
					Travel / Education
					Printing
					Public Involvement
					Meeting Support
					Other 1,200
					Total Direct Cost: \$ 52,300
					860 Total Cost: \$ 378,979
Funding Sources		Participating Agencies			
	Ada	Canyon	Special	Total	All Member Agencies
CPG, K13496				\$ -	
CPG, K13963	108,093	38,723		146,816	
STP-TMA, K12478			36,705	36,705	
STP-TMA, K18948					
Local	10,757	3,780	180,921	195,458	
				-	
Total:	\$ 118,850	\$ 42,503	\$ 217,626	\$ 378,979	

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PROGRAM NO.	990			CLASSIFICATION:	Indirect / Overhead	
TITLE:	Direct Operations & Maintenance					
TASK / PROJECT DESCRIPTION:	To provide local dollars for expenditures that do not qualify for reimbursement under the federal guidelines. Program dollars for professional services for COMPASS Board related events, meeting expenses, and equipment/software needs.					
PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:	Adequately cover expenses needed to support the Board, Executive Director, and agency outside of federally funded projects.					
FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:	There are no federal or state requirements concerning these provisions; however, the Finance Committee oversees and approves these accounts and expenditures.					
FY2018 BENCHMARKS						
MILESTONES / PRODUCTS						
Provide local dollars for expenditures not federally funded					Ongoing	
LEAD STAFF: Megan Larsen						
END PRODUCT: Adequately cover the direct expenses needed to support the Board, Executive Director, equipment needs, and COMPASS operations.					Expense Summary	
					Total Workdays:	0
					Salary	\$ -
					Fringe	-
Overhead	-					
Total Labor Cost:	\$ -					
ESTIMATED DATE OF COMPLETION: September-2018						
Funding Sources				Participating Agencies		
	Ada	Canyon	Special	Total	Member Agencies	
CPG, K13496				\$ -		
CPG, K13963						
STP-TMA, K12478						
STP-TMA, K18948			146,950	146,950		
Local				-		
Total:	\$ -	\$ -		\$ 146,950		
					DIRECT EXPENDITURES:	
					Professional Services	\$ -
					Legal / Lobbying	12,000
					Equipment Purchases	126,350
					Travel / Education	1,600
					Printing	
					Public Involvement	
					Meeting Support	7,000
					Other	
					Total Direct Cost:	\$ 146,950
					990	Total Cost: \$ 146,950

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PROGRAM NO.	991			CLASSIFICATION:	Indirect / Overhead	
TITLE:	Support Services Labor					
TASK / PROJECT DESCRIPTION:	To provide labor to support the ongoing administrative functions related to the operations of COMPASS. Areas include: personnel management, financial management, information technology management, and general administration. Work with independent auditor on annual audit. Provide administrative assistance for agency needs including public workshops, hearings, open houses, etc.					
PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:	To maintain payroll, accounts payable/receivable, benefits, recruitment, building and vehicle maintenance, general ledger bank reconciliation, cash flow, annual audit, and development of the computer system.					
FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:	<p>The Office of Management and Budget (OMB) requires that a single audit be performed to ensure federal funds are being expended properly. The most recent OMB regulation issued for this purpose is Title 2 U.S. Code of Federal Regulations (CFR) Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance). It includes uniform cost principles and audit requirements for federal awards to nonfederal entities and administrative requirements for all federal grants and cooperative agreements.</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 allow indirect costs as outlined in the agreement.</p>					
FY2018 BENCHMARKS						
MILESTONES / PRODUCTS						
General Administration Review standing agreements Update COMPASS operational policies as needed Monitor general workplace and personnel needs Provide administrative assistance for agency needs Personnel Management Prepare and complete recruitment processes Conduct employee annual evaluations Renew insurance policies Pursue FY2018 benefit options Financial Management Close FY2017 financial records and begin FY2018 Provide annual audit support and complete financial reports Complete COMPASS annual Audit Report Prepare and distribute year-end payroll reports Complete budget variance information and report to the Finance Committee quarterly. Maintain inventory of furniture, equipment, hardware and software Information Technology Manage Information Technology consultant and coordinate work efforts Prioritize needs, analyze costs, make recommendations and implement system improvements Coordinate with staff to configure equipment and software to meet the needs of each position Document and educate staff with system issues and changes Coordinate systems with member agencies Provide and retain daily, monthly and annual system backups					Aug As needed Ongoing Ongoing As needed As needed As needed As needed Oct-Nov Oct-Dec Jan Jan Quarterly Ongoing Ongoing Ongoing Ongoing Ongoing Ongoing	
LEAD STAFF: Megan Larsen					Expense Summary	
END PRODUCT: An agency where administrative support, personnel management, financial management, and general administrative needs are fully met and whose activities are effectively monitored and communicated to the Board.					Total Workdays: 887	
					Salary \$ -	
					Fringe -	
					Overhead -	
					Total Labor Cost: \$ -	
ESTIMATED DATE OF COMPLETION: September-2018					DIRECT EXPENDITURES:	
Funding Sources				Participating Agencies		Professional Services \$ -
	Ada	Canyon	Special	Total	Member Agencies	Legal / Lobbying
CPG, K13496				\$ -	Idaho Transportation Department	Equipment Purchases
CPG, K13963				-		Travel / Education
STP-TMA, K12478				-		Printing
STP-TMA, K18948				-		Public Involvement
Local				-		Meeting Support
				-		Other
Total:	\$ -	\$ -		\$ -		Total Direct Cost: \$ -
					991	Total Cost: \$ -

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**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
FY2018 UNIFIED PLANNING WORK PROGRAM and Budget - Draft
REVENUE AND EXPENSE SUMMARY (total)**

REVENUE	FY2017 Revision 2	FY2018 Draft
GENERAL MEMBERSHIP		
Ada County	208,703	213,522
Ada County Highway District	208,703	213,522
Canyon County	103,112	106,132
Canyon Highway District No. 4	38,180	37,994
Golden Gate Highway District No.3	4,959	5,099
City of Boise	100,042	100,937
City of Caldwell	23,201	23,862
City of Eagle	11,248	11,874
City of Garden City	5,035	5,070
City of Kuna	8,126	8,686
City of Meridian	40,308	43,341
City of Melba	251	251
City of Middleton	3,342	3,576
City of Nampa	40,061	42,689
City of Notus	251	251
City of Parma	930	935
City of Star	3,593	4,096
City of Wilder	723	745
Subtotal	800,768	822,582
SPECIAL MEMBERSHIP		
Boise State University	7,950	8,200
Capital City Development Corporation	7,950	8,200
Department of Environmental Quality	7,950	8,200
Idaho Transportation Department	7,950	8,200
Valley Regional Transit	7,950	8,200
Subtotal	39,750	41,000
GRANTS AND SPECIAL PROJECTS		
FHWA/FTA - Consolidated Planning Grants		
CPG - FY2016 K# 13495 Ada County -- carry over	72,204	
CPG - FY2016 K# 13495 Canyon County -- carry over	25,369	
CPG - FY2017 K# 13496 Ada County	971,873	
CPG - FY2017 K# 13496 Canyon County	341,469	
CPG - FY2018 K# 13963 Ada County		988,364
CPG - FY2018 K# 13963 Canyon County		347,263
Sub Total CPG Grants	1,410,915	1,335,627
STP TMA - K# 12374, FY17 off-the-top funds for Planning	306,705	
STP TMA - K# 13478, FY18 off-the-top funds for Planning		306,705
STP TMA - K# 13047, <i>Communities in Motion</i> Update - carry over	36,840	
STP TMA - K# 13048, On Board Transit Survey - carry over	56,255	
FHWA - SHRP2 Implementation Assistance Program - carry over	42,726	
STP TMA - K# 18948, Freight Study	301,145	
STP TMA - K# 18948, Freight Study - estimated carry over		120,600
Subtotal	743,670	427,305
OTHER REVENUE SOURCES		
Department of Environmental Quality	25,000	25,000
Ada County Air Quality Board	25,000	25,000
TREDIS Contribution		16,000
Idaho Transportation Department, I-84 Detour Plan	25,000	
Ada County Highway District, I-84 Detour Plan	50,000	
Jamar Refund for bike/ped counters	13,180	
Interest Income	4,000	5,000
Valley Regional Transit - State Street Grant (consultant costs)	404,000	
Valley Regional Transit - State Street Grant - estimated carry over		280,000
Subtotal	546,180	351,000
TOTAL REVENUE; Dues, Federal Funds, and Other miscellaneous	3,541,283	2,977,514
Draw From Fund Balance (Future Regional Orthophotography)	65,000	-
Draw From Fund Balance (CIM Implementation Grants)	63,919	50,000
Draw From Fund Balance (to fund revenue shortfall)	123,213	62,433
TOTAL REVENUE, ALL RESOURCES	3,793,415	3,089,947

EXPENSE	FY2017 Revision 2	FY2018 Draft
SALARY, FRINGE & CONTINGENCY		
Salary	1,302,171	1,256,562
Fringe	559,000	548,128
Salary Contingency (Overtime and Bonus)	20,000	20,000
Sick Time Trade	10,000	10,000
Subtotal	1,891,171	1,834,690
INDIRECT OPERATIONS & MAINTENANCE		
Indirect Costs	208,000	179,700
Subtotal	208,000	179,700
DIRECT OPERATIONS & MAINTENANCE		
620001, Demographics and Growth Monitoring		600
653001, Communication and Education	66,800	42,929
661001, Long-Range Planning	27,000	61,500
661004, Freight	325,400	137,153
661005, Bicycles and Pedestrians	68,625	8,720
661007, Performance Measurement (SHRP2 grant funds)	67,727	
685001, Transportation Improvement Program	5,000	5,100
685002, Project Development Program	77,003	75,000
685004, CIM Implementation Grants	63,919	50,000
701001, General Membership Services		2,800
702001, Air Quality Outreach	45,455	45,455
720001, State Street Corridor	404,000	280,000
760001, Legislative Services	115,050	115,050
801001, Staff Development	40,000	40,000
820001, Committee Support	2,000	2,000
836001, Regional Travel Demand Model	25,000	10,000
838001, On-Board Transit Survey	56,868	
842001, Congestion Management Process	107,997	
860001, Geographic Information System Maintenance	41,700	52,300
990001, Direct Operations and Maintenance	154,700	146,950
Subtotal	1,694,244	1,075,557
TOTAL EXPENSE	3,793,415	3,089,947

REVENUE AND EXPENSE SUMMARY		
TOTAL REVENUE	3,793,415	3,089,947
LESS: TOTAL EXPENSES	3,793,415	3,089,947
REVENUE EXCESS/(DEFICIT)	0	0

**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
FY2018 UNIFIED PLANNING WORK PROGRAM and Budget - Draft
EXPENSES BY WORK PROGRAM NUMBER AND FUNDING SOURCE**

WORK PROGRAM NUMBER	EXPENSES				FEDERAL FUNDING SOURCES					MATCH, LOCAL & OTHER FUNDING				TOTAL FUNDING SOURCES
	Work Days	Labor & Indirect Cost	Direct Cost	Total Cost	FY18 CPG Ada County K# 13963	FY18 CPG Canyon County K# 13963	STP-TMA Off The Top K# 13478	STP-TMA Freight Study K# 18948	Total Federal Funds	Required Match	Local Funds/FB	Other Revenue	Total Local & Other	
601001 UPWP/Budget Development and Federal Assurances	135	95,443	-	95,443	43,244	15,194	30,000		88,437	7,005			7,005	95,443
601002 Certification Review	37	27,586	-	27,586	4,115	1,446	20,000		25,561	2,025			2,025	27,586
620001 Demographics and Growth Monitoring	71	45,959	600	46,559	9,725	3,417	30,000		43,142	3,417			3,417	46,559
620002 Development Monitoring	60	37,301	-	37,301	3,377	1,186	30,000		34,563	2,738			2,738	37,301
620003 Census 2020	63	38,109	-	38,109	3,931	1,381	30,000		35,312	2,797			2,797	38,109
653001 Communication and Education Long-Range Planning	229	130,107	42,929	173,036					-		173,036		173,036	173,036
661001 General Project Management	240	159,421	61,500	220,921	151,482	53,223			204,705	16,216			16,216	220,921
661003 Roadways	12	8,144	-	8,144	5,584	1,962			7,546	598			598	8,144
661004 Freight	12	8,144	137,153	145,297	16,934	5,950		120,600	143,484	1,812.75			1,813	145,297
661005 Bicycles/Pedestrians	131	63,293	8,720	72,013	49,378	17,349			66,727	5,286			5,286	72,013
661006 Public Transportation	86	54,723	-	54,723	37,523	13,184			50,707	4,017			4,017	54,723
661007 Performance Measurement	68	44,168	-	44,168	30,285	10,641			40,926	3,242			3,242	44,168
661008 Bike Counter Management Resource Development/Funding	69	30,531	-	30,531	20,935	7,356			28,290	2,241			2,241	30,531
685001 Transportation Improvement Program	466	273,599	5,100	278,699	139,299	48,943	70,000		258,242	20,456			20,456	278,699
685002 Project Development Program	51	33,356	75,000	108,356	22,872	8,036			30,908	2,448	75,000		77,448	108,356
685003 Grant Research and Development	101	63,012	-	63,012					-		63,012		63,012	63,012
685004 CIM Implementation Grants	19	12,895	50,000	62,895	8,842	3,107			11,948	946	50,000		50,946	62,895
TOTAL PROJECTS	1,850	1,125,791	381,002	1,506,793			210,000	120,600	1,070,499	75,246	361,048	-	436,294	1,506,793
701001 General Membership Services	79	49,679	2,800	52,479	35,984	12,643			48,627	3,852			3,852	52,479
702001 Air Quality Outreach	7	4,545	45,455	50,000					-		50,000		50,000	50,000
703001 General Public Services	13	7,113	-	7,113					-		7,113		7,113	7,113
705001 Transportation Liaison Services	50	35,763	-	35,763	24,522	8,616			33,138	2,625			2,625	35,763
720001 State Street Corridor	54	39,829	280,000	319,829	27,310	9,595			36,906	2,923	280,000		282,923	319,829
760001 Legislative Services	60	55,836	115,050	170,886					-		170,886		170,886	170,886
761001 Growth Incentives	3	2,288	-	2,288	2,120				2,120	168			168	2,288
TOTAL SERVICES	266	195,054	443,305	638,359			-	-	120,791	9,568	177,999	330,000	517,567	638,359
801001 Staff Development	139	86,926	40,000	126,926	87,031	30,578			117,610	9,316			9,316	126,926
820001 Committee Support	224	136,064	2,000	138,064	94,668	33,262			127,930	10,134			10,134	138,064
836001 Regional Travel Demand Model	155	105,192	10,000	115,192	56,786	19,952	30,000		106,737	8,455			8,455	115,192
842001 Congestion Management Process	57	38,684	-	38,684	4,325	1,520	30,000		35,844	2,839			2,839	38,684
860001 Geographic Information System Maintenance	562	326,679	52,300	378,979	108,092	38,723	36,705		183,520.36	14,537	180,921		195,459	378,979
TOTAL SYSTEM MAINTENANCE	1,137	693,545	104,300	797,845			96,705	-	571,642	45,282	180,921	-	226,204	797,845
990001 Direct Operations / Maintenance	-	-	146,950	146,950					-		125,950	21,000	146,950	146,950
991001 Support Services Labor	887	-	-	-					-		-	-	-	-
999001 Indirect Operations/Maintenance	-	-	-	-					-		-	-	-	-
TOTAL INDIRECT/OVERHEAD	887	-	146,950	146,950			-	-	-	-	125,950	21,000	146,950	146,950
GRAND TOTAL	4,140	2,014,390	1,075,557	3,089,947	988,364	347,263	306,705	120,600	1,762,932	130,096	845,919	351,000	1,327,015	3,089,947

**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
FY2018 UNIFIED PLANNING WORK PROGRAM and Budget - Draft
REVENUE AND EXPENSE SUMMARY (total)**

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)	FY2019 CARRY- FORWARD
620001	Demographics and Growth Monitoring	600					600				
653001	Communication and Education	42,929	15,629			1,500		25,800			
661001	Long-Range Planning	61,500	40,000			500		21,000			
661004	Freight	137,153	137,153								
661005	Bicycles/Pedestrians	8,720		8,720							
685001	Transportation Improvement Program	5,100						5,100			
685002	Project Development Program	75,000	75,000								
685004	CIM Implementation Grants	50,000	50,000								
701001	General Membership Services	2,800	2,800								
702001	Air Quality Outreach	45,455	45,455								
720001	State Street Corridor	280,000	280,000								
760001	Legislative Services	115,050			18,000		11,100			85,950	
801001	Staff Development	40,000			40,000						
820001	Committee Support	2,000							2,000		
836001	Regional Travel Demand Model	10,000	10,000								
860001	Geographic Information System Maintenance	52,300		51,100			1,200				
990001	Direct Operations / Maintenance										
	New/replacement hardware and software	6,000		6,000							
	Transit network planning software	19,250		19,250							
	Tredis renewal	81,000		81,000							
	Cube renewal: Cube Land	20,100		20,100							
	Webinar series	1,600			1,600						
	Membership dues for COMPASS	12,000								12,000	
	Other: board lunch, staff gifts, meeting refreshments, misc.	7,000							7,000		
GRAND TOTAL		1,075,557	656,037	186,170	59,600	2,000	12,900	51,900	9,000	97,950	-

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**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
 FY2018 UNIFIED PLANNING WORK PROGRAM and Budget - Draft
 INDIRECT OPERATIONS AND MAINTENANCE EXPENSE SUMMARY**

CATEGORY	ACCOUNT CODE	FY2017 Revision 2	FY2018 Draft
Professional Services	930	32,500	25,000
Equipment Repair / Maintenance	936	500	500
Travel / Education	940	1,500	1,500
Publications	943	1,500	1,000
Employee Professional Membership	945	7,000	8,000
Postage	950	1,000	1,500
Telephone	951	11,500	11,250
Building Maintenance and Reserve for Major Repairs	955	43,500	45,950
Printing	960	1,000	1,000
Advertising	962	2,000	1,000
Audit	970	16,000	16,000
Insurance	971	13,000	12,000
Legal Services	972	10,000	3,000
General Supplies	980	7,000	8,000
Computer Supplies	982	21,850	15,000
Computer Software / Maintenance	983	23,200	15,200
Commuting Incentive	990	450	400
Vehicle Maintenance	991	1,500	1,200
Utilities	992	10,500	10,500
Local Travel	993	1,000	1,500
Other / Miscellaneous	995	1,500	200
TOTAL		208,000	179,700

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**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
FY2018 UNIFIED PLANNING WORK PROGRAM and Budget - Draft
WORKDAY ALLOCATION SUMMARY**

WORK PROGRAM DESCRIPTION		LEAD STAFF	DIRECTORS	PLANNING TEAM	COMMUNICATIONS	OPERATIONS	TOTAL
601001	UPWP/Budget Development and Federal Assurances	ML	46	30	3	56	135
601002	Certification Review	AL	10	18	9	-	37
620001	Demographics and Growth Monitoring	CM	-	64	7	-	71
620002	Development Monitoring	CM	-	50	10	-	60
620003	Census 2020	CM	-	55	8	-	63
653001	Communication and Education	AL	9	14	206	-	229
	Long-Range Planning	LI	-	-	-	-	-
661001	General Project Management	LI	12	156	72	-	240
661003	Roadways	LI	-	12	-	-	12
661004	Freight	LI	-	12	-	-	12
661005	Bicycles/Pedestrians	TL	-	125	6	-	131
661006	Public Transportation	DW	-	80	6	-	86
661007	Performance Measurement	CM	-	66	2	-	68
661008	Bike Counter Management	TL	-	69	-	-	69
	Resource Development/Funding	TT	-	-	-	-	-
685001	Transportation Improvement Program	TT	10	441	15	-	466
685002	Project Development Program	KP	-	51	-	-	51
685003	Grant Research and Development	KP	-	97	4	-	101
685004	CIM Implementation Grants	KP	-	19	-	-	19
TOTAL PROJECTS			87	1,359	348	56	1,850
701001	General Membership Services	LI	-	71	8	-	79
702001	Air Quality Outreach	AL	-	-	7	-	7
703001	General Public Services	AL	-	10	3	-	13
705001	Transportation Liaison Services	MS	12	25	13	-	50
720001	State Street Corridor	ML	18	33	3	-	54
760001	Legislative Services	MS	60	-	-	-	60
761001	Growth Incentives	MS	1	2	-	-	3
TOTAL SERVICES			91	141	34	-	266
801001	Staff Development	ML	9	98	22	10	139
820001	Committee Support	ML	14	83	12	115	224
836001	Regional Travel Demand Model	MW	-	155	-	-	155
842001	Congestion Management Process	HM	-	57	-	-	57
860001	Geographic Information System Maintenance	EA	-	542	20	-	562
TOTAL SYSTEM MAINTENANCE			23	935	54	125	1,137
TOTAL DIRECT			201	2,435	436	181	3,253
991001	Support Services Labor	ML	259	95	24	509	887
TOTAL INDIRECT/OVERHEAD			259	95	24	509	887
TOTAL LABOR			460	2,530	460	690	4,140

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FY2018 - Draft

WORKDAY ALLOCATION

COMPASS BOARD AGENDA ITEM VI-B

DATE: August 28, 2017

Topic: COMPASS Funding Application Ranking Process

Request/Recommendation:

COMPASS staff seeks COMPASS Board of Directors approval to modify the methods used to rank funding applications as outlined in the draft COMPASS Funding Application Guide (Attachment 1). The Regional Transportation Advisory Committee recommended COMPASS Board approval of modifications to the guide on July 26, 2017.

Background/Summary:

COMPASS staff requested feedback from RTAC regarding updating the ranking process for applications for the FY2019-FY2023 funding cycle. RTAC reviewed two requirements of the current ranking process, which were previously approved by the COMPASS Board in January 2013:

1. Use of a paired comparison process
2. Use of the Audience Response System (ARS)

RTAC recommended the continuation of the paired comparison process for ranking applications and the elimination of the requirement to use the ARS, while allowing for its use as needed, such as for tiebreakers or other issues. These changes are reflected in the FY2019-2023 COMPASS Funding Application Guide.

Implication (policy and/or financial):

This modification will enable greater flexibility in the methods used to rank projects that further the goals of *Communities in Motion 2040*, beginning with the next call for projects on October 16, 2017.

More Information:

1. Attachment 1: Draft COMPASS Funding Application Guide - FY2019-2023
2. For detailed information contact: Kathy Parker, Principal Planner, at 475-2240 or kparker@compassidaho.org; or Toni Tisdale, Principal Planner, at 475-2238 or ttisdale@compassidaho.org.

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Funding Application Guide (DRAFT)

FY2019-2023



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Introduction

The Community Planning Association of Southwest Idaho (COMPASS) is accepting applications for the FY2019-FY2023 funding cycle, which begins October 1, 2018. Applications will be accepted in two phases. Phase I is a simple preliminary application requesting very basic information (see Page 3). The **Phase I application is mandatory for all** applications for funding sources managed through COMPASS (large and small, federal and other, as well as COMPASS staff time) and is **due no later than midnight, Monday, December 4, 2017**. All required attachments must also be received by the due date, or the application will not be considered for funding.

COMPASS staff will determine which funding sources each project may be eligible to receive. Projects qualified for federal funding will require a **Phase II application, due no later than midnight, Monday, January 22, 2018**. More information about the Phase II application is included on Page 4 of this guide.

Who Should Participate?

If your transportation project is in, runs through, or touches Ada and/or Canyon Counties, and you want to be considered for federal and/or COMPASS funding or staff time, you must submit an application through the COMPASS application process. See the COMPASS Planning Area map on Page 8.

Applications

Phase I Application

Phase I applications should be submitted for projects that are ready to compete for funding (e.g., have a well-defined project description, purpose and need statement, schedule, and cost estimate) AND for projects where assistance is needed to prepare for funding (Project Development Program assistance), or where COMPASS staff time is requested. Phase I applications also provide COMPASS staff with information on the transportation-related needs in your community, and those not funded will be added to the Resource Development Plan, which guides grant seeking efforts throughout the year. See page 6 for more information about these programs.

Phase I applications are due no later than midnight, Monday, December 4, 2017. Staff will accept applications at any time throughout the year for the next funding cycle.

In the application, describe the project, why it is needed, what stage of development it is in, how much it will cost, and how it will help fulfill performance measures established in *Communities in Motion 2040*, the regional long-range

transportation plan for Ada and Canyon Counties¹. COMPASS staff can provide assistance in completing project applications prior to the December 4, 2017, deadline.

All applications must be submitted through an online system,² which will track all steps of the application process, including correspondence and submittals.

All Phase I applications must include:

Basic Information

Project Title
Contact Information
Project Type
Project Location
Project Description
Purpose and Need for Project
Partners
Support
Inclusion in Plans/Approvals
Readiness
Right-Of-Way Ownership/Status
Project Status/Timeline/Schedule
Estimated Cost (including how cost was determined)
Funding/Match Available
Measuring Project Success
Local Ranking (if multiple applications are submitted)



Required Attachments

Letter Committing Matching Funds
Project Map/Sketch

Optional Attachments

Cover letter
Support letters

Phase II Application

COMPASS staff will review all Phase I applications to determine eligibility for various funding sources. If your project is eligible for federal-aid funding, you will be requested to submit a Phase II application, providing the additional details needed for a federal-aid project on the design, environmental process, and cost phasing of a project. Applications will be accepted only through the designated online system.



Phase II applications are due no later than midnight, Monday, January 22, 2018.

¹ *Communities in Motion 2040* performance measures:

<http://www.compassidah.org/documents/prodserve/PerformanceMeasuresBoardofficial.pdf>

² Staff is considering using ZoomGrants.

Phase II questions vary depending on eligibility for various funding sources and the type of project; required information is listed below. Links to forms and other information will be provided on the application.

All Projects

Attempts at Funding
 Safety Improvements
 Environmental Justice
 Economically Distressed Areas
 Environmental Considerations

Roadways/Bridges

Functional Classification
 Life Cycle Cost
 Condition/Sufficiency Rating
 Traffic Volume
 Freight Corridors
 Alternative Modes
 Congestion Mitigation

Planning and Special Studies

Local/Regional
 Mitigate Congestion
Communities in Motion 2040 Goals
 Federal Planning Requirements

Optional Attachments

Project Estimating Worksheet
 Additional Maps, Photos, or Letters of Support (included in Phase I [submission](#))

Alternative Transportation

Trip Purposes
 Land Purchase
 Connectivity
 Traffic Volumes (road, bicycle, pedestrian)
 Type of Improvements
 Appropriate Contacts
 Safety
 Customer Service and Mobility Support
 Ownership

Required Attachments

Idaho Transportation Department (ITD)
 Forms:
 0414 – Sub-Awardee Reporting
 1150– Project Cost Summary Sheet
 2435 – Local Federal-Aid Project Request
 COMPASS Form:
 A100 – Summary of Federal Requirements

Schedule

The application and ranking process includes several steps, with sufficient time for members of the Regional Transportation Advisory Committee (RTAC) to learn about projects, ask questions, and discuss with other staff within their agencies prior to comparing the projects.

October 16, 2017	Call for Projects
December 4, 2017	Phase I Applications due
January 22, 2018	Phase II Applications due
February 14, 2018	Optional RTAC workshop for detailed application information and discussion
February 16, 2018	COMPASS staff responds in writing to questions raised during the workshop
February 28, 2018	RTAC completes paired comparison process for federal-aid and <i>Communities in Motion</i> Implementation Grants
March 14, 2018	Optional RTAC workshop to review staff funding recommendations based on ranking of applications
April 3, 2018	RTAC meeting to review and recommend approval of draft program funding recommendations

Ranking

COMPASS will host an optional workshop for RTAC members to learn about all applications and provide an opportunity to request additional information on each project. Staff will provide a matrix of summary information for all applications based on information provided in Phase I and Phase II applications, as well as analytical data, as appropriate. COMPASS staff will respond to questions raised during the workshop via email one to two days after the workshop.



RTAC members will then review all applications eligible for federal-aid or *Communities in Motion* Implementation Grant funding using a paired comparison method. This will be completed online by individual RTAC members at their convenience between Monday, February 19 and Wednesday, February 28, 2018.

A.	<u>3</u>	A/B	A/C	A/D	A/E	A/F
B.	<u>4</u>	B/C	B/D	B/E	B/F	
C.	<u>2</u>	C/D	C/E	C/F		
D.	<u>5</u>	D/E	D/F			
E.	<u>0</u>	E/F				
F.	<u>1</u>					

Sample Ranking Sheet of Paired Comparisons

The paired comparison process compares each project with every other project. When deciding which of the two projects is “better,” RTAC members will compare them based on analytical data related to performance measures and the vision in *Communities in Motion 2040*. COMPASS staff will complete a summary sheet (matrix) that provides an “at-a-glance” view of information included in the Phase I and Phase II applications to assist in the comparison process.

COMPASS staff will calculate each application’s rank using the sum of the number of times it was selected as “better” than the project it was compared against. A sample comparison sheet is shown above.

The following represents the initial comparisons and ranking of an individual RTAC member based on the example above; the “number of times selected” refers to the total number of times a project was selected (circled) when compared to another project.

Project Reference	# of Times Selected	Ranking
D.	5	1
B.	4	2
A.	3	3
C.	2	4
F.	1	5
E.	0	6
Total	15	

Once all RTAC comparisons are received, each individual’s comparison selections will be entered, totaled, and ranked for the initial discussion for RTAC recommendation. The ranking sheet would resemble the following table if there were six RTAC members, with **red numbers** representing the number of times each

reviewer selected that project over another project. Projects are ranked and ordered below based on the number of times a project was selected.

Project Reference	RTAC Member #1	RTAC Member #2	RTAC Member #3	RTAC Member #4	RTAC Member #5	RTAC Member #6	Total # of Selections	Ranking
B.	4	0	6	1	5	4	20	1
D.	5	0	3	2	5	4	19	2
A.	3	6	2	0	1	4	16	3
C.	2	3	1	5	1	3	15	4
F.	1	5	1	5	0	0	12	5
E.	0	1	2	2	3	0	8	6
Total	15	15	15	15	15	15	90	

The number of comparisons grows exponentially as more applications are added to the list. Therefore, depending on the number of applications received, COMPASS staff may divide the comparisons into groups, such as by funding source, to ease the efforts of RTAC members. If a project is eligible for multiple funding sources, that project will be included in all applicable groups. The final ranking would result in multiple sets of rankings across all applications.

Once the projects are ranked, COMPASS staff will present the comparison tables and initial rankings to RTAC for discussion during the RTAC meeting on April 23, 2018. Ties will be broken through discussion. The final ranking recommendation will be made after ties are broken and the results of the paired comparison process are discussed and agreed upon.

Programming

COMPASS staff will match the application with appropriate funding sources based on final ranking order, eligibility for funding, project readiness, and funds available over the next five years, plus Preliminary Development.

If a project is “programmed” (or budgeted) in a federal program, your agency must follow all federal-aid program requirements. You will be required to acknowledge that you understand these requirements while submitting the Phase II (federal-aid) application by attaching COMPASS Form A100. If you need assistance identifying federal-aid requirements, please contact COMPASS staff.

Applications that cannot be matched to a funding category will be included in the COMPASS Resource Development Plan. COMPASS staff will research other funding opportunities throughout the year, and provide information to you if a funding source that matches your project is located.

Funding Sources Available

COMPASS manages many different funding sources, both federal and non-federal. The following are the main funding sources staff considers when programming funds:

Federal Highway Administration

- Surface Transportation Program (STP)
 - Transportation Management Area (TMA) (Boise Urbanized Area)
 - Urban (Nampa Urbanized Area)
- Transportation Alternatives Program (TAP) - TMA

COMPASS

- Communities in Motion (CIM) Implementation Grant
- Project Development Program

Programs under the Federal Highway Administration must follow federal requirements for project development and construction.

While COMPASS considers all funding for inclusion in the TIP, Valley Regional Transit (VRT), as the designated recipient, prioritizes all Federal Transit Administration (FTA) funds. RTAC will consider VRT's proposed program priorities for recommendation of COMPASS Board approval at the April 3, 2018 meeting.

COMPASS staff can also assist you with applications through programs managed by other agencies, such as ITD, the Local Highway Technical Assistance Council (LHTAC), and VRT.

COMPASS programs have much less stringent rules than federal programs; however, the applicant must be a member of COMPASS to receive funding. *Communities in Motion* Implementation Grants provide a funding source for small projects that implement the *Communities in Motion 2040* goals and vision. The Project Development Program takes an idea for a project and develops the scope, cost, and other information needed for a more formal application later.

Amounts of Federal Funding Available

Following are the *estimated* amounts remaining for programming per year for the programs managed by COMPASS in the FY2019-2023 application cycle:

Program	FY2019	FY2020	FY2021	FY2022	FY2023	*PD
**STP-TMA Alternative Maintenance	\$22,000	\$31,000	\$31,000	\$31,000	\$0	\$1,449,000
STP-TMA Studies/Special Projects	\$16,000	\$57,000	\$0	\$0	\$85,000	\$0
***STP-Urban Highway Maintenance	\$0	\$0	\$0	\$0	\$0	\$1,343,000 \$1,343,000
***STP-Urban Alternative Transportation Maintenance	\$0	\$0	\$0	\$0	\$0	\$246,000 \$246,000
***STP-Urban Studies/Special Projects	\$0	\$0	\$0	\$0	\$0	\$49,000 \$49,000
TAP-TMA	\$10,000	\$11,000	\$7,000	\$8,000	\$443,000	\$39,000
Communities in Motion Implementation Grants	****\$50,000	Uncertain	Uncertain	Uncertain	Uncertain	Uncertain
Project Development	****\$75,000	Uncertain	Uncertain	Uncertain	Uncertain	Uncertain

*PD=Preliminary Development (funds may be spent on project design, but construction is planned beyond FY2023)

**Surface Transportation Program – Transportation Management Area (STP-TMA). See the COMPASS TMA Funding Eligibility Policy³.

***Assumes projects currently scheduled in preliminary development are able to advance to a funded year. These funds are shared by small urban areas statewide with no specific allocations to an individual area. Design will be scheduled for new projects as early as funds are available, as limited amounts are available in each year.

****Based on historically-approved amounts.

More Information

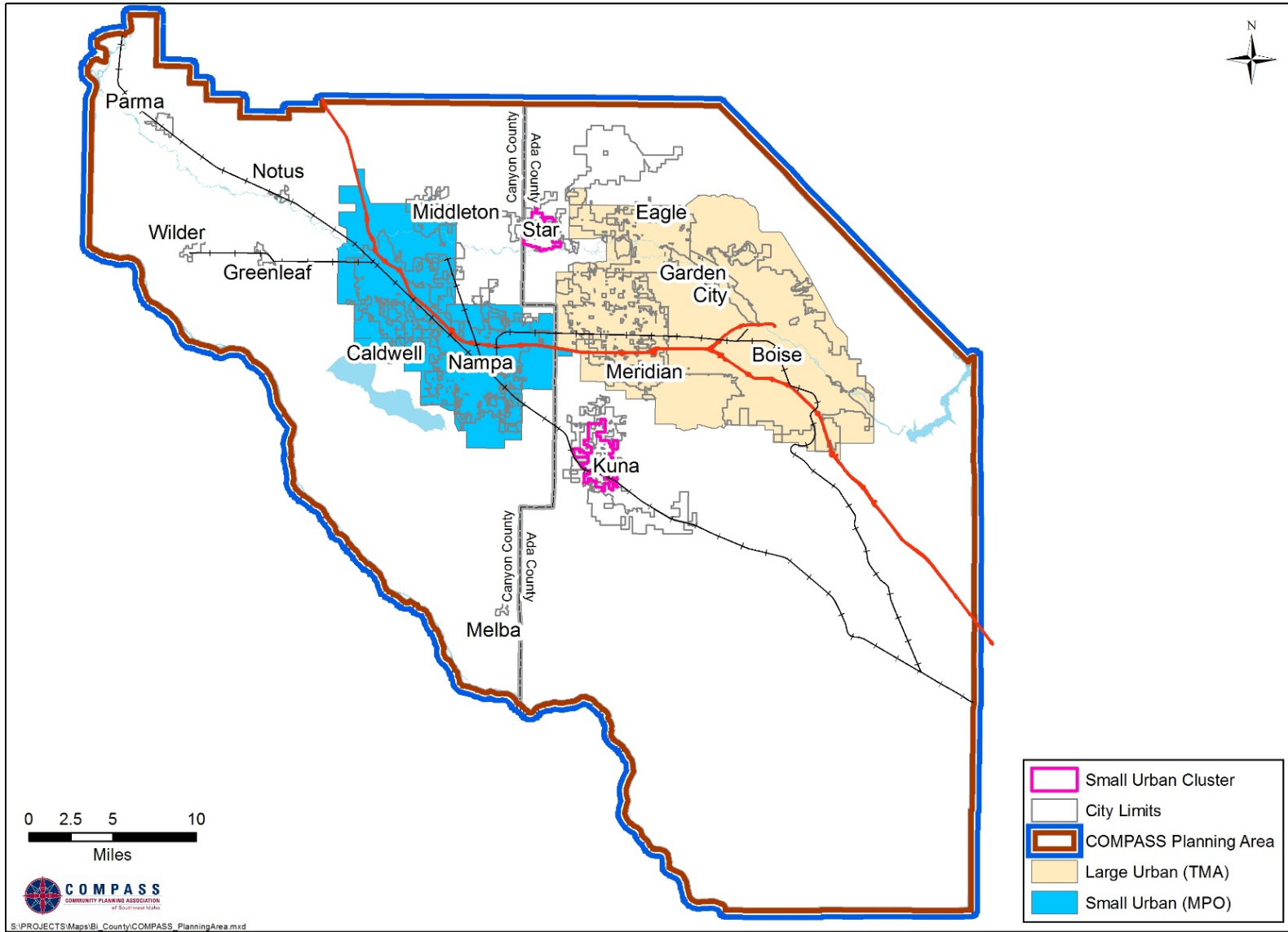
If you want to learn more about the COMPASS application cycle, and the additional requirements if your project receives federal funding, please contact Toni Tisdale at ttisdale@compassidaho.org or 475-2238, or Kathy Parker at kparker@compassidaho.org or 475-2240.

T:\FY17\600 Projects\685 TIP\FY1923TIP\AppGuide\COMPASS 2019 Application Guide DRAFT.docx

³ TMA Funding Eligibility Policy:

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

COMPASS Planning Area Map



COMPASS BOARD AGENDA ITEM VI-C

DATE: August 28, 2017

Topic: Workgroup Charters for FY2018

Request/Recommendation:

COMPASS staff seeks COMPASS Board of Directors approval of the workgroup charters for FY2018 activities.

Background/Summary:

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

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

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

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

The Executive Committee recommended approval of the workgroup charters for FY2018 at its July 13, 2017, meeting.

Implication (policy and/or financial):

Without COMPASS Board approval, the workgroup activities would be suspended until a revised charter was approved by the Board.

More Information:

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

T:\FY17\Transfer\Work Group Charters - FY2018\1.Memo



Working together to plan for the future

Work Group: Active Transportation Workgroup (ATWG)
Staff Liaison: Duane Wakan

Purpose:

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

Tasks:

1. Review and provide feedback to COMPASS staff of bicycle/pedestrian data results, examining demand on system, characteristics, seasonality/weather, etc.
2. Review and provide feedback to COMPASS staff of bicycle/pedestrian forecasting tools and model development.
3. Identify, coordinate, and help prioritize applications for active transportation grants to COMPASS staff as needed.
4. Review and provide input to RTAC on the bicycle and pedestrian component of CIM 2040 2.0.
5. Coordinate a wayfinding strategy for regional bicycle routes.

Deliverables, Schedule:

1. Bicycle and pedestrian count effort direction and coordination. (Ongoing)
2. Bicycle and pedestrian forecasting model. (Fall 2018)
3. Updates to RTAC regarding the CIM 2040 2.0 bicycle and pedestrian component. (Ongoing; as needed)
4. Regional bicycle route wayfinding recommendations. (Spring 2018)

The Active Transportation Workgroup is expected to meet five times in FY2018.

Membership:

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

Charter recommended by Executive Committee: _____
Date

Charter approved by COMPASS Board: _____
Date

Next planned review of charter by Executive Committee: June 2018

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



Working together to plan for the future

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

Purpose:

The purpose of the Census Advisory Workgroup (CAWG) is to assist COMPASS and local organizations in encouraging participation in the 2020 Census. Census counts are used to establish political boundaries and to calculate a large share of federal assistance and federal grant funding.

Tasks:

1. Review and approve COMPASS' 2020 Census communication plan.
2. Prepare to expand CAWG into a broader regional Complete Count Committee in FY2019, including assistance with identifying and recruiting members.
3. Develop a funding strategy to assist local agencies in increasing awareness of and participation in the 2020 Census. Identify grants, philanthropic funding, and other resources to support outreach.

Deliverables, Schedule:

1. Census communication plan. (Summer 2018)
2. Census Complete Count Committee membership invitee list. (Fall 2018)
3. Outreach funding strategy. (Fall 2018)

Membership:

FY2018 membership in the CAWG will be drawn from: member agency staff, school districts, higher education, a member of the Public Participation Workgroup, and other agencies as appropriate. Membership will expand greatly in FY2019, with input from FY2018 members.

Charter recommended by Executive Committee: _____
Date

Charter approved by COMPASS Board: _____
Date

Next planned review of charter by Executive Committee: June 2018

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



Working together to plan for the future

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

Purpose:

The purpose of the Demographic Advisory Workgroup is to provide expert guidance and feedback on COMPASS demographic, growth tracking projects, and Census 2020 technical preparation.

Tasks:

1. Review and provide recommendations of the 2018 population estimates to the COMPASS Board.
2. Review and provide feedback on the 2017 Development Monitoring Report to COMPASS staff.
3. Complete the Census Bureau 2017 Boundary and Annexation Survey (BAS).
4. Review and provide feedback on the development reconciliation demographic forecast dataset.
5. Complete the Census Bureau Local Update of Census Addresses (LUCA).
6. Complete the Census Bureau Participant Statistical Areas Program (PSAP).

Deliverables, Schedule:

1. FY2018 population estimates recommendation to the COMPASS Board. (March 2018)
2. 2017 Development Monitoring Report. (March 2018)
3. BAS submittal to the Census Bureau. (March 2018)
4. Development reconciliation demographic forecast dataset. (March 2018)
5. LUCA submittal to the Census Bureau. (Summer 2018)
6. PSAP submittal to the Census Bureau. (Summer 2018)

Membership:

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

Charter recommended by Executive Committee: _____
Date

Charter approved by COMPASS Board: _____
Date

Next planned review of charter by Executive Committee: June 2018

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



Working together to plan for the future

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

Purpose:

The Environmental Review Workgroup shares data, considers environmental and community values early in the long-range planning process, and identifies potential environmental mitigation strategies to help restore and maintain environmental functions affected by the long-range transportation plan. The goal of this environmental review is to create a seamless decision-making process that minimizes duplication of effort, promotes environmental stewardship, and reduces delays in project implementation.

Tasks:

1. Share most up-to-date, available regional data about the environment and natural resources.
2. Review and revise maps and analyses about transportation system improvement related effects on the environment and/or natural resources (i.e., environmental suitability analysis).
3. Identify potential environmental mitigation strategies for the long-range transportation plan.
4. Share information about the long-range transportation plan and comment opportunities with constituents; provide feedback to COMPASS.

Deliverables, Schedule:

1. Completed environmental suitability analysis by October 2017.
2. Completed report of environmental suitability analysis and potential mitigation strategies by May 2018.

Membership:

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

Charter recommended by Executive Committee: _____
Date

Charter approved by COMPASS Board: _____
Date

Next planned review of charter by Executive Committee: June 2018

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



Working together to plan for the future

Work Group: Freight Advisory Workgroup (FAWG)
Staff Liaison: Liisa Itkonen

Purpose:

The Freight Advisory Workgroup advises and provides input on freight-related issues and needs, and helps integrate freight into *Communities in Motion 2040 2.0* (CIM 2040 2.0). The workgroup will facilitate information sharing and coordination among organizations, and advocate for freight considerations in transportation project prioritization and implementation.

Tasks:

1. Review the COMPASS Freight Study deliverables and provide feedback to the consultant team and COMPASS.
2. Advise on integration of freight considerations into CIM 2040 2.0.
3. Provide input into freight improvement priorities and project, and implementation.
4. Make recommendations to the Regional Transportation Advisory Committee (RTAC). Staff liaison will coordinate communication between the COMPASS Freight Advisory Workgroup and RTAC.
5. Share information about regional freight and the long-range transportation plan with constituents; provide feedback to COMPASS.

Deliverables, Schedule:

1. Participation in workgroup meetings in November 2017 and February 2018.
2. Comments on the COMPASS Freight Study deliverables by October 2017, December 2017, and February 2018.
3. Hosting "Freight and Land Use Workshop" by September 2018.

Membership:

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

Charter recommended by Executive Committee: _____
Date

Charter approved by COMPASS Board: _____
Date

Next planned review of charter by Executive Committee: June 2018

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

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

Purpose:

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

Tasks:

1. Provide a representative to assist in selecting Leadership in Motion award winners.
2. Provide input into messaging regarding public transportation.
3. Provide feedback into outreach materials for public comment on projects proposed for funding in *Communities in Motion 2040 2.0* (CIM 2040 2.0).
4. Provide input into, review, and recommend COMPASS Board approval of an update to the *COMPASS Integrated Communication Plan/Public Involvement Plan*.
5. Provide input into ways to meaningfully engage youth in COMPASS planning processes.
6. Review and test the usability of, and instructions for, a revised COMPASS Performance Dashboard.
7. Assist with the public comment period on the draft CIM 2040 2.0 plan.
8. Provide input into the CIM 2040 2.0 interactive online "document."
9. Review, provide input, and assist with COMPASS outreach, education, and public participation activities as requested.
10. Provide representatives to serve on the Regional Transportation Advisory Committee (RTAC), the Active Transportation Workgroup, and the Census Advisory Workgroup.

Deliverables, Schedule:

1. Leadership in Motion recipients selected. (October 2017)
2. Public transportation messaging and outreach materials feedback provided. (Winter 2018)
3. Outreach materials regarding funded projects in CIM 2040 2.0 completed. (Spring 2018)
4. *COMPASS Integrated Communication Plan/Public Involvement Plan* recommended to COMPASS Board. (Summer 2018)
5. Plans developed for youth involvement in COMPASS processes. (Summer 2018)
6. COMPASS Performance Dashboard instructions reviewed. (Summer 2018)
7. Public comment on the draft CIM 2040 2.0 plan completed. (Summer 2018)
8. CIM 2040 2.0 interactive online "document" developed. (Ongoing throughout FY2018 – complete in FY2019)
9. Participation in COMPASS outreach activities. (Ongoing; as needed)
10. Representatives serving on other committees/workgroups. (Ongoing)

The Public Participation Workgroup is anticipated to meet three to four times in FY2018.

Membership:

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

Charter recommended by Executive Committee:

Date

Charter approved by COMPASS Board:

Date

Next planned review of charter by Executive Committee: June 2018

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



Working together to plan for the future

Work Group: Public Transportation Workgroup (PTWG)
Staff Liaison: Duane Wakan

Purpose:

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

Tasks:

1. Establish a phasing approach for public transportation including a prioritized list of investments.
2. Develop cost estimates for the 2040 Public Transportation Network in 5-year increments using Remix tool.
3. Develop prioritized premium service implementation plan.
4. Develop priority stop analysis for first/last mile bicycle/pedestrian connections.
5. Premium public transportation land-use infill analysis.
6. Develop RFP to cost out rail services/infrastructure along specified corridors.

Deliverables, Schedule:

1. Develop rail cost estimates. (October – December 2017)
2. Work with Boise State University or Idaho State University and consultant team on land-use updates along rail corridors with implementation recommendations. (January – April 2018)
3. Make recommendations to the Regional Transportation Advisory Committee (RTAC). Staff liaison will coordinate communication between the workgroup and RTAC. (Ongoing, 2018)
4. Engage stakeholder feedback on network design, benefit cost, and long-range plans.

Membership:

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

Charter recommended by Executive Committee:

_____ Date

Charter approved by COMPASS Board:

_____ Date

Next planned review of charter by Executive Committee: June 2018

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

Work Group: Rails with Trails Workgroup (RTWG)
Staff Liaison: Duane Wakan

Purpose:

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

Tasks:

1. Research and summary of best practices for rails with trails across the United States in the following areas: liability, safety, and implementation steps; location of trails; maintenance practices, agreements, and costs; funding sources; how agreements were put in place; implementation strategies used.
2. Estimate probable costs for design, land (providing range for fee simple acquisition, easements, or other options), pathway construction and development, and ongoing maintenance.
3. Create funding strategy and options including phasing plan.
4. Create timeline for rail implementation, funding, and outreach.
5. Develop a stakeholder, elected official, and public outreach strategy including creation of visual materials to aid in presentation to interested parties, member agencies, stakeholders, and public.
6. Provide updates to the COMPASS Board on the effort and deliverables.

Deliverables, Schedule:

1. Narrative and storyboards for section in Pedestrian/Bicycle Chapter in CIM 2040 2.0 describing Rails with Trails Plan/Vision. (Spring 2018)
2. Technical summary of opinion of probable cost with phasing options. (Fall 2017)
3. Technical document of funding strategy with phasing options. (Winter 2018)
4. Timeline for implementation, funding, and outreach. (Spring 2018)
5. Stakeholder, elected official, and public outreach plan. (Spring 2018).
6. Updates to the COMPASS Board at key milestones.
7. Additional deliverables pending COMPASS Board direction.

The Rails with Trails Workgroup is anticipated to meet six times in FY2018.

Membership:

Membership in the RTWG will be drawn from: member agencies interested in rails with trails efforts including but not limited to City of Meridian, City of Boise, City of Nampa, City of Caldwell, Ada County, Canyon County, and ACHD. Membership will also include a member of the COMPASS Active Transportation Workgroup and a member representing the Foundation for Ada and Canyon Trails System (FACTS), ITD, members of the business community, and user or advocacy groups.

Other members may include the cities of Wilder, Greenleaf, Middleton, Parma, Notus, and Kuna pending future examination of spur routes and ultimate desired regional system.

Charter recommended by Executive Committee: _____
Date

Charter approved by COMPASS Board: _____
Date

Next planned review of charter by Executive Committee: June 2018

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



Working together to plan for the future

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

Purpose:

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

Tasks:

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

Deliverables, Schedule:

1. Coordinate regional datasets for emergencies services needs and other planning activities. Report on needs that exist for other future regional datasets. (October 2017)
2. Technical Review and feedback on draft COMPASS Performance Dashboard and provide recommendations. (December 2017)
3. Review COMPASS strategic GIS plan. (May 2018)

Membership:

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

Charter recommended by Executive Committee: _____
Date

Charter approved by COMPASS Board: _____
Date

Next planned review of charter by Executive Committee: June 2018

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



Working together to plan for the future

Work Group: Regional Operations Workgroup (ROWG)
Staff Liaison: Liisa Itkonen

Purpose:

The Regional Operations Workgroup promotes awareness and integration of transportation operations and management, focusing on multimodal transportation system efficiency, reliability, safety, and ease of use. The workgroup supports the regional planning process including planning for operations through a coordinated approach to multimodal system operations, ITS deployment and data management, and maintenance of related planning documents.

Tasks:

1. Participate in updating the regional ITS and communications inventory by providing information on recently added infrastructure.
2. Provide information necessary to update the Treasure Valley Transportation System: Operations, Management and ITS implementation plan.
3. Review how the updated I-84 Detour Plan/online tool are being used and recommend improvements if needed.
4. Discuss need for incident management plans or documenting operating procedures.

Deliverables, Schedule:

1. List of recently implemented ITS projects by February 2018.
2. Updated project list for ITS Implementation Plan by April 2018.
3. Report on use of I-84 Detour Plan and online tool, with recommendation for improvements by September 2018.
4. Evaluation of the need for incident management plans or standard operating procedures, with recommendation for next steps as needed by September 2018.

Membership:

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

Charter recommended by Executive Committee: _____
Date

Charter approved by COMPASS Board: _____
Date

Next planned review of charter by Executive Committee: June 2018

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



Working together to plan for the future

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

Purpose:

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

Tasks:

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

Deliverables, Schedule:

1. Provide priority recommendations to RTAC for rural project priorities in each LTHAC rural program. The recommendation will include a signature from each participating agency. (September 2018)

Membership:

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

Charter recommended by Executive Committee: _____
Date

Charter approved by COMPASS Board: _____
Date

Next planned review of charter by Executive Committee: June 2018

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

COMPASS BOARD AGENDA ITEM VI-D

DATE: August 28, 2017

Topic: FY2018 *Communities in Motion* (CIM) Implementation Grants

Request/Recommendation:

COMPASS staff seeks COMPASS Board of Directors approval of FY2018 CIM Implementation Grants. On April 4, 2017, the Regional Transportation Advisory Committee recommended COMPASS Board approval of the projects listed below.

Background/Summary:

RTAC recommended five projects for FY2018 CIM Implementation Grant funding:

Rank	City of	Project	Request	Recommended
1	Parma	Walker Road Culvert Replacement	\$ 1,125	\$ 1,125
2	Wilder	Avenue B and C Sidewalk Project	25,000	25,000
3	Parma	Fisk Street Culvert Replacement	2,400	2,400
4	Parma	Grove Avenue New Sidewalk and Repair	10,800	10,800
7*	Kuna	Downtown Parking Lot Project	30,000	10,675
TOTAL				\$50,000
5**	Boise	Fairview Avenue Greenbelt Ramp Design	18,000	
6	Kuna	Kuna 4th Street Planning Project	20,000	
8	Caldwell	Wayfinding for Pathways and Points of Interest	20,000	
9	Garden City	Bicycle Work Stations	12,500	
10	Melba	Wayfinding Sign Design and Construction	1,200	
11	Eagle	Exercise Equipment along Plaza Drive Extension	30,700	
12	Boise State	Campus Wayfinding	25,000	

* Because only partial funding was available, Kuna preferred to fund their lower ranked project.

** This project was removed from consideration, as it was programmed for federal funding, and completing the design in FY2018 no longer made sense.

Implication (policy and/or financial):

The FY2018 Unified Planning Work Program and Budget includes \$50,000 for CIM Implementation Grants. This action will fully commit that funding.

More Information:

- For detailed information contact: Kathy Parker, Principal Planner, at 475-2240 or kparker@compassidaho.org

COMPASS BOARD AGENDA ITEM VII-B

Date: August 28, 2017

Topic: *Communities in Motion 2040 2.0* (CIM 2040 2.0) Development Process and Document Format

Request/Recommendation:

This is an information and discussion item.

Background/Summary:

Over the past several months, COMPASS staff and the Regional Transportation Advisory Committee (RTAC) have been discussing the development of CIM 2040 2.0 and the process to integrate the four transportation system components (roadways, freight, public transportation, and bicycle/pedestrian networks) to identify future transportation needs. Based on these discussions, COMPASS will work with RTAC over the next few months to refine the CIM 2040 funding policy and update unfunded priorities. Simultaneously, COMPASS staff are beginning work on the plan document itself and are proposing a new web-based document format. More detail on all three of these items can be found below.

Refine funding policy

COMPASS staff and member agencies are working on language to refine the current CIM 2040 funding policy, which directs “federal funds to be focused on maintenance of the existing transportation system.” The purpose of the refinement is to acknowledge the focus of STP-TMA funding in Ada County on maintenance of the existing transportation system, while using other federal funds to support agreed-upon regional priorities, including maintenance. RTAC will recommend the refined funding policy in its September meeting for Board action in October.

Update unfunded priorities

CIM 2040 prioritizes 32 unfunded corridors and projects (list attached). Having these corridors in the regional long-range transportation plan has helped fund projects in the top three corridors (a CIM 2040 amendment that includes projects on State Highway 44 and US 20/26 [priorities #2 and #3] will be brought to the COMPASS Board of Directors for action in October). COMPASS staff will identify logical remaining segments within each of the 32 priorities and work with RTAC to update the prioritization. Corridors and their logical segments will become “bite size” projects that are more reasonable to fund and will consider all transportation system component needs and their overall impact on achieving CIM goals.

Develop web-based document

COMPASS staff propose to focus the CIM 2040 2.0 plan document on telling the story of regional transportation system needs and priorities in an online interactive format, linked to technical documentation. The Public Participation Workgroup and RTAC both reviewed the concept for CIM 2040 2.0 plan as an interactive online document in their July 2017 meetings. Staff will share a mock-up of the online document with the Board this fall.

More Information:

- 1) For detailed information contact Liisa Itkonen, at 475-2241 or litkonen@compassidaho.org

Communities in Motion 2040: Prioritized Unfunded Corridors and Projects

Priority	Project
1	Interstate 84 - Western Caldwell to Franklin Boulevard Karcher Road (Midland Boulevard) Interchange in Nampa <i>Partially funded; Karcher Road (Midland Boulevard) Interchange to Franklin Boulevard Interchange approved for funding in June 2017!</i> <ul style="list-style-type: none"> Widen to six lanes; replace overpasses and canal bridges
2	State Highway 44/State Street High Capacity Corridor <ul style="list-style-type: none"> Exit 25 to State Highway 16: Widen to four lanes and construct new roadway from Canyon Lane to Duff Lane in the City of Middleton Glenwood Street to downtown Boise: Transit capital, increased service frequency, pedestrian/bike facility improvements, additional transit amenities, other related improvements
3	US Highway 20/26 (Chinden Boulevard) (Middleton Road to Locust Grove Road) <ul style="list-style-type: none"> Widen to four lanes
4	State Highway 55 (Snake River to the City of Nampa) <ul style="list-style-type: none"> Widen the highway and Snake River bridge to four lanes
5	Regional park and ride lots (near-term improvements) <ul style="list-style-type: none"> Upgrade four existing lots and build 11 new lots throughout Ada and Canyon Counties
6	Linder Road (includes river crossing and new overpass – Lake Hazel Road to State Highway 44) <ul style="list-style-type: none"> Widen to five lanes and construct new I-84 overpass
7	Franklin Road (bottleneck between Star Road and McDermott Road) <ul style="list-style-type: none"> Widen to five lanes
8	Caldwell/Nampa Boulevard (Linden Street to Orchard Avenue) <ul style="list-style-type: none"> Upgrade all 11 existing traffic signals and implement identified ITS projects
9	Ustick Road, Montana Avenue to McDermott Road <ul style="list-style-type: none"> Montana Avenue to Star Road – widen to five lanes with curb, gutter, sidewalks, and bike lanes Star Road to McDermott Road – widen to five lanes with curb, gutter, sidewalks, and bike lanes
10	Regional park and ride lots (medium-term improvements) <ul style="list-style-type: none"> Upgrade 16 existing lots and build nine new lots throughout Ada and Canyon Counties
11	valleyconnect near-term (capital/operating) <ul style="list-style-type: none"> Improve existing (2013) transit route frequencies and develop transit stations as appropriate to accommodate service changes
12	Treasure Valley High Capacity Corridor Study (study to determine locally preferred option) <ul style="list-style-type: none"> Conduct an environmental analysis to identify a locally preferred alternative. This is necessary to secure New Starts/Small Starts funding.
13	State Highway 45 reroute (in City of Nampa – Bowmont Road to Interstate 84) <ul style="list-style-type: none"> Provide a more efficient route from State Highway 45 directly to I-84. This project will include changes to 2nd and 3rd Streets South, 11th and 12th Avenues South, 11th Avenue North, 7th Street South, Yale, and Northside Boulevard.
14	State Highway 16/McDermott Road (Kuna-Mora Road to Ada/Gem County Line) <ul style="list-style-type: none"> McDermott Road, Kuna-Mora to I-84 – widen to four lanes with access control, construct new connection to Kuna-Mora Road, and new railroad overpass. Widen to five lanes from Lake Hazel Road to new I-84 interchange. State Highway 16 (Expressway), I-84 to State Highway 44 – construct new four-lane expressway with interchanges at I-84/Franklin Road, Ustick Road, US 20/26, and State Highway 44. State Highway 16 (Highway), State Highway 44 to Ada/Gem County line – widen to four-lane limited-access highway with interchanges at Beacon Light Road and Chaparral Road.

Priority	Project
15	Boise Downtown Circulator <ul style="list-style-type: none"> Add circulator service in downtown Boise to improve mobility among primary destinations
16	valleyconnect medium-term (capital/operating) <ul style="list-style-type: none"> Expand upon valleyconnect near-term by adding approximately 20 new routes
17	State Highway 55 (Beacon Light Road to Ada/Boise County Line) <ul style="list-style-type: none"> Widen to four lanes and construct three new interchanges
18	Middleton Road (State Highway 55 in City of Nampa to Main Street in the City of Middleton) <ul style="list-style-type: none"> Widen to five lanes with curb, gutter, sidewalks, and bike lanes, and reconstruct I-84 overpass and river crossing
19	Overland Road (multimodal corridor plan) <ul style="list-style-type: none"> Develop a multimodal plan to expand and evaluate other options
20	North/South Kuna Corridor (railroad crossing in the City of Kuna) <ul style="list-style-type: none"> Construct railroad crossing in the City of Kuna
21	Cherry Lane (Middleton Road to Black Cat Road) <ul style="list-style-type: none"> Widen to five lanes with curb, gutter, sidewalks, and bike lanes
22	Lake Hazel Road (McDermott Road to Linder Road) <ul style="list-style-type: none"> Widen to five lanes with curb, gutter, sidewalks, and bike lanes. Also see Greenhurst Road, priority 30. Amity Road (Southside Boulevard to Black Cat Road) <ul style="list-style-type: none"> Widen to five lanes with curb, gutter, sidewalks, and possibly bike lanes
23	State Highway 55/Midland Boulevard Bottleneck (in City of Nampa) Approved for funding in June 2016! <ul style="list-style-type: none"> Add a southbound lane on Midland Boulevard from westbound ramp to overpass
24	State Highway 45 (Greenhurst Road to Bowmont Road) <ul style="list-style-type: none"> Widen to four lanes
25	Victory Road (Happy Valley Road to McDermott Road) <ul style="list-style-type: none"> Widen to three lanes
26	US Highway 20/26 (City of Caldwell to City of Parma) <ul style="list-style-type: none"> Widen to four lanes and reconstruct Exit 26 to accommodate the additional lanes
27	Three Cities River Crossing (preserving land for a future project: bridge over the Boise River east of City of Eagle) <ul style="list-style-type: none"> Construct new four-lane river crossing
28	Star/Robinson Road (Greenhurst Road to Ustick Road) <ul style="list-style-type: none"> Widen to five lanes, including the I-84 overpass
29	CIM 2040 transit, long-term (capital/operating) <ul style="list-style-type: none"> Expands upon valleyconnect near and medium-term by adding new service routes and improving frequencies of planned routes
30	Greenhurst Road (Middleton Road to McDermott Road/Happy Valley Road) <ul style="list-style-type: none"> Widen to five lanes, including curb, gutter, and sidewalk, and construct new five-lane extension and railroad overpass from Happy Valley Road to McDermott Road. Also see Lake Hazel Road, priority 22.
31	Happy Valley Road (Greenhurst Road to Stamm Lane) <ul style="list-style-type: none"> Widen to five lanes, including curb, gutter, and sidewalk
32	Bowmont Road to Kuna-Mora Road (new connection) <ul style="list-style-type: none"> Rebuild existing road and construct extensions on approximately seven miles of this two-lane roadway. This project also includes two canal bridges and one railroad overpass.
33	Beacon Light/Purple Sage (new connection – preserving land for a future project) <ul style="list-style-type: none"> Rebuild existing road and construct approximately five miles of a new two-lane roadway

COMPASS BOARD AGENDA ITEM VII-C

Date: August 28, 2017

Topic: CIM 2040 Vision Growth Comparison

Request/Recommendation

This is an information and discussion item only.

Background/Summary:

At the December 2016 Regional Transportation Advisory Committee (RTAC) meeting, it was requested that COMPASS provide information on how on-the-ground growth compares to the *Communities in Motion 2040* Vision. This information was presented to RTAC on July 26, 2017, and the Demographic Advisory Workgroup on August 2, 2017. RTAC requested this information be provided to the COMPASS Board.

Since 2010, Ada and Canyon Counties have grown by almost 90,000 persons and almost 60,000 jobs. COMPASS staff will review where this growth has occurred and where future growth is forecasted to occur based on the *Communities in Motion 2040* Vision.

COMPASS staff will conduct the next demographic reconciliation of entitled developments this coming winter. Demographic reconciliation is an opportunity to reflect the latest growth into the *Communities in Motion* forecast. COMPASS will be updating the regional demographic control total for the new defined horizon year for the next long-range transportation plan starting in FY2019.

More Information:

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

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JUNE 2017 - STAFF ACTIVITY REPORT

PROGRAM NO.	
601	<p data-bbox="302 163 1414 226">UNIFIED PLANNING WORK PROGRAM DEVELOPMENT AND FEDERAL ASSURANCES</p> <p data-bbox="1276 237 1537 264" style="text-align: right;">MEGAN LARSEN</p> <ul data-bbox="321 275 1523 474" style="list-style-type: none"> • Presented draft FY2018 UPWP to Finance Committee in June 2017 for recommendation to the COMPASS Board. • Processed and tracked revenues and expenditures associated with the FY2017 UPWP. • Tracked changes and announcements in the Federal Register and the Daily Digest.
620	<p data-bbox="302 489 1045 516">DEMOGRAPHICS AND GROWTH MONITORING</p> <p data-bbox="1308 527 1533 554" style="text-align: right;">CARL MILLER</p> <ul data-bbox="321 564 1533 930" style="list-style-type: none"> • Completed 6 development checklists for Boise, Eagle, Kuna, and Nampa. • Continued development of a revised development checklist. • Prepared data and mapping for comparing recent growth with CIM 2040 Vision forecasts. This information will be presented to RTAC in July. • Identified stakeholders and sent invitations to the first Census Advisory Workgroup meeting to be held on July 18, 2017. Continued development of the draft Census 2020 communication plan. • Presented overview of COMPASS demographics and forecasting to the City of Greenleaf Planning and Zoning Commission on June 20, 2017. • Hosted a Census Local Update of Census Addresses (LUCA) meeting on June 15, 2017. Compared Census Bureau LUCA data to COMPASS housing counts.
653	<p data-bbox="302 951 883 978">COMMUNICATION AND EDUCATION</p> <p data-bbox="1373 989 1537 1016" style="text-align: right;">AMY LUFT</p> <ul data-bbox="321 1026 1533 1745" style="list-style-type: none"> • Updated the COMPASS web site; continued process to make COMPASS website more accessible for individuals with disabilities. • Posted 8 Facebook messages, 26 Tweets, and 4 Instagram messages. • Submitted one news release promoting COMPASS' new interactive bicycle/pedestrian map – the Bike/Walk Compass; facilitated two resulting interviews. • Responded to media inquiries concerning migration patterns and the Boise Circulator project. • Tracked issues related to COMPASS and transportation in the news media. • Continued work on a brochure on access management; complied before and after data and interviewed owners of businesses who have undergone changes in access. • Continued to sponsor the Boise Police Department's "Look! Save a Life!" bicycle/pedestrian safety public service announcements. • Wrote and distributed the monthly "Keeping Up With COMPASS" newsletter. • Took photos around the Treasure Valley to fill specific project needs and update COMPASS stock photos. • Provided presentation training to COMPASS staff. • Continued to work on developing a COMPASS social media policy. • Received COMPASS Board approval of COMPASS Roles and Values, replacing the COMPASS Strategic Plan.

PROGRAM NO.	
661	<p data-bbox="302 128 704 159">LONG RANGE PLANNING</p> <p data-bbox="1279 163 1536 195" style="text-align: right;">LIISA ITKONEN</p> <ul data-bbox="321 205 1528 1541" style="list-style-type: none"> • Continued work with consultant, CPCS, on the COMPASS Freight Study. Reviewed Working Paper 1-B on land use. • Prepared materials for a public comment period on amendments to <i>Communities in Motion 2040</i>. The public comment period will be open July 17 – August 15, 2017. • Continued to work on technical documentation for CIM 2040 2.0. • Developed a detailed flow chart outlining the contents and flow of the online, interactive CIM 2040 2.0 document. • Reviewed potential performance measures with the Active Transportation Workgroup and the Public Transportation Workgroup. • Met with Union Pacific and Watco on June 6, 2017 regarding COMPASS' planning efforts for the rail corridor. • Drafted "Demographics and Economic Changes" chapter for <i>Communities in Motion 2040 2.0</i>. • Attended the VRT valleyconnect 2.0 technical resource group, provided input into their planning efforts on June 21, 2017. • Attended the ACHD Bike Advisory Committee meeting on June 5, 2017. • Attended Nampa Bicycle and Pedestrian Advisory Committee meeting on June 8, 2017. • Attended ACHD Pedestrian Advisory Committee meeting on June 8, 2017. • Hosted the Active Transportation Workgroup meeting on June 14, 2017. • Attended the Caldwell Pathways and Bike Routes Committee meeting on June 20, 2017. • Hosted the Public Transportation Workgroup meeting on June 21, 2017. • Hosted the APBP Webinar series titled "Beyond Counting – Putting the Data to Work for Better Planning and Evaluation" on June 21, 2017. • Hosted the F.A.C.T.S. meeting on June 21, 2017. • Attended the Boise Bike Boulevard Coalition meeting on June 26, 2017. • Uninstalled bicycle and pedestrian portable counters for ACHD at Leadville and CCDC at 8th Street on June 6, 2017. • Installed pedestrian counters at Boise Centre and a camera at 5th Street Pathway in Boise on June 15, 2017. • Attended the Transportation Performance Management meeting with FHWA and ITD to review final federal rulemaking on June 27, 2017. • Met with Golden Gate Highway District to discuss deferred maintenance needs on June 26, 2017. • Met with ACHD to discuss deferred maintenance needs on June 30, 2017. • Participated in Front & Myrtle Project conference call on June 30, 2017.
685	<p data-bbox="302 1541 909 1575">RESOURCE DEVELOPMENT/FUNDING</p> <p data-bbox="1289 1581 1528 1612" style="text-align: right;">TONI TISDALE</p> <ul data-bbox="321 1619 1528 2001" style="list-style-type: none"> • Met with City of Eagle staff regarding the Dry Creek pathway project on June 7, 2017. • Attended the Idaho Transportation Board workshop on the draft FY2018-2022 ITIP on June 20, 2017. • Attended the team meeting for the State Street and Collister Road intersection project on June 21, 2017. • Attended a meeting regarding the Safe Routes to School project with Valley Regional Transit and YMCA staff on June 20, 2017. • Met with Golden Gate Highway District, City of Greenleaf, and City of Wilder regarding funding for their Peckham Road project on June 20, 2017. • Worked with ITD and ACHD staff regarding the intersection improvement

PROGRAM NO.	
	<p>project at SH-16 and Beacon Light Road.</p> <ul style="list-style-type: none"> • Coordinated with City of Garden City and Boise State University regarding status of CIM Implementation grant projects. • Submitted two grant applications: One to National Park Service for technical assistance for rails with trails project, and another to Idaho Community Foundation for a permanent bicycle counter. • Worked with consultants to review final drafts of Project Development Program reports for cities of Boise, Meridian, and Nampa. • Provided information to RTAC and member agency staff on seven potential funding opportunities for member projects: Innovative Play Spaces, CDBG for Public Parks, Our Town, Ford Foundation, PeopleForBikes, McKee Foods OH! Movement, and Home Depot. • Continued contact with Idaho DEQ and members regarding Volkswagen Diesel Settlement funds. • Followed up with JUB on potential for Accelerated Innovation Deployment funding and what could be considered an innovative project component. • Tracked obligations for federal funds. • Processed one administrative modification and one TIP amendment to the FY2017-2021 TIP. • Continued developing and quality checking the Draft FY2018-2022 TIP update. • Continued updating the COMPASS TIP database. • Prepared materials for a public comment period, July 17 – August 15, 2017, on the FY2018-2022 TIP update. • Presented information and requested feedback from RTAC regarding revising the member project application and ranking process and updating the Funding Application Guide for the FY2019-2023 application cycle.
701	<p>GENERAL MEMBERSHIP SERVICES</p> <p style="text-align: right;">LIISA ITKONEN</p> <ul style="list-style-type: none"> • Attended Nampa City Council meeting on June 5, 2017, regarding freight project application. • Attended ITD's Transportation Asset Management Plan Steering Committee meeting on June 12, 2016. • Hosted COMPASS booth at the City of Meridian's Public Works Expo on June 8, 2017. • Provided review and comments on the Front + Myrtle Couplet Alternative Analysis. • Met with the City of Nampa to review bicycle and pedestrian level of service and accessibility maps on June 21, 2017. • Participated in the Envision Kuna comprehensive plan update workshop on June 28, 2017.
702	<p>AIR QUALITY OUTREACH</p> <p style="text-align: right;">AMY LUFT</p> <ul style="list-style-type: none"> • Continued airing summer air quality public service announcements (PSAs); the summer PSAs will run through September 24, 2017. • Provided a status report to the Idaho Department of Environmental Quality and Air Quality Board.
703	<p>GENERAL PUBLIC SERVICES</p> <p style="text-align: right;">AMY LUFT</p> <ul style="list-style-type: none"> • No significant activity this period.

PROGRAM NO.	
705	<p data-bbox="302 128 938 159">TRANSPORTATION LIAISON SERVICES</p> <p data-bbox="1328 163 1539 195" style="text-align: right;">MATT STOLL</p> <ul data-bbox="321 201 1539 898" style="list-style-type: none"> • Attended the Caldwell Chamber Transportation Committee meeting on June 5, 2017. Wayne Hammon from the Idaho Association of General Contractors gave a presentation on various transportation funding methods used across the nation. • Attended the Meridian Transportation Commission meeting on June 5, 2017. Discussion items included Ustick Elementary walk zone improvements, US 20/26 Corridor update, and a presentation on eleven vs. twelve foot lanes. • Attended the Idaho Transportation Board meeting on June 21, 2017. • Met with Dave Wallace, ACHD Deputy Director, on June 22, 2017 to coordinate between ACHD and COMPASS on transportation issues. • Met with Amy Revis, ITD District 3 Engineer, on June 14, 2017 to coordinate between ITD District 3 and COMPASS on transportation issues. • Met with Commissioner Rule on June 13, 2017 to prepare for June 2017 Board meeting. • Attended the WTS monthly "Lunch and Learn" presentation on June 29, 2017. Rebecca Hupp, Boise Airport Director, presented on the Boise Airport Master Plan. • Attended the Boise Metro Chamber of Commerce Transportation Committee meeting on June 22, 2017. • Attended the May in Motion awards luncheon on June 22, 2017.
760	<p data-bbox="302 905 695 936">LEGISLATIVE SERVICES</p> <p data-bbox="1320 940 1531 972" style="text-align: right;">MATT STOLL</p> <ul data-bbox="321 978 1507 1360" style="list-style-type: none"> • Participated in relevant activities in support of Board legislative position statements. • Tracked and reported significant activity in federal and state transportation-related legislative issues. • Monitored proposed rule-making to determine implications to COMPASS and its membership. • Continued reviewing <i>Fixing America's Surface Transportation (FAST) Act</i> and its impact upon COMPASS and its' membership. • Attended Governor Otter's Address to the Business Community on June 7, 2017. • Participated in ITD District 3 Board tour on June 21, 2017.
761	<p data-bbox="302 1367 667 1398">GROWTH INCENTIVES</p> <p data-bbox="1276 1402 1539 1434" style="text-align: right;">LIISA ITKONEN</p> <ul data-bbox="321 1440 862 1472" style="list-style-type: none"> • No significant activity this month.
801	<p data-bbox="302 1472 659 1503">STAFF DEVELOPMENT</p> <p data-bbox="1268 1507 1531 1539" style="text-align: right;">MEGAN LARSEN</p> <ul data-bbox="321 1545 1531 1896" style="list-style-type: none"> • Completed COMPASS presentation training on June 7, 2017. • Attended "Creating a Fire Resilient Community" in Ketchum, Idaho on June 7 and 8, 2017. • Attended a webinar "Electronic Records Retention Policies," on June 13, 2017. • Attended a webinar "Road Map for Age-Friendly Communities," on June 16, 2017. • Attended a webinar "Using the Census API with the American Community Survey" sponsored by the US Census Bureau on June 21, 2017. • Attended a webinar "Plan for the Next EPA ARC Grant Application" on June 28, 2017. <p data-bbox="367 1902 1320 1934">Attended the WTS "Lunch and Learn" on June 29, 2017 in Boise.</p>

PROGRAM NO.	
820	<p align="right">MEGAN LARSEN</p> <p>COMMITTEE SUPPORT</p> <ul style="list-style-type: none"> • Provided staff support to the COMPASS Board of Directors and standing committees.
836	<p align="right">MARYANN WALDINGER</p> <p>REGIONAL TRAVEL DEMAND MODEL</p> <ul style="list-style-type: none"> • Continued to provide modeling assistance to member agencies. • Completed five area of influence model runs for proposed developments located in north Meridian, southwest Boise, Star, Eagle, and Garden City. • Completed the air quality conformity demonstration for the draft FY2018-2022 TIP and draft amended CIM 2040
838	<p align="right">MARYANN WALDINGER</p> <p>ON-BOARD TRANSIT AND HOUSEHOLD TRAVEL SURVEY</p> <ul style="list-style-type: none"> • This project is complete.
842	<p align="right">MARYANN WALDINGER</p> <p>CONGESTION MANAGEMENT PROCESS</p> <ul style="list-style-type: none"> • Continued work with the consultant to update the I-84 Detour plan. • Posted final Existing Conditions report for the I-84 Detour plan. • Continued to evaluate the National Performance Monitoring Research Data Set (i.e., travel time data for the National Highway System).
860	<p align="right">ERIC ADOLFSON</p> <p>GEOGRAPHIC INFORMATION SYSTEM MAINTENANCE</p> <ul style="list-style-type: none"> • Maintained and created regional geographic data layers and map documents for member agencies and the public. • Conducted GIS analysis estimate of ROW cost for rail corridor. • Updated vacant lot inventory in support of buildout analysis project. • Began commercial inventory in support of buildout analysis project. • Finalized updated TIP database structure and began update testing. • Created new project maps for the TIP. • Explored National Performance Management Research Data Set (NPMRDS) data analysis and data manipulation. • Updated Performance Monitoring Framework using regional centerline data. • Provided Amazon Web Services support for CUBE Land Use Model work. • Maintenance of Bike/Ped database application.
991	<p align="right">MEGAN LARSEN</p> <p>SUPPORT SERVICES LABOR</p> <ul style="list-style-type: none"> • Provided general accounting, human resources, and administrative support to the agency.

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PROGRAM NO.	
601	<p>UNIFIED PLANNING WORK PROGRAM DEVELOPMENT AND FEDERAL ASSURANCES</p> <p align="right">MEGAN LARSEN</p> <ul style="list-style-type: none"> • Processed and tracked revenues and expenditures associated with the FY2017 UPWP. • Tracked changes and announcements in the Federal Register and the Daily Digest.
620	<p>DEMOGRAPHICS AND GROWTH MONITORING</p> <p align="right">CARL MILLER</p> <ul style="list-style-type: none"> • Completed 4 development checklists for Kuna and Meridian. Continued development of a revised development checklist. • Presented CIM 2040 Vision compared to recent growth to RTAC on July 26, 2017. • Hosted the first Census Advisory Workgroup meeting on July 19, 2017. Continued development of the draft Census 2020 communication plan. Reviewed Census 2020 work plan with the Public Participation Workgroup on July 5, 2017.
653	<p>COMMUNICATION AND EDUCATION</p> <p align="right">AMY LUFT</p> <ul style="list-style-type: none"> • Updated the COMPASS web site; continued process to make COMPASS website more accessible for individuals with disabilities. • Posted 15 Facebook messages, 26 Tweets, 7 Instagram messages, and 1 blog. • Submitted two news releases promoting a public comment on the FY2018-2022 Regional Transportation Improvement Program (TIP) and a proposed amendment to <i>Communities in Motion 2040</i>. • Participated in a radio interview on the future of transportation in Ada and Canyon Counties. • Responded to a media inquiry concerning growth in Meridian and Nampa. • Tracked issues related to COMPASS and transportation in the news media. • Continued work on a brochure on access management: reviewed brochure with the Public Participation Workgroup, interviewed one business owner affected by access changes, and prepared “before and after” crash data for inclusion in the brochure. • Wrote and distributed the monthly “Keeping Up With COMPASS” newsletter. • Took photos around the Treasure Valley to fill specific project needs and update COMPASS stock photos. • Continued to work on developing a COMPASS social media policy. • Prepared to open nominations for the annual COMPASS Leadership in Motion awards; the nomination period will open August 7, 2017. • Selected a theme and topics for the 2018 COMPASS education series. • Hosted a Public Participation Workgroup meeting on July 5, 2017.

PROGRAM NO.	
661	<p data-bbox="302 128 704 159">LONG RANGE PLANNING</p> <p data-bbox="1279 163 1536 195" style="text-align: right;">LIISA ITKONEN</p> <ul data-bbox="326 201 1536 1119" style="list-style-type: none"> • Continued work with consultant, CPCS, on the COMPASS Freight Study. Reviewed Working Papers 1-A on regional freight clusters and 2-A on freight commodities and supply chains. • Finalized materials for a public comment period on an amendment to <i>Communities in Motion 2040</i>. The public comment period opened on July 17 and will run through August 15, 2017. • Continued to work on technical documentation for CIM 2040 2.0. • Presented the concept of an online interactive CIM 2040 2.0 “document” to the Public Participation Workgroup and Regional Transportation Advisory Committee. • Met with City of Caldwell to discuss deferred maintenance needs on July 17, 2017. • Met with City of Nampa to discuss deferred maintenance on July 31, 2017. • Met with City of Nampa, City of Caldwell, Nampa Highway District, Canyon Highway District #4 and Golden Gate Highway District on July 31, 2017, to discuss CIM 2040 2.0 update and funding policy. • Distributed the quarterly CIM email, highlighting activities relating to developing CIM 2040 2.0 and implementing CIM 2040. • Attended ACHD Bike/Ped planning and open house meeting on July 10, 2017. • Hosted F.A.C.T.S. meeting on July 19, 2017. • Attended VRT’s transit route change open house at Happy Day facility on July 27, 2017. • Attended a public transportation technology summit in Boise on July 28, 2017. • Attended the 2017 ITD Public Transportation summit on July 25-27, 2017. • Installed 4 portable PED counters in Kuna on July 31, 2017. • Submitted data from Leadville bicycle counters to ACHD.
685	<p data-bbox="302 1119 909 1150">RESOURCE DEVELOPMENT/FUNDING</p> <p data-bbox="1279 1157 1516 1188" style="text-align: right;">TONI TISDALE</p> <ul data-bbox="326 1194 1536 1934" style="list-style-type: none"> • Prepared for and hosted the Urban Balancing Committee on July 3, 2017. • Finalized the draft COMPASS Funding Application Guide for the FY2019-2023 funding cycle. • Worked with Valley Regional Transit staff on the development of their FY2018 program of projects. • Worked with ACHD staff on finalizing their obligations and requests for additional funding. • Provided training to the new COMPASS assistant planner. • Responded to “Call for Session Proposals” for the American Planning Association Idaho conference in October with a proposal to provide an overview of the COMPASS Project Development Program. • Project Development Program final reports completed for cities of Boise (Eagle Road Corridor Bicycle/Pedestrian Improvements, Phase III), Meridian (Five Mile Creek Pathway, Black Cat Road to Ten Mile Road), and Nampa (Happy Valley/Stamm/Garrity/Flamingo Traffic Improvements) projects. • Informed RTAC and member staff of seven potential funding and technical assistance opportunities for member projects: ITD Freight Program, Community Builders Leadership Institute, FTA Bus and Bus Facilities (5339), Transportation of Veterans in Highly Rural Areas, FEMA Pre-Disaster Mitigation Program, Rural Passenger Transportation Technical Assistance Program, and Solar Energy Innovation Network Technical Assistance.

PROGRAM NO.	
	<ul style="list-style-type: none"> • Met with ITD regarding scope of project and strategy for applying for the USDOT Infrastructure for Rebuilding America (INFRA) (formerly FASTLANE) grant opportunity. • Reviewed multiple software opportunities that could accommodate submission and ranking of grant applications, and management of grant awards. • Participated in USDOT webinar, "How to Compete for INFRA Grants." • Submitted grant application to PeopleForBikes for a permanent bicycle counter. • Processed two administrative modifications and prepared one TIP amendment to the FY2017-2021 TIP. • Finalized materials for a public comment period on the FY2018-2022 TIP update. The public comment period opened on July 17 and will run through August 15, 2017.
701	<p>GENERAL MEMBERSHIP SERVICES</p> <p style="text-align: right;">LIISA ITKONEN</p> <ul style="list-style-type: none"> • Attended the City of Eagle comprehensive plan advisory committee meeting on July 19, 2017, to review the draft comprehensive plan. • Attended ITD Transportation Asset Management Plan Steering Committee meeting on July 24, 2017. • Hosted the annual American Planning Association's "Planning Law Review" webinar. • Set up basecamp website for State Street TOD consultants and stakeholders to access files and maps for project review. Also set up bi-weekly conference call calendar with consultants and stakeholders.
702	<p>AIR QUALITY OUTREACH</p> <p style="text-align: right;">AMY LUFT</p> <ul style="list-style-type: none"> • Continued airing summer air quality public service announcements (PSAs); the summer PSAs will run through September 24, 2017. • Provided a status report to the Idaho Department of Environmental Quality and Air Quality Board.
703	<p>GENERAL PUBLIC SERVICES</p> <p style="text-align: right;">AMY LUFT</p> <ul style="list-style-type: none"> • No significant activity this period.
705	<p>TRANSPORTATION LIAISON SERVICES</p> <p style="text-align: right;">MATT STOLL</p> <ul style="list-style-type: none"> • Attended the Caldwell Chamber Transportation Committee meeting on July 10, 2017. Eric Shannon from the Nampa Highway District gave a presentation on development and public perception of roundabouts. • Attended the Meridian Transportation Commission meeting on July 3, 2017. Discussion items included speeding in residential neighborhoods, Meridian Road (SH-69) Speed Study, and Valley Regional Transit update on public transportation services in Meridian. • Attended the Idaho Transportation Board meeting on July 21, 2017, via video conference, as the meeting was held in Idaho Falls. • Attended the Association of Canyon County Highway Districts' meeting on July 20, 2017, and discussed deferred maintenance needs in the region. • Attended the WTS monthly "Lunch and Learn" presentation on July 25, 2017. Steve Greene, previously with the Utah Transit authority, was the keynote speaker, with a presentation was about the history of Utah's experience expanding their public transportation system. • Met with FHWA, LHTAC and ITD on July 31, 2017, to discuss Safe Transportation for Every Pedestrian (STEP) workshop this fall.

PROGRAM NO.	
720	<p>STATE STREET CORRIDOR</p> <p style="text-align: right;">MEGAN LARSEN</p> <ul style="list-style-type: none"> • Negotiated and signed contract with consultant for State Street TOD Project • Prepared maps and materials for the kick off meeting. • Facilitated kickoff meeting for State Street TOD Project. • Began data gathering to support State Street TOD Project.
760	<p>LEGISLATIVE SERVICES</p> <p style="text-align: right;">MATT STOLL</p> <ul style="list-style-type: none"> • Participated in relevant activities in support of Board legislative position statements. • Tracked and reported significant activity in federal and state transportation-related legislative issues. • Monitored proposed rule-making to determine implications to COMPASS and its membership. • Continued reviewing <i>Fixing America's Surface Transportation (FAST) Act</i> and its impact upon COMPASS and its' membership.
761	<p>GROWTH INCENTIVES</p> <p style="text-align: right;">LIISA ITKONEN</p> <ul style="list-style-type: none"> • No significant activity this month.
801	<p>STAFF DEVELOPMENT</p> <p style="text-align: right;">MEGAN LARSEN</p> <ul style="list-style-type: none"> • Attended "Greening the Streetscape" webinar on July 10, 2017. • Attended Project Management Program at Boise State University on July 12 to July 13, 2017. • Attended the United Way's State of the Treasure Valley meeting on July 18, 2017. • Completed on site training on integrated model structure and enhancement at TJKM in Pleasanton, CA on July 19 to July 20, 2017. • Attended webinar on new NPMRDS data set on July 20, 2017. • Attended webinar on "Basics of Transportation Planning" presented by FHWA on July 21, 2017. • Attended webinar on "Top Three Upcoming Grants for Local Governments" on July 24, 2017. • Attended "Land Use Mix and Pedestrian Travel Behavior" webinar presented by Idaho Smart Growth on July 25, 2017. • Attended ITD Public Transportation Summit sponsored on July 25 to July 27, 2017, in Boise. • Attended presentation on the Orchard Street Walkability Analysis on July 26, 2017, in Boise. • Attended the Southwest Idaho GIS Users Group (SWIG) on July 28, 2017.
820	<p>COMMITTEE SUPPORT</p> <p style="text-align: right;">MEGAN LARSEN</p> <ul style="list-style-type: none"> • Provided staff support to the COMPASS Board of Directors and standing committees.
836	<p>REGIONAL TRAVEL DEMAND MODEL</p> <p style="text-align: right;">MARYANN WALDINGER</p> <ul style="list-style-type: none"> • Continued to provide modeling assistance to member agencies. • Completed two area of influence model runs for proposed developments located in south Meridian and Eagle. • Completed integration and evaluation of two new processes added into the regional travel demand model.

PROGRAM NO.	
838	<p data-bbox="302 128 1214 159">ON-BOARD TRANSIT AND HOUSEHOLD TRAVEL SURVEY</p> <p data-bbox="1149 163 1539 195">MARYANN WALDINGER</p> <ul data-bbox="321 201 730 233" style="list-style-type: none"> • This project is complete.
842	<p data-bbox="302 239 927 270">CONGESTION MANAGEMENT PROCESS</p> <p data-bbox="1149 275 1539 306">MARYANN WALDINGER</p> <ul data-bbox="321 312 1528 449" style="list-style-type: none"> • Continued work with the consultant to update the I-84 Detour plan. • Continued to evaluate web based tools to host the I-84 detour routes. • Continued to evaluate the National Performance Monitoring Research Data Set (i.e., travel time data for the National Highway System).
860	<p data-bbox="302 455 1170 487">GEOGRAPHIC INFORMATION SYSTEM MAINTENANCE</p> <p data-bbox="1263 491 1539 522">ERIC ADOLFSON</p> <ul data-bbox="321 529 1495 806" style="list-style-type: none"> • Maintained and created regional geographic data layers and map documents for member agencies and the public. • Developed several maps for VRT. • Continued vacant lot inventory. • Provided data for the State Street TOD project. • Worked on updating National Highway System Route data. • Streamlined analysis of traffic count data by developing automated methods using python scripting language and visual basic for applications.
991	<p data-bbox="302 812 753 844">SUPPORT SERVICES LABOR</p> <p data-bbox="1276 848 1539 879">MEGAN LARSEN</p> <ul data-bbox="321 886 1520 945" style="list-style-type: none"> • Provided general accounting, human resources, and administrative support to the agency.

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COMPASS BOARD AGENDA ITEM VIII-B

Date: August 28, 2017

Topic: Status Report – Current Air Quality Efforts

Background/Summary:

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

June Air Quality Monitoring:

The Idaho Department of Environmental Quality reported thirteen days in the moderate air quality category in the Treasure Valley during the month of June 2017.

- Eleven days in the moderate category were attributable to ozone (O₃) recorded in Ada County
- One day in the moderate category was attributable to ozone (O₃) and coarse particulate matter (PM₁₀) recorded in Ada County
- One day in the moderate category was attributable to coarse particulate matter (PM₁₀) recorded in Canyon County

YEAR TO DATE SUMMARY

The table below summarizes the number of good, moderate, and unhealthy to hazardous days recorded since January 1, 2008.

	Good	Moderate	Unhealthy to Hazardous	Total
2008	266	99	1	366
2009	277	83	5	365
2010	321	44	0	365
2011	260	99	6	365
2012	283	72	11	366
2013	276	81	8	365
2014	287	75	3	365
2015	283	64	18	365
2016	236	120	10	366
2017	131	45	5	181

Notes: 2008, 2012 and 2016 were Leap Years hence the extra day.

Air Quality Categories:

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

Implication (policy and/or financial):

None.

More Information:

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

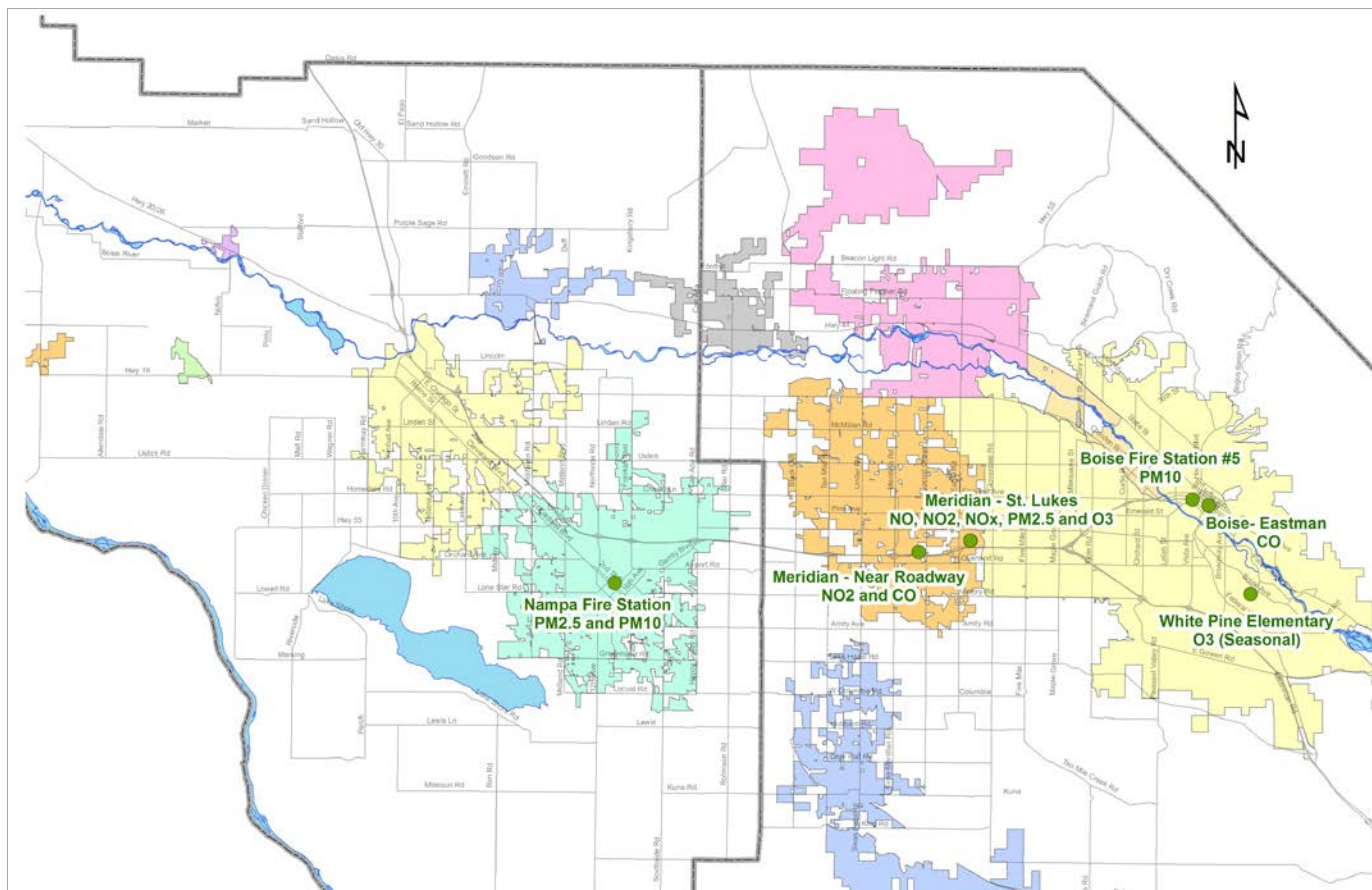


Figure 1: Map of air quality monitoring locations, Ada and Canyon County

Carbon

Monoxide (CO)

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

Oxides of

nitrogen (NOx)

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

Ozone (O3)

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

PM2.5

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

PM10

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



COMPASS BOARD AGENDA ITEM VIII-B

Date: August 28, 2017

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 twenty days in the moderate air quality category and three days in the unhealthy for sensitive group category in the Treasure Valley during the month of July 2017.

- Two days in the unhealthy for sensitive groups category were attributable to ozone (O₃) recorded in Ada County
- One day in the unhealthy for sensitive groups category was attributable to fine particulate matter (PM_{2.5}) recorded in Canyon County
- Two days in the moderate category were attributable to ozone (O₃) and fine particulate matter (PM_{2.5}) recorded in Ada County
- One day in the moderate category was attributable to ozone (O₃) in Ada County and fine particulate matter (PM_{2.5}) recorded in Ada and Canyon County
- Seventeen days in the moderate category were attributable to ozone (O₃) recorded in Ada County

YEAR TO DATE SUMMARY

The table below summarizes the number of good, moderate, and unhealthy to hazardous days recorded since January 1, 2008.

	Good	Moderate	Unhealthy to Hazardous	Total
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2010	321	44	0	365
2011	260	99	6	365
2012	283	72	11	366
2013	276	81	8	365
2014	287	75	3	365
2015	283	64	18	365
2016	236	120	10	366
2017	139	65	8	212

Notes: 2008, 2012 and 2016 were Leap Years hence the extra day.

Air Quality Categories:

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- Unhealthy / Very Unhealthy: everyone may begin to experience health effects.
- Hazardous: the entire population is more likely to experience serious health effects.

Implication (policy and/or financial):

None.

More Information:

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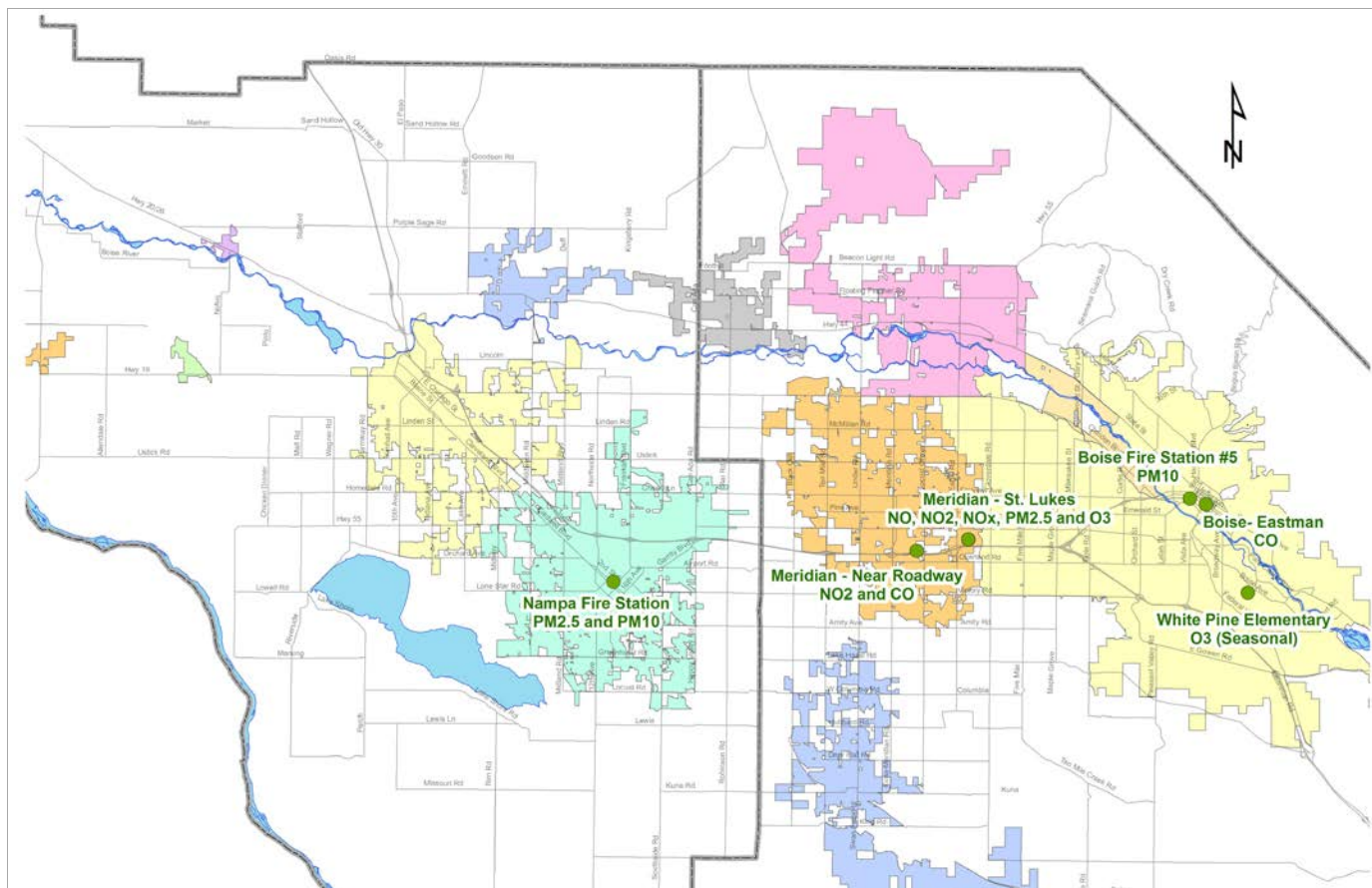


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REGIONAL TRANSPORTATION ADVISORY COMMITTEE

ITEM VIII-C

Attendance List

Member Agency/Name	Jan '17	Feb '17	Mar '17 Workshop	Apr '17	May '17	June '17	July '17	Aug '17	Sept '17	Oct '17	Nov '17	Dec '17	TOTAL
General Members													
ACHD/T.Ferch/ R.Head/J. Lucas	1	1		1	1	1	1						6
Ada County/M. Basham/M. Leatherman	1	1		1	1	1	1						6
BSU/D. Alexander	1	1		1	1	1	1						6
Canyon County/D. Lister/K. McCormick/P. Nilsson	1	1		1	1	1	1						6
Canyon Highway District #4/C. Hopper	1	1			1		1						4
City of Boise/D. Fluke/K. Gallagher/Z. Piepmeyer	1	1		1	1	1	1						6
City of Caldwell/R. MacDonald	1	1			1		1						4
City of Eagle/N. Baird Spencer	1	1		1	1								4
City of Garden City/J. Thornborrow	1												1
City of Kuna/W. Howell	1	1		1	1	1	1						6
City of Melba/H. Forsgren													0
City of Meridian/C. Hood/B. McClure	1	1		1	1	1	1						6
City of Middleton/R. Falkner	1	1		1	1	1							5
City of Nampa/J. Barnes/C. Bowman	1	1		1	1	1	1						6
City of Notus/R. Wallace													0
City of Parma/N. Leigh	1	1		1	1	1	1						6
City of Star/C. Bell													0
City of Wilder/Scott Jacops													0
Golden Gate Highway District. # 3/G. Bates	1			1	1	1							4
IDEQ/M. Toole						1	1						2
ITD/Amy Schroeder	1	1		1	1	1	1						6
Public Participation Committee/D. Smith	1	1		1	1								4
Valley Regional Transit/R. Jalbert	1	1		1	1	1	1						6
Ex officio Members													
Central District Health/R. Howarth	1				1								2
Governor's Office/D. Hensley													0



COMPASS FY2017-2021 TIP
Administrative Modification #13

Key	Project	Sponsor	Program/ Funding Source	Scheduled Funding for Project Lifetime		**Percent Change	Program Year	Revision	Offset	Brief Explanation
				*Current Total	*Revised Total					
13514	Pathway, Garden City to Americana Boulevard, Boise	City of Boise	TAP-TMA, TAP-Urban, STP-TMA, Local	\$3,701,653	\$3,701,654	0%	2016	No change to total funds. Decrease land purchase by \$4,905, right-of-way by \$1,537, utilities by \$3,358 in utilities, and construction by \$715. Increase construction consultant by \$10,516.	N/A	To match supplemental agreement. Funds transferred in TAP-Urban and STP-TMA.
20089	SR2S, VRT, Canyon County - FY2018 FY2017	VRT	TAP-Urban	\$60,000	\$60,000	0%	2018 2017	Advance construction from FY2018 to FY2017	TAP-Urban Balancing	The City of New Plymouth (outside the COMPASS area) requested to delay their project, leaving room in FY2017 to advance this project, which is running short of funds in FY2017.

*Includes federal and local portions

** Amendment needed if project total increases 30% or more or \$2,000,000.

Staff Recommendation:

Toni G. Tisdale, Principal Planner
COMPASS

Approval:

Matthew J. Stoll, Executive Director
COMPASS

Date:



COMPASS FY2017-2021 TIP
Administrative Modification #14

				Scheduled Funding for Project Lifetime						
Key	Project	Sponsor	Program/ Funding Source	*Current Total	*Revised Total	**Percent Change	Program Year	Revision	Offset	Brief Explanation
12050	ACHD Overlays, Arterials and Collectors - FY2014	ACHD	STP-TMA	\$3,197,954	\$3,096,248	-3%	2014	Decrease PE by \$7,744, PEC by \$8,021, CE by \$15,419, and CN by \$70,522.	TMA Balancing	Release funds based on project close-out.
12368	Franklin Road, Black Cat Road to Ten Mile Road, Meridian	ACHD	STP-TMA	\$13,821,292	\$12,012,608	-13%	2016	Decrease ROW by \$200,000, UT by \$195,000. Increase CE by \$184,299 and CN by \$15,869. Increase UT by \$60,000.	TMA Balancing	Release funds based on project bid. Increase utility funds to partially cover final utility costs for Idaho Power and Williams Pipeline.
13048	Travel Survey and Transit On-Board Data Collection, COMPASS (FY2015)	COMPASS	STP-TMA	\$158,000	\$97,290	-38%	2015	Decrease PC by \$60,710.	TMA Balancing	Release funds based on project close-out.
13479	Capital Maintenance, ACHD - FY2017	ACHD	STP-TMA	\$6,932,000	\$6,749,029	-3%	2017	Decrease CE by \$27,794 and CN by \$125,177.	TMA Balancing	Release funds based on final engineer's estimate.
18872	SH-16 and Beacon Light Road Intersection Improvements, Ada County	ACHD	STP-TMA	\$2,569,000	\$2,219,000	-14%	2017/ 2018	Decrease CN by \$350,000.	TMA Balancing	Release funds based on final engineer's estimate.

*Includes federal and local portions

** Amendment needed if project total increases 30% or more or \$2,000,000.


Staff Recommendation:


Toni G. Tisdale, Principal Planner
COMPASS

Approval:


Matthew J. Stoll, Executive Director
COMPASS

Date:


7/26/2017