



COMPASS
COMMUNITY PLANNING ASSOCIATION
of Southwest Idaho

BOARD PACKET

December 16, 2013

700 N. East 2nd Street, Suite 200

Meridian, ID 83642

P. 208.855.2558

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www.compassidaho.org

**COMMUNITY PLANNING ASSOCIATION
BOARD MEETING CALENDAR
JANUARY 2014 – MAY 2014**

COMPASS BOARD MEETING DATE/TIME	LOCATION	KEY ITEMS
<p style="text-align: center;">Monday, January 27, 2014 1:30-3:30 pm</p>	<p style="text-align: center;">COMPASS 1st Floor Board Room 700 NE 2nd Street Meridian, Idaho</p>	<p>Tentative Meeting Date</p> <p>Annual Board Meeting</p> <p>Confirm Board Officers: Chair, Chair Elect, Vice Chair, Immediate Past Chair. Elect Secretary-Treasurer</p> <p>Confirm Executive Committee Representatives for Cities under 25,000 in Population</p> <p>Confirm COMPASS Non-Elected Board Members and Alternate Members</p> <p>Confirm Standing Committee Memberships</p> <p>Adopt Resolution Approving Revision 1 of the FY2014 Unified Planning Work Program (UPWP)</p> <p>Approve Use of FY2015 Study Funding</p> <p>Approve Changes to the Federal Aid Functional Classification Map for 2025</p>
<p style="text-align: center;">Monday, February 24, 2014</p>	<p style="text-align: center;">COMPASS 1st Floor Board Room 700 NE 2nd Street Meridian, Idaho</p>	<p>Tentative Meeting Date</p> <p>Approve List of New Project Priorities for the FY2015-2019 Regional Transportation Improvement Program</p>
<p style="text-align: center;">Monday, March 17, 2014</p>	<p style="text-align: center;">COMPASS 1st Floor Board Room 700 NE 2nd Street Meridian, Idaho</p>	<p>Tentative Meeting Date</p> <p>Approve Development Tracking Process</p> <p>Accept 2014 Population Estimates</p>
<p style="text-align: center;">Monday, April 21, 2014</p>	<p style="text-align: center;">COMPASS 1st Floor Board Room 700 NE 2nd Street Meridian, Idaho</p>	<p>Tentative Meeting Date</p>
<p style="text-align: center;">Monday, May 19, 2014</p>	<p style="text-align: center;">COMPASS 1st Floor Board Room 700 NE 2nd Street Meridian, Idaho</p>	<p>Tentative Meeting Date</p>
<p style="text-align: center;">Monday, June 16, 2014</p>	<p style="text-align: center;">COMPASS 1st Floor Board Room 700 NE 2nd Street Meridian, Idaho</p>	<p>Tentative Meeting Date</p> <p>Approve Priorities for End-of-Year Program</p>

MAKING A MOTION:

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

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



**BOARD OF DIRECTORS' MEETING
DECEMBER 16, 2013 – 1:30 P.M.
NAMPA CIVIC CENTER
311 3RD STREET SOUTH, NAMPA, IDAHO**

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

REMINDER: COMPASS Board members are invited to attend the Annual Holiday Luncheon and Leadership in Motion Awards Ceremony at 12:00 pm.

**** 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 November 18, 2013, Board Meeting Minutes**
- Page 7 * B. **Receive Approved October 15, 2013, Executive Committee Meeting Minutes**
- Page 10 * C. **Establish 2014 COMPASS Board and Executive Committee Meeting Dates and Location**
This item also serves as the required 30 day notice of the annual COMPASS Board meeting on January 27, 2014.

VI. ACTION ITEMS

- 1:35 Page 11 *A. **Approve 2014 State Legislative Position Statements** **Ken Burgess**
Ken Burgess will seek approval of 2014 state legislative position statements.
- 1:50 Page 12 *B. **Approve Updated COMPASS Strategic Plan** **Matt Stoll**
Matt Stoll will seek approval of the updated COMPASS Strategic Plan as recommended by the Executive Committee.
- 2:00 Page 23 *C. **Approve Updated COMPASS Employment Policies and Procedures** **Megan Larsen**
Megan Larsen will seek approval of the updated COMPASS employment policies and procedures.
- 2:15 Page 76 *D. **Approve Implementation Policies for Communities in Motion 2040** **Don Matson**
Don Matson will seek approval of implementation policies for Communities in Motion 2040.
- 2:30 Page 77 *E. **Approve Communities in Motion 2040 Performance Measures and Targets** **Carl Miller**
Carl Miller will seek approval of Communities in Motion 2040 performance measures and targets.

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2:45 Page 85 *F. **Adopt Resolution Amending the FY2014-2018 Regional Transportation Improvement Program (TIP)** Toni Tisdale
Toni Tisdale will seek approval to amend the FY2014-2018 TIP.

VII. INFORMATION/DISCUSSION ITEMS

2:55 **A. Status Report – Finance Committee** Rebecca Arnold
Finance Committee Chair Rebecca Arnold will provide a status report on the December 12, 2013, Finance Committee meeting.

3:00 Page 90 ***B. Review Complete Streets Level of Service Model and Maps** Carl Miller
Carl Miller will review the Complete Streets Level of Service model and maps.

VIII. EXECUTIVE DIRECTOR’S REPORT (INFORMATION ONLY) (3:15)

Page 95 ***A. Staff Activity Report**

Page 100 ***B. Status Report – Current Air Quality Efforts**

Page 101 ***C. Status Report – Current Transportation Project Information**

Page 109 ***D. Status Report – Standing Committees’ Attendance**

Page 113 ***E. Status Report – Administrative Modifications**

IX. ADJOURNMENT (3:20)

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

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**BOARD OF DIRECTORS' MEETING
NOVEMBER 18, 2013
COMPASS, 1ST FLOOR BOARD ROOM
700 NE 2ND STREET
MERIDIAN, IDAHO**

****MINUTES****

ATTENDEES: Kathy Alder, Commissioner, Canyon County
 Rebecca Arnold, Commissioner, Ada County Highway District
 Sara Baker, Commissioner, Ada County Highway District, **Secretary/Treasurer**
 Nichoel Baird Spencer for Jim Reynolds, Mayor, City of Eagle
 Keith Bird, Councilmember, for Tammy de Weerd, Mayor, City of Meridian
 Elaine Clegg, Councilwoman, City of Boise
 Tom Dale, Mayor, City of Nampa, **Vice Chair**
 John Evans, Mayor, Garden City
 Kelli Fairless, Valley Regional Transit
 Daren Fluke for TJ Thomson, Councilman, City of Boise
 John Franden, Commissioner, Ada County Highway District
 Craig Hanson, Commissioner, Canyon County
 Kathleen Lacey for Dave Bieter, Mayor, City of Boise, **Immediate Past Chair**
 Larry Maneely for Dave Case, Commissioner, Ada County
 John McEvoy, Commissioner, Canyon Highway District #4
 Bryce Millar, Commissioner, Nampa Highway District #1, **Chair**
 Garret Nancolas, Mayor, City of Caldwell
 Greg Nelson, Mayor, City of Kuna
 Brent Orton, City of Caldwell
 Charlie Rountree, Councilman, City of Meridian, **Chair Elect**
 Steven Rule, Commissioner, Canyon County
 Matt Stoll, Executive Director, Community Planning Association, Ex officio
 Darin Taylor, Mayor, City of Middleton
 Martin Thorne, Councilman, City of Nampa
 Jim Tibbs, Commissioner, Ada County
 Pete Wagner, Department of Environmental Quality
 Rick Yzaguirre, Commissioner, Ada County

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MEMBERS ABSENT: John Brunelle, Capital City Development Corporation
David Hensley, Governor's Office, Ex officio
Dave Jones, Idaho Transportation Department
Bruce Krosch, Southwest District Health, Ex officio
Nathan Mitchell, Mayor, City of Star
Patrick Rice, Greater Boise Auditorium District, Ex officio
David Smith, Boise State University
Craig Telford, Mayor, City of Parma

OTHERS: Aaron Bauges, ITD
Nancy Brecks, Community Planning Association
Ken Burgess, Veritas Advisors
Tom Ferch, Ada County Highway District
Keith Holmes, Community Planning Association
Liisa Itkonen, Community Planning Association
Megan Larsen, Community Planning Association
Amy Luft, Community Planning Association
Don Matson, Community Planning Association
Walt Satterfield, Community Planning Association
Toni Tisdale, Community Planning Association
Charles Trainor, Community Planning Association
Dave Wallace, Ada County Highway District

CALL TO ORDER:

Chair Millar called the meeting to order at 1:33 pm.

AGENDA ADDITIONS/CHANGES

No additions or changes were requested.

OPEN DISCUSSION/ANNOUNCEMENTS

Matt Stoll announced that Councilmember Elaine Clegg, COMPASS representative on the Association of Metropolitan Planning Organizations (AMPO) Board of Directors, was elected as AMPO Vice President at the annual conference in November 2013.

CONSENT AGENDA

- A. Approve September 16, 2013, Board Meeting Minutes**
- B. Receive Approved August 20 and September 17, 2013, Executive Committee Meeting Minutes**

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

ACTION ITEMS

A. Adopt Resolution 01-2014 Amending the FY2014-2018 Transportation Improvement Program

Toni Tisdale presented Resolution 01-2014 amending the FY2014-2018 Regional Transportation Improvement Program to incorporate final changes through "mirroring" with ITD, as recommended for COMPASS Board approval by the Regional Technical Advisory Committee.

After discussion, **Garret Nancolas moved and Sara Baker seconded to adopt Resolution 01-2014 amending the FY2014-2018 Transportation Improvement Program as presented. Motion passed unanimously.**

B. Approve Funded/Unfunded Project List for *Communities in Motion 2040* (CIM 2040)

Liisa Itkonen presented the funded/unfunded project list for CIM 2040, as recommended for COMPASS Board approval by the CIM 2040 Planning and Leadership Teams. The project list includes all transportation projects that use federal funds, local and state funded transportation projects on Interstate 84 and principal arterials, as well as unfunded needs on the prioritized corridors and projects, should additional funds become available.

After discussion, **Tom Dale moved and Sara Baker seconded approval of the funded/unfunded project list for *Communities in Motion 2040* as presented. Motion passed unanimously.**

C. Approve Proposed Grant Implementation Program

Don Matson presented the proposed grant implementation program for member agencies. Grant implementation awards would draw from the COMPASS fund balance.

After discussion, **Garret Nancolas moved and Elaine Clegg seconded approval of the grant implementation program up to \$100,000 a year, contingent on review each year as part of the development of the Unified Planning Work Program. Motion passed with 2 nay votes.**

D. Adopt Resolution 02-2014 Approving Rural Project Priorities

Toni Tisdale presented rural project priorities, as recommended for COMPASS Board approval by rural agencies in Ada and Canyon Counties. Rural agencies will use the adopted resolution as documentation of regional support for local priorities in rural project applications.

After discussion, **Darin Taylor moved and Sara Baker seconded adoption of Resolution 02-2014 approving rural project priorities as presented. Motion passed unanimously.**

E. Approve Transportation Service Coordination Plan Update for Ada and Canyon Counties

Walt Satterfield presented the Transportation Service Coordination Plan update for Ada and Canyon Counties, as recommended for COMPASS Board approval by the Regional Coordination Council and the Regional Technical Advisory Committee. The Valley Regional Transit Board approved the plan in November 2013.

After discussion, **Elaine Clegg moved and Charlie Rountree seconded to approve the Transportation Service Coordination Plan update for Ada and Canyon Counties as presented. Motion passed unanimously.**

INFORMATION/DISCUSSION ITEM

A. Review Draft COMPASS Strategic Plan

Matt Stoll reviewed the draft COMPASS Strategic Plan for 2015-2017, which outlines a vision, mission, values, and goals for COMPASS, as recommended by the COMPASS Executive Committee. The last update was 2006. Once adopted, the plan will be updated on a three-year schedule, and will be tied into the Unified Planning Work Program and the implementation of the regional long-range transportation plan.

Elaine Clegg recommended adding a more expanded emphasis on education and leadership development under Goal 2 or 3. Matt stated staff will look at expanding those areas.

ADJOURNMENT

Martin Thorne moved and Jim Tibbs seconded adjournment at 2:45 pm. Motion passed unanimously.

Dated this 16th day of December 2013.

Approved:

**By: _____
Bryce Millar, Chair
Community Planning Association of
Southwest Idaho**

Attest:

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

EXECUTIVE COMMITTEE MEETING
OCTOBER 15, 2013
COMPASS 2ND FLOOR LARGE CONFERENCE ROOM
MERIDIAN, IDAHO

****MINUTES****



ATTENDEES: Sara Baker, Commissioner, Ada County Highway District, **Secretary-Treasurer**
Dave Bieter, Mayor, City of Boise, **Immediate Past Chair**
Dave Case, Commissioner, Ada County
Tom Dale, Mayor, City of Nampa, **Vice Chair**
Bryce Millar, Commissioner, Nampa Highway District #1, **Chair**
Jim Reynolds, Mayor, City of Eagle for Nathan Mitchell, Mayor, City of Star
Charlie Rountree, Councilman, City of Meridian, **Chair Elect**
Steve Rule, Commissioner, Canyon County
Darin Taylor, Mayor, City of Middleton

MEMBERS ABSENT: Garret Nancolas, Mayor, City of Caldwell

OTHERS PRESENT: Nancy Brecks, Community Planning Association
Ken Burgess, Veritas Advisors
Liisa Itkonen, Community Planning Association
Megan Larsen, Community Planning Association
Amy Luft, Community Planning Association
Walt Satterfield, Community Planning Association
Matt Stoll, Executive Director, Community Planning Association
Toni Tisdale, Community Planning Association
John Van Dyke, Community Planning Association
MaryAnn Waldinger, Community Planning Association
Dave Wallace, Ada County Highway District

CALL TO ORDER:

Chair Millar called the meeting to order at 2:50 pm.

AGENDA ADDITIONS/CHANGES

Matt Stoll requested to amend the agenda adding Information/Discussion Item VII-B. Status Report – End-of-Year Sweep Redistribution.

Charlie Rountree moved and Sara Baker seconded to amend the agenda adding Information/Discussion Item VII-B as requested. Motion passed unanimously.

OPEN DISCUSSION/ANNOUNCEMENTS

None.

CONSENT AGENDA

A. Approve September 17, 2013, Executive Committee Meeting Minutes

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

ACTION ITEMS

A. Establish November 18, 2013, COMPASS Board Meeting Agenda

Matt Stoll presented staff proposed Agenda Items 1-18, with a delay of Item 15 until the December 2013 Board meeting, for the November 18, 2013, Board meeting. Matt requested the latitude to amend the agenda as necessary.

After discussion, Tom Dale moved and Charlie Rountree seconded approval of the November 18, 2013, Board meeting Agenda Items 1-14 and 16-18 as presented. Matt Stoll has the latitude to amend the agenda as necessary. Motion passed unanimously.

B. Approve COMPASS Applications for Federal Funding

Toni Tisdale presented three projects COMPASS staff proposes to apply for through the Surface Transportation Program application process for the FY2014-2019 Regional Transportation Improvement Program:

- Treasure Valley Transportation Operations, Management, and Intelligent Transportation System, Plan Update
- Congestion Management Study
- Freight and Goods Movement Study

After discussion, Dave Case moved and Steve Rule seconded approval of COMPASS moving forward in the application process for federal funding as presented, including COMPASS paying the local match. Motion passed unanimously.

INFORMATION/DISCUSSION ITEMS

A. Status Report - State and Federal Legislative Issues

Ken Burgess presented a status report on state and federal legislative issues.

B. Status Report – End-of-Year Sweep Redistribution

Toni Tisdale recapped action taken by the Idaho Transportation Board regarding the End-of-Year sweep funding process, none of the COMPASS local highway projects were funded, based on a new funding process used this year by the Idaho Transportation Department.

After discussion, **it was agreed by consensus to schedule a meeting with the COMPASS Board officers; Matt Stoll; Idaho Transportation Department Director Brian Ness; Idaho Transportation Board Chairman Jerry Whitehead; and District 3, Idaho Transportation Board Commissioner Julie DeLorenzo as soon as possible to ask for remediation.**

ADJOURNMENT

Dave Case moved and Charlie Rountree seconded adjournment at 3:37 pm. Motion passed unanimously.

Dated this 19th day of November 2013.

Approved:

By: _____
Bryce Millar, Chair
Community Planning Association
of Southwest Idaho

Attest:

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

COMPASS 2014 MEETING DATES/TIMES/LOCATIONS



<u>BOARD of DIRECTORS MEETINGS</u>	<u>EXECUTIVE COMMITTEE/CIM 2040 LEADERSHIP TEAM MEETINGS</u>
<p>Board of Directors meetings are the third Monday of each month, except for January and February, which are on the fourth Monday because the third Mondays are holidays.</p>	<p>Executive Committee meetings are held on the third Tuesday of each month. CIM 2040 Leadership Team meetings are held as needed. Please note meeting start time/location for each month.</p>
<p>January 27, 2014 @ 1:30 pm COMPASS 1st Floor Board Room</p>	<p>January 21, 2014 @ 2:00 pm COMPASS 2nd Floor Large Conference Room</p>
<p>February 24, 2014 @ 1:30 pm COMPASS 1st Floor Board Room</p>	<p>CIM 2040 Leadership Team 1:30 February 18, 2014 @ 2:30 pm COMPASS 1st Floor Board Room</p>
<p>March 17, 2014 @ 1:30 pm COMPASS 1st Floor Board Room</p>	<p>March 18, 2014 @ 2:00 pm COMPASS 2nd Floor Large Conference Room</p>
<p>April 21, 2014 @ 1:30 pm COMPASS 1st Floor Board Room</p>	<p>CIM 2040 Leadership Team 1:30 April 15, 2014 @ 2:30 pm COMPASS 1st Floor Board Room</p>
<p>May 19, 2014 @ 1:30 pm COMPASS 1st Floor Board Room</p>	<p>May 20, 2014 @ 2:00 pm COMPASS 2nd Floor Large Conference Room</p>
<p>June 16, 2014 @ 1:30 pm COMPASS 1st Floor Board Room</p>	<p>CIM 2040 Leadership Team 1:30 June 17, 2014 @ 2:30 pm COMPASS 1st Floor Board Room</p>
<p>July 21, 2014 @ 1:30 pm COMPASS 1st Floor Board Room</p>	<p>July 15, 2014 @ 2:00 pm COMPASS 2nd Floor Large Conference Room</p>
<p>August 18, 2014 @ 1:30 pm COMPASS 1st Floor Board Room</p>	<p>August 19, 2014 @ 2:00 pm COMPASS 2nd Floor Large Conference Room</p>
<p>September 15, 2014 @ 1:30 pm COMPASS 1st Floor Board Room</p>	<p>September 16, 2014 @ 2:00 pm COMPASS 2nd Floor Large Conference Room</p>
<p>October 20, 2014 @ 1:30 pm COMPASS 1st Floor Board Room</p>	<p>October 21, 2014 2:00 pm COMPASS 2nd Floor Large Conference Room</p>
<p>November 17, 2014 @ 1:30 pm COMPASS 1st Floor Board Room</p>	<p>November 18, 2014 @ 2:00 pm COMPASS 2nd Floor Large Conference Room</p>
<p>December 15, 2014 Holiday Luncheon 12:00 pm Board Meeting 1:30 pm Nampa Civic Center</p>	<p>December 16, 2014 @ 2:00 pm COMPASS 2nd Floor Large Conference Room</p>

**COMPASS BOARD of DIRECTORS'
2014 DRAFT LEGISLATIVE POSITION STATEMENTS**



2014 State Legislative Positions

1. Transportation Revenue

The COMPASS Board of Directors strongly supports increasing and diversifying dedicated revenue for state and local transportation systems, including transit and alternative transportation modes. Idaho's current transportation funding level is inadequate to address the state's needs. The Governor's Task Force on Modernizing Transportation Funding in Idaho reported in 2010 a \$632 million annual shortfall for roadway and bridge needs in the state, including \$281 million annual shortfall to simply meet maintenance needs of the current system. A functional transportation system is critical to accommodate the population growth and economic development of the Treasure Valley and the State of Idaho.

2. Local Option Tax Authority

The COMPASS Board of Directors strongly supports general local option sales tax authority legislation. Such a tool will provide local units of government the ability to request necessary supplemental infrastructure revenue, as approved by local voters, through a local option sales tax. The Board supports the concept of allowing such funds to be used for roadway and/or transit projects. The Idaho Constitution currently empowers the legislature to grant local option taxing authority to local units of government. The COMPASS Board does not support local option taxes being used as a replacement for personal property taxes.

3. Bicycle Safety Legislation

The COMPASS Board of Directors supports legislation to provide greater infrastructure safety enhancements for bicyclists on Idaho's local roads and highways. Such legislation will provide revenue enhancements to incorporate bicycle lanes and/or roadway shoulder widths conducive to bicycle and pedestrian safety and increase safety for all roadway users.

4. Transportation Access Plan Legislation

The COMPASS Board of Directors strongly supports legislation providing a mechanism for the Idaho Transportation Department Board, in cooperation with local planning entities, to define the access control standards for a given highway corridor. This concept will allow transportation planning agencies to protect the safety and mobility of the traveling public by entering into agreements to control and manage access on state highways. This authority would help solve traffic flow challenges on state highways, particularly in high-growth areas like Ada and Canyon Counties.

COMPASS BOARD MEETING AGENDA ITEM VI-B

Date: December 16, 2013



COMPASS
COMMUNITY PLANNING ASSOCIATION
of Southwest Idaho

Topic: Draft COMPASS Strategic Plan

Background/Summary:

The COMPASS Executive Committee undertook a process from August 2012 – September 2013 to update the previous COMPASS strategic plan, which was developed in 2005 and adopted in January 2006. This process is outlined on page 2 of the attached draft *COMPASS FY2015-2017 Strategic Plan*. Many high-level elements of the 2006 strategic plan were kept, or modified only slightly. In addition, a new agency mission replaced separate Board and staff missions, and new objectives were developed to reach agency goals.

Per discussion at the November 18, 2014, COMPASS Board meeting, a new objective (Objective 2.3) was added to address leadership/professional development for Board members. What had been Objective 2.3 in the November draft has been renumbered as Objective 2.4.

The *COMPASS FY2015 - 2017 Strategic Plan* is designed to be a living document to be used when developing tasks and allocating resources. Beginning in FY2015, the Unified Planning Work Program (UPWP) will include a section outlining strategic plan goals and objectives and depicting how those will be accomplished during that fiscal year. The objectives, along with specific deliverables and targets, will also be included in individual program worksheets.

Tasks to achieve goals and objectives set forth in the plan will be outlined in the FY2015, 2016, and 2017 UPWP documents; however, work on many of the tasks to achieve plan goals will begin in FY2014.

The plan was designed to be updated on a three-year schedule, with the next update to be complete by December 31, 2016. This schedule will allow adequate time for new goals and objectives to be incorporated into the following fiscal year's UPWP, which is typically adopted in August.

Implication (policy and/or financial):

The draft strategic plan outlines a vision, mission, values, and goals for COMPASS. Once adopted, the plan will guide decisions on allocating resources to align with, and achieve, those aspirations.

Staff Recommended Action:

Approve the *COMPASS FY2015 - 2017 Strategic Plan*. The Executive Committee recommended Board adoption of the draft strategic plan in September 2013.

More Information:

- 1) Attachment: Draft *COMPASS FY2015 - 2017 Strategic Plan*
- 2) For detailed information contact: Matt Stoll, Executive Director, 475-2266 or mstoll@compassidaho.org.

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WORKING

TOGETHER

TO PLAN

FOR THE

FUTURE



COMPASS
COMMUNITY PLANNING ASSOCIATION
of Southwest Idaho

Community Planning Association of Southwest Idaho
FY2015 - 2017 Strategic Plan

Report No. 01-2014

Adopted by the COMPASS Board, **DATE** 2013
Resolution No. **XXX**

Community Planning Association of Southwest Idaho FY2015 – 2017 Strategic Plan

The Community Planning Association of Southwest Idaho (COMPASS) is an association of local governments working together to plan for the future of the Treasure Valley. The agency also serves as the metropolitan planning organization (MPO) for Ada and Canyon Counties, Idaho.

An MPO is a regional planning entity responsible for transportation planning and approval of US Department of Transportation funding for federally designated urbanized areas. All urbanized areas over 50,000 in population are required to have an MPO if local and state transportation agencies spend federal money on transportation improvements.

MPOs provide coordination, collaboration, and collective decision-making on regional transportation system investments and provide a forum that brings together all aspects of the regional transportation system in order to achieve a unified voice.

Strategic Planning Process

A strategic plan should outline an organization’s vision, mission, values, and goals and guide decisions on allocating resources to align with, and achieve, those aspirations.

The COMPASS Executive Committee undertook a process from August 2012 – September 2013 to update the previous COMPASS strategic plan, developed in 2005. Many high-level elements of the previous strategic plan were kept, or modified only slightly. In addition, a new agency mission replaced separate Board and staff missions, and new objectives were developed to reach agency goals. A timeline of the process is provided on Page 2.

The *COMPASS FY2015 - 2017 Strategic Plan* is designed to be a living document that is used when developing tasks and allocating resources. Beginning in FY2015, the Unified Planning Work Program (UPWP) – the COMPASS budget – will include a section outlining FY2015 - 2017 Strategic Plan goals and objectives and depicting how those will be accomplished during that fiscal year. The objectives, along with specific deliverables and targets, will also be included in individual program worksheets.

Tasks to achieve goals and objectives set forth in this plan will be outlined in the FY2015, 2016, and 2017 UPWP documents; however, work on many of the tasks to achieve plan goals will begin in FY2014.

This plan will be updated on a three-year schedule, with the next update to be complete by December 31, 2016. This schedule will allow adequate time for new goals and objectives to be incorporated into the following fiscal year’s UPWP, which is typically adopted in August.

Accomplishments relating to *COMPASS FY2015 - 2017 Strategic Plan* goals and objectives will be highlighted in the COMPASS online annual report (www.compassidaho.org/people/annualreports.htm), which is updated following the end of each fiscal year.



Planning Process (2012/2013)



Strategic Plan Elements

COMPASS Vision

COMPASS is a forum for regional collaboration that helps maintain a healthy and economically vibrant region, offering people choices in how and where they live, work, play, and travel.

Agency Mission

The mission of COMPASS is to conduct regional planning, facilitate regional coordination and cooperation, and serve as a source of information and expertise on issues affecting southwest Idaho. In its role as the Metropolitan Planning Organization for Ada and Canyon Counties, COMPASS fulfills this mission by developing transportation plans and priorities to enable members to access state and federal transportation funds.

COMPASS Values

- *Integrity*: COMPASS values integrity in that it adheres to a code of behavior to live by and emulate, which includes ethics, honesty, and to principles governing fairness. COMPASS exhibits integrity by sharing information and data, considering all views, discussing pros and cons, working toward consensus, and working within individual and collective capabilities.
- *Teamwork/Collaboration*: COMPASS values teamwork in that a collaborative team has good communication, well-defined roles, and shared authority of work product. COMPASS supports this value throughout many areas of agency work and attempts to create collaborative working groups both internally and externally.
- *Quality*: COMPASS values quality and strives for professionalism, achievement, and competence. This is exhibited through internal and external helpfulness, an organizational review process for written materials, and providing timely information – including sending advance notice of meetings. Staff is knowledgeable and courteous.

COMPASS Goals

- *Communication and Public Awareness* encourages greater agency effort to reach residents of southwest Idaho and supports the implementation of an integrated communications plan. Public involvement, community collaboration, education opportunities, and media relations are components of this goal.
- *People and Structure* reflects the need for a comprehensive strategy in managing the organization, including the COMPASS Board, staff, committees, documents, financial stability/budget, and human resources.
- *Planning Excellence and Collaboration* ensures cooperation with member agencies and other jurisdictions so that each can share knowledge about comprehensive plans, ordinances, land use regulations, regional studies, conferences, and resources.
- *Products and Services* support regional transportation planning, including long-range transportation plans, transportation improvement programs, regional studies, congestion management systems, unified planning work programs, transportation modeling, air quality analysis, demographics, and geographic information systems.

Objectives

Goal: Communication and Public Awareness

Objective 1.1. Develop an integrated communications plan.

- *FY:* 2014, 2015
- *Program:* 653 (Communication and Education)
- *Task:*
 - Develop integrated communications plan, which will include public involvement, community collaboration, education opportunities, media relations, and marketing of the agency itself.
 - Plan will align with the COMPASS Public Involvement Policy and related Title VI and Environmental Justice requirements.
- *Target Date:*
 - Plan completed: April 30, 2015.

Objective 1.2. Implement integrated communications plan.

- *FY:* 2015, 2016, 2017
- *Program:* 653 (Communication and Education)
- *Task:*
 - As defined in the integrated communications plan to meet plan goals.
- *Target Date:*
 - Meet target dates as established in the plan.

Objective 1.3. Initiate work to evaluate the effectiveness of the integrated communications plan.

- *FY:* 2015
- *Program:* 653 (Communication and Education)
- *Tasks:*
 - Execute a statistically significant random household survey on the public's awareness of COMPASS programs, projects, and opportunities for comment to establish baseline data for evaluating effectiveness of the integrated communications plan.
 - Baseline survey results will be used in future years for comparison to evaluate the effectiveness of the integrated communications plan.
 - Develop report summarizing results.
- *Target Date:*
 - Baseline survey and report completed: September 30, 2015.

Goal: People and Structure

Objective 2.1. Evaluate the effective use of agency resources to provide the best value for members.

- *FY: 2014, 2015, 2016, 2017*
- *Programs: 990 (Operations) and 601(UPWP Budget Development and Monitoring)*
- *Tasks:*
 - Identify enhanced operations, improve workflow, and increase efficiency.
 - Aggregate data provided in the agency's quadrennial certification review, annual financial audit, staff performance reviews, and from Board and member agency feedback.
 - Modify expenses, as appropriate, in the upcoming COMPASS UPWP based on evaluations.
 - Present to the public and member agencies in a visual, easy-to-understand format, such as via the COMPASS online dashboard (see Objective 3.2).
- *Target Dates:*
 - Modifications made: June 30 of each year.
 - Presentation to public: continual.

Objective 2.2. Increase knowledge and skill sets of existing staff to remain on the cutting edge of best practices and technologies in planning and related fields.

- *FY: 2014, 2015, 2016, 2017*
- *Programs: 801 (Staff Development) and 990 (Operations)*
- *Tasks:*
 - Create a workforce development plan.
 - Create an inventory of existing agency knowledge base and skill sets and identify gaps.
 - Use inventory as basis for plan.
 - Execute workforce development plan.
 - Update/reassess skills inventory and gaps.
 - Update development plan accordingly and execute on the plan in the subsequent year.
- *Target Dates:*
 - Inventory created: June 30, 2014.
 - Development plan prepared: September 30, 2014.
 - Execute plan: continual.
 - Reassess/update plan: annually, as needed.

Objective 2.3. Develop and promote leadership skills and professional development for COMPASS Board members and staff.

- *FY: 2014, 2015, 2016, 2017*
- *Programs: 801 (Staff Development) and 990 (Operations)*
- *Tasks:*
 - Develop an inventory of relevant professional organizations, conferences, and educational/leadership development opportunities for Board members and staff.
 - Support Board and staff participation in professional organizations.
 - Support Board and staff in assuming leadership roles in professional organizations.
- *Target Dates:*
 - Inventory created: March 31, 2014.
 - Inventory updated: annually.

Objective 2.4. Review Board and committee structure, bylaws, and practices and recommend ways to improve efficiencies.

- *FY:* 2014
- *Program:* 820 (Committee Support)
- *Tasks:*
 - Develop recommendations.
 - Document recommendations in report for the COMPASS Board.
- *Target Date:*
 - Report presented to Board: June 30, 2014.

Goal: Planning Excellence and Collaboration

Objective 3.1. Establish quarterly meetings with member agency staff to enhance communication outside of a formal committee structure.

- *FY:* 2014, 2015, 2016, 2017
- *Program:* 701 (General Membership Services)
- *Task:*
 - Establish meeting schedules and format.
 - Meetings may be held one-on-one with individual agencies or with groups of agencies, based on member agency needs.
 - Meetings shall be a forum to
 - share information,
 - provide updates on upcoming and ongoing projects and issues,
 - share resources,
 - explore collaboration.
- *Target Dates:*
 - Meeting schedule and format established: April 30, 2014.
 - Meetings scheduled and held: quarterly on an ongoing basis.

Objective 3.2. Facilitate the sharing of data and information.

- *FY:* 2014, 2015, 2016, 2017
- *Programs:* 620 (Growth and Transportation System Monitoring), 653 (Communication and Education), 701 (General Membership Services), 862 (Regional Data Center)
- *Tasks:*
 - Implement a regional data center and online dashboard.
 - Provide/host a minimum of eight training and educational opportunities annually.
- *Target Dates:*
 - Implement Phase 1 of a regional data center and online dashboard: August 31, 2014.
 - Host a minimum of eight training and educational opportunities: annually.

Goal: Products and Services

Objective 4.1. Lead a process to coordinate local land use planning, transportation planning, and development (mirrors *Communities in Motion 2040* Goal 2.1)

- *FY:* 2015, 2016, 2017
- *Programs:* 661 (*Communities in Motion*), 620 (Growth and Transportation System Monitoring)
- *Tasks:*
 - Establish a process to maximize the use of existing infrastructure, increase the effectiveness of investment, and retain or enhance the vitality of the local community.
 - Document process.
 - Follow process.
- *Target Dates:*
 - Process established and documented: April 30, 2015.
 - Process followed: per schedule established in process.

Objective 4.2. Implement adopted plans.

- *FY:* 2014, 2015, 2016, 2017.
- *Programs:* 601 (UPWP Budget Development and Monitoring), 661 (*Communities in Motion*), 685 (Transportation Improvement Program); 653 (communications plan), 801 (development plan), all programs (Strategic Plan)
- *Task:*
 - Implement adopted plans (*Communities in Motion*, Regional Transportation Improvement Program, UPWP, strategic plan, integrated communications plan [Objective 1.1], and development plan [Objective 2.2])
 - Incorporate tasks into the UPWP as appropriate.
 - Complete tasks.
 - Track and report progress toward individual plan performance measures, targets, and goals, through online dashboard (see Objective 3.2) and other means.
 - Evaluate success.
 - Make changes as appropriate based on evaluations.
- *Target Dates:*
 - As established in individual plans.

Objective 4.3. Establish a process for integrating tasks identified in *Communities in Motion* into the Unified Planning Work Program (UPWP).

- *FY:* 2014, 2015, 2016, 2017
- *Programs:* 601 (UPWP Budget Development and Monitoring), 661 (*Communities in Motion*), and others, based on the type of project
- *Tasks:*
 - Establish process.
 - Complete individual tasks, as determined through the long-range transportation planning process.
- *Target Dates:*
 - Process established: March 31, 2014.

Objective 4.4. Update planning documents.

- *FY:* 2014, 2015, 2016, 2017
- *Programs:* 601 (UPWP Budget Development and Monitoring), 661 (*Communities in Motion*), 685 (Transportation Improvement Program), 653 (Communication and Education)
- *Task:*
 - Update plans to meet federal requirements and member agency needs (*Communities in Motion*, Regional Transportation Improvement Plan, UPWP, strategic plan, integrated communications plan [Objective 1.1], and development plan [Objective 2.2]).
- *Target Dates:*
 - *Communities in Motion:* begin update in 2015; complete no later than September 2018.
 - UPWP and Regional Transportation Improvement Program: no later than September of each year.
 - Strategic plan: December 2016.
 - Integrated communications plan: reassess annually; update as needed.
 - Development plan: annually; update as needed.

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COMPASS BOARD AGENDA ITEM VI-C

Date: December 16, 2013



Topic: Updated COMPASS Employment Policies and Procedures

Background/Summary:

The *COMPASS Employment Policies and Procedures* manual was last updated in January 2009. The existing employment policies and procedures manual is out of date with respect to some legal requirements. The update will bring the employment policies and procedures into compliance.

Additionally, some modifications have been made to the employment policies and procedures to better reflect COMPASS's goals, values and current practices. To the extent possible, the employment policies and procedures have been simplified.

A more specific listing of the significant proposed changes to the employment policies and procedures is provided in Attachment 1.

Request/Recommendation:

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

Implication (policy and/or financial):

The current update will bring the employment policies and procedures into compliance with existing laws and regulations and will reflect COMPASS' current practices. If the updated employment policies and procedures are not adopted, the 2009 employment policies and procedures will remain in effect.

More Information:

- 1) Attachment 1: Summary of changes to *COMPASS Employment Policies and Procedures*
- 2) Attachment 2: *COMPASS Employment Policies and Procedures*
- 3) For detailed information contact: Megan Larsen, Director of Operations, at 475-2228 or mlarsen@compassidaho.org.

ML:nb T:\Operations\Human Resources\Policies & Procedures\Personnel Manual Update Project 2014\Employment Procedures Proposed Changes 12-16-2013

Attachment 1
Summary of Proposed Changes to Employment Policies and Procedures

New Section Number(s)	Old Section Number(s)	Notes
1.0	2.0	Message from the Director: Updated to reflect the COMPASS Vision and Mission in the updated Strategic Plan.
3.0	3.0	Employment at Will: This section was simplified.
4.0 – 4.5	5.0 – 5.6	Definitions: The definition for a “regular” employee was not needed and was deleted; references to the source guidance in the Fair Labor Standards Act was added to the definitions of exempt and non-exempt employees.
5.1	1.3.1	Position Recruitment: This section was simplified to allow for greater flexibility in recruitment methods, as may be appropriate to the position.
5.2	1.3.2	Position Selection: This section was simplified to allow for greater flexibility in selection methods, as may be appropriate to the position.
8.0	1.3.4	Promotion, Transfer and Reassignment: This section was updated to reflect the recruitment and selection updates in Sections 5.1 and 5.2.
9.0	1.3.6	Performance Evaluation: This section was updated to reflect COMPASS’ current practice.
9.1	9.5	Bonus: This section was simplified.
10.1	4.1	Equal Employment Opportunity: This section was updated to reflect the current guidance.
10.2	4.8	Title VI: This section was updated to incorporate the Title VI policy by reference rather than restate it.
10.3	4.7	Americans with Disabilities Act (ADA): This section was updated to incorporate the applicable ADA law by reference rather than restate it.
10.4	4.9	USERRA: This section was updated to incorporate the applicable USERRA law by reference rather than restate it.

Attachment 1
Summary of Proposed Changes to Employment Policies and Procedures

10.5 - 10.5.3	4.2-4.3.5	Anti Harassment Policy: This section was updated to reflect current guidance and mirror the language in the Equal Employment Opportunity section.
10.6		Whistleblower Policy: This is a new section.
10.7 – 10.7.3	8.6-8.6.4	Drug Free Workplace Policy: This section was updated to reflect current guidance.
11.2	12.0	Conflict of Interest: This section was simplified.
11.4		Social Media: This is a new section.
11.5		Public Records: This is a new section.
11.7	8.2-8.2.2	Work Hours and Attendance: This section was simplified.
11.7.1		Breaks for Breastfeeding Mothers: This is a new section to reflect changes to the Fair Labor Standards Act necessitated by the Affordable Care Act.
11.7.3	8.5	Alternate Work Locations: This section was simplified to reflect COMPASS' practice.
11.8	8.4	Professional Appearance: This section was simplified.
11.9		Smoking: This is a new section.
11.10		Work Spaces: This is a new section.
11.11		Work Related Accidents: This is a new section.
11.12		Posting and Distribution of Materials and Solicitations: This is a new section.
12.1	13.4	Employee Training: This section was re-worded to reflect COMPASS' practices.
12.2	10.10	Professional Association Membership
12.3	10.7	Tuition Assistance: Conditions for reimbursement were added to this policy.
13.1		Public Records: This is a new section.
13.2	7.1.3	Cell Phone: This section was updated to reflect COMPASS' practices.
13.3	7.3-7.4	Electronic Communications and Internet: This section was updated to reflect current guidance.
13.5		Incurring Financial Obligations on COMPASS' behalf: This is a new section.
14.0	3.1.1-3.1.2	Termination of Employment: This section was updated to reflect COMPASS' practices.
15.1		Salary Ranges: This is a new section.
15.3	9.1	Time Sheets and Pay Periods: This section was updated to reflect COMPASS current practice.
15.6	9.3	Overtime Non exempt Employees: This section was updated for consistency with the Fair Labor Standards Act.

Attachment 1
Summary of Proposed Changes to Employment Policies and Procedures

15.7	9.3	Exempt Employees: This section was updated for consistency with the Fair Labor Standards Act.
16.1.1	10.12	PERSI: This section incorporated PERSI requirements by reference rather than restating them.
16.1.2	10.6	Other Retirement Benefits: This section was updated to provide clarification of risk and responsibility.
16.2	10.1	Health Benefits: This section was updated to reflect COMPASS current practice and update eligibility for benefits to employees working at least 30 hours per work, consistent with the Affordable Care Act.
17.3.1	6.2.1	Sick Leave Accrual: The maximum sick leave accrual was updated to 280 hours.
17.3.2	6.2.2	Use of Sick Leave: Acceptable uses of sick leave were updated to be consistent with the Family Medical Leave Act.
17.4	6.5	Family Leave: The requirements of the Family Medical Leave Act were incorporated by reference rather than restating them.
Appendix A		Pay Dates: This information was moved to an Appendix so that it could be updated as needed without revisions to the entire policies and procedures manual.
Appendix B		PERSI Contribution Rates: This information was moved to an Appendix so that it could be updated as needed without revisions to the entire policies and procedures manual.
Appendix C		Health Benefit Program: This information was moved to an Appendix so that it could be updated as needed without revisions to the entire policies and procedures manual.

Attachment 1
Summary of Proposed Changes to Employment Policies and Procedures

	1.1.3	Adoption and Amendment: This section was deleted; the required language was incorporated into Section 2.0.
	3.1.3	Layoff: This section was deleted as it conflicted with the Employment at Will statement.
	4.5-4.6	Affirmative Action: This section was deleted as the issues addressed here are covered under Title VI, EEO and ADA.
	6.1.3	Leave Transfer: This section was deleted because it presented a potential conflict with Family Medical Leave.
	7.1.1-7.1.2	Telephone Use Business and Personal: This section was deleted.
	7.2	Personal Digital Assistant: This section was deleted.
	9.2.2	Reimbursements: This section was deleted.
	10.2	Cafeteria Plan: The cafeteria plan was eliminated and this section was deleted.
	10.3	Life Insurance: This section was deleted and the information was moved to Appendix C.
	10.4	Disability Insurance: This section was deleted and the information was moved to Appendix C.
	10.5	Credit Union Membership: This section was deleted.
	14.0	Management Practices: This section was deleted because it presented potential conflicts with employment at will.

**COMMUNITY PLANNING ASSOCIATION
OF SOUTHWEST IDAHO**

**EMPLOYMENT POLICIES AND
PROCEDURES**

Effective December 16, 2013

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1.0 MESSAGE FROM THE DIRECTOR

The achievements of any organization are the result of the combined efforts of all individuals involved, and the Community Planning Association of Southwest Idaho (COMPASS) is proud of its highly capable, innovative staff. Each individual is encouraged to contribute his or her experience, skill, and knowledge toward the realization of COMPASS' Vision and Mission.

COMPASS Vision

COMPASS is a forum for regional collaboration that helps maintain a healthy and economically vibrant region, offering people choices in how and where they live, work, play, and travel.

COMPASS Mission

The mission of COMPASS is to conduct regional planning, facilitate regional coordination and cooperation, and serve as a source of information and expertise on issues affecting southwest Idaho. In its role as the Metropolitan Planning Organization for Ada and Canyon Counties, COMPASS fulfills this mission by developing transportation plans and priorities to enable members to access state and federal transportation funds.

2.0 INTRODUCTION

This Employment Policies and Procedures manual is intended to provide information on matters of importance to employees. The Employment Policies and Procedures manual is not a contract and nothing contained herein alters the at-will employment relationship. This manual supersedes any and all previous employment manuals, oral or written representations made to employees, and any employment pattern or practice of COMPASS inconsistent with this document.

It is your responsibility to review the manual and be familiar with the contents. You will be asked to sign the Acknowledgement of Receipt, and return it to the Director of Operations for inclusion in your personnel file.

Employees are encouraged to provide feedback on the Employment Policies and Procedures. Comments should be submitted to the Executive Director and/or the Director of Operations.

COMPASS is not bound to follow the policies and procedures or provide the benefits described in the Employment Policies and Procedures manual indefinitely. The Employment Policies and Procedures manual may be reviewed periodically, and changes may be made as needed to meet the needs of the agency. Revised copies will be distributed to each employee at the time of the revision.

2.1 Authority and Responsibility

The COMPASS Board of Directors has the overall governing and policy setting responsibility for the Community Planning Association, as described in the Joint Powers Agreement and the COMPASS Bylaws.

The Executive Director is granted broad authority in personnel management through the COMPASS Bylaws. The Executive Director is responsible for personnel administration including interpreting policies and establishing administrative procedures to implement those policies. The Executive Director may delegate administration of all or part of the Employment Policies and Procedures to other employees. During the absence of the Executive Director, responsibility for administering these policies will be placed with the Director of Operations or, in his/her absence, other personnel as designated by the Executive Director.

2.2 Master and Employee Copies

The original “master copy” of the Employment Policies and Procedures shall be retained in the Director of Operations’ office. All employees will be provided with a pdf copy of the Employment Policies and Procedures at the time of employment and when modifications have been made, and will be asked to sign an Acknowledgment of Receipt. The signed Acknowledgement of Receipt should be returned to the Director of Operations. Employees may print their own copies of the Employment Policies and Procedures on a COMPASS printer if they wish to have a hard copy.

3.0 EMPLOYMENT AT WILL

All employment with COMPASS is at will. There is no set length for an employment relationship and either COMPASS or the employee may end it at any time, with or without notice; with or without cause.

4.0 DEFINITIONS

4.1 Full-Time Employee

A full-time employee is an employee in an approved position who regularly works forty (40) hours or more per week.

4.2 Part-Time Employee

A part-time employee is an employee in an approved position who regularly works less than forty (40) hours per week.

4.3 Project Employee

A project employee is an employee working in a temporary position to meet special workload demands for a limited period of time. Project employees may be either full or part time, but are not eligible for health benefits or leave benefits regardless of hours worked per week.

4.4 Exempt Employee

An exempt employee is an employee who is exempt from the requirements for overtime pay as described in the federal Fair Labor Standards Act. COMPASS will follow the guidance in the Fair Labor Standards Act in the classification of employees as exempt. Additional detail about proper classification of employees under the Fair Labor Standards Act can be accessed through the Department of Labor at <http://www.dol.gov/whd/>.

4.5 Non-Exempt Employee

A non-exempt employee is an employee who is not exempt from the requirements for overtime pay as described in the federal Fair Labor Standards Act. COMPASS will comply with the Fair Labor Standards Act in the classification of employees as non-exempt. Additional detail about proper classification of employees under the Fair Labor Standards Act can be accessed through the Department of Labor at <http://www.dol.gov/whd/>.

5.0 RECRUITMENT AND SELECTION

5.1 Position Recruitment

The COMPASS Board approves the total annual budget for personnel costs as part of the Unified Planning Work Program (UPWP). The Executive Director will determine the need to establish new positions and/or fill vacant positions, subject to the constraints of the personnel budget in the Board-approved UPWP.

A job description including a general statement of duties, basic responsibilities and minimum qualifications will be prepared for vacant positions and made available to prospective applicants.

Letters of application and resumes to fill vacant positions will be solicited by the means necessary to reach an adequate labor market and comply with the spirit of COMPASS' work place policies, which are described in Section 10 of this Employment Policies and Procedures manual. Solicitation methods may include, but are not limited to: announcements posted on various relevant websites, including compassidaho.org, notices sent to relevant applicants on file, notices sent to local employment agencies and educational institutions for referral of applicants, referrals from current employees, notifications posted in COMPASS and other agency offices, and advertisements in newspapers, journals, and newsletters.

Solicitations for vacant positions will include: job title, job description, desirable qualifications, application instructions, a closing date and a statement that COMPASS is an equal employment opportunity employer.

5.2 Position Selection

The Director of Operations will complete the initial screening of applications to identify those applicants that meet the minimum qualifications.

The Executive Director will identify an interview team. The interview team will further screen applicants and conduct one or more interviews with the selected candidates. Preference is given to veterans in the recruitment process per federal and state law.

One or more job candidates will be selected for final interviews with the Executive Director. The Executive Director may include members of the interview team in those interviews.

Reference checks and criminal background checks will be conducted on candidates considered for an offer of employment. Applicants will be required to provide information necessary to conduct reference and criminal background checks.

6.0 OFFERS OF EMPLOYMENT

Offers of employment are extended at the sole discretion of the Executive Director.

Offers of employment will be made by letter, signed and dated by the Executive Director, and will specify the job title, job type (full-time, part-time or project), starting date, supervisor, rate of pay, classification (exempt or non-exempt), and conditions of employment, if any. The applicant who accepts the offer will acknowledge acceptance by signing the offer letter and returning it to the Director of Operations for placement in the personnel file.

7.0 PERSONNEL FILES

7.1 Current Employee Personnel Files

COMPASS will maintain a personnel file for all current employees. The contents of each employee's file may include, but not be limited to, the following:

- Name, social security number, current home address and home phone number;
- All information required for state and federal reporting: W-4 form, date of birth, gender, I-9 form, appropriate I-9 documentation, race, current FLSA classification, and job title;
- Copies of all documents related to the employee's qualifications and original employment: letter of application, resume, results of reference and background checks;
- Copies of all documents related to the employee's tenure with COMPASS, such as: performance evaluations, records of salary adjustments, corrective actions, and records of seminars and classes attended; and
- Benefit enrollment forms.

COMPASS will maintain additional information to facilitate tracking and reporting as may be required by various funding programs.

It is the responsibility of the employee to inform COMPASS of changes in pertinent personal information.

7.2 Current Employees Personnel Files – Access

Personnel files are the property of COMPASS and are confidential and restricted. Access to personnel files is limited, not prohibited. The guidelines for access to personnel files of current employees are:

Personnel file information will only be released outside COMPASS that is required by:

1. Law or court order;
2. Business procedures such as audits and labor compliance checks; or
3. Reference or credit checks as authorized by the employee. Requests for reference or credit check information will be denied in the absence of employee authorization.

Supervisors may have access to their employees' files for preparation of evaluations or other business related projects. Files may not leave the designated area and only the Director of Operations or the Executive Director may copy material.

An employee's own personnel file will be made available for the employee's review, upon request, within three (3) days of the request. Information in the personnel file is the property of COMPASS,

and may be copied only by the Director of Operations or the Executive Director. Employees may request changes or corrections to their file in writing.

7.3 Former Employees' Personnel Files

Personnel files for all terminated employees will be retained for a period of ten years following termination of employment, in compliance with COMPASS' Records Policy. During that period, COMPASS will confirm only the following data about former personnel unless authorization is provided by the former employee:

- Dates the employee worked for COMPASS; and
- Position title(s) during the employment period.

Within COMPASS, these files will only be available to the Executive Director and the Director of Operations.

8.0 PROMOTION, TRANSFER AND REASSIGNMENT

Generally, promotions and transfers are personnel actions similar to recruitment for vacancies or new positions. COMPASS may follow the recruitment process described in Section 5 of this manual for promotions or transfers. When such a recruitment process occurs, any employee may file an application for consideration for a vacant position. Such applications will be considered on the same basis as any others received, with consideration given to past performance at COMPASS and COMPASS' needs. The Executive Director may, at his or her sole discretion, promote, transfer, or reassign a current employee to a different position without conducting a recruitment process.

9.0 PERFORMANCE EVALUATION

Employee performance shall be reviewed not less than annually. COMPASS may review performance more frequently as circumstances warrant.

For employees other than the Executive Director, general performance will be evaluated and rated according to a set of standardized criteria. Additionally, employees will be assessed based on how well they achieved the goals established by mutual agreement with their supervisor and the Executive Director in the previous review period.

Employee performance evaluations, other than the Executive Director evaluation, shall occur annually, and be completed within thirty days of the employee's anniversary date. Employees will be asked to complete a self-evaluation using the agency's form and return it to their supervisors. Supervisors shall complete their portion of the review on the same form. The completed document shall be provided to the employee at least one day in advance of the performance evaluation meeting. The employee and supervisor shall meet in person to discuss the performance evaluation and mutually agree to goals for the upcoming review period. The Executive Director must also agree to the established goals. These goals will then become part of the basis for evaluation in the next review period.

New employees will be formally evaluated by their supervisor in the same manner described above within thirty days of the end of the six month introductory period, and again within thirty days of their first anniversary date. Evaluations will take place not less than annually thereafter, within thirty days of the anniversary date.

Performance evaluations are an important consideration in salary adjustments or merit increases that may occur. However, a favorable performance evaluation does not guarantee or necessitate an increase in salary. Salary adjustments or merit increases for employees other than the Executive Director are at the sole discretion of the Executive Director and are dependent on a number of factors, including but not limited to, performance evaluation results and availability of funds.

The Executive Director shall be reviewed not less than annually by the Executive Committee. The review process shall begin in April of each year. In April of each year, the Board Chair shall ask Board Members to submit their comments, if any, regarding the Executive Director's performance to the Chair prior to the regularly scheduled May Executive Committee meeting. Additionally, in April of each year, the Executive Director will be asked to provide a self-evaluation to the Executive Committee. This self-evaluation shall include, but not be limited to, a discussion of accomplishments from the previous review period.

At its regularly scheduled May meeting, the Executive Committee shall complete the evaluation of the Executive Director, using the form and criteria it deems appropriate. The feedback received from the Board and the Executive Director's self-evaluation shall be given consideration in the evaluation process. The Executive Committee may establish goals or directives for the Executive Director for the next review period as part of its evaluation.

The Executive Committee will report the results of its evaluation and make a recommendation for salary adjustment or other compensation arrangements, if any, to the full Board for its approval at the regularly scheduled June Board meeting.

COMPASS EMPLOYMENT POLICIES AND PROCEDURES - 14

9.1 Bonus

COMPASS, at its discretion, may recognize outstanding employee performance by providing an employee bonus. For employees other than the Executive Director, bonuses may be awarded at the sole discretion of the Executive Director in recognition of outstanding performance above and beyond normal job requirements.

The Board may award a bonus to the Executive Director in recognition of outstanding performance upon recommendation of the Executive Committee.

A bonus paid in accordance with the above procedures will be paid to the employee in a separate payment at the next regular pay period. Bonuses are subject to required payroll withholdings.

10.0 WORK PLACE POLICIES

10.1 Equal Employment Opportunity

COMPASS is an equal opportunity employer. COMPASS will make employment decisions without regard to race, color, religion, gender, age, national origin, disability, veteran status, or any other legally protected status.

COMPASS' commitment to equal opportunity extends to all aspects of the employment relationship, including hiring, transfers, promotions, training, discipline, working conditions, compensation, benefits, and other terms and conditions of employment.

COMPASS expressly prohibits any form of unlawful employee harassment based on race, color, religion, gender, age, national origin, disability, veteran status, or any other legally protected status. COMPASS employees are expected to conduct themselves in a manner that provides a working atmosphere free from discrimination and harassment.

10.2 Title VI

As a sub-recipient of federal financial assistance, COMPASS is committed to compliance with Title VI of the Civil Rights Act of 1964 and all related regulations and directives. COMPASS assures that no person shall, on the grounds of race, color, national origin, gender, age, or disability be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any COMPASS service, program, or activity. COMPASS also assures that every effort will be made to prevent discrimination through the impacts of its programs, policies, and activities on minority and low-income populations and that it will take reasonable steps to provide meaningful access to services for persons with Limited English Proficiency. COMPASS' Title VI policy can be accessed at its website, <http://www.compassidaho.org/>.

10.3 Compliance With the Americans With Disabilities Act of 1990, As Amended

The Americans with Disabilities Act of 1990, As Amended (ADA) is federal law that prohibits employers with fifteen or more employees from discriminating against applicants and individuals with disabilities and that requires employers, when needed, to provide reasonable accommodations to applicants and employees who are qualified for a job, with or without reasonable accommodations, so that they may perform the essential job duties of the position. Additional information about the ADA can be accessed through the US Department of Justice, Civil Rights Division at www.ada.gov.

It is COMPASS' policy to comply with the applicable provisions of the ADA and all other applicable federal and state laws concerning the employment of persons with disabilities in all of its employment practices.

10.4 Compliance with USERRA

The Uniformed Services Employment and Reemployment Rights Act (USERRA) protects civilian job rights and benefits for veterans and members of the active and reserve components of the U.S. armed forces. USERRA provides that returning service-members must be promptly reemployed in the same position that they would have attained had they not been absent for military service, with the same seniority, status and pay, as well as other rights and benefits determined by seniority. Additional information about USERRA can be accessed through the US Department of Labor, Veterans' Employment and Training Service at www.dol.gov/vets/programs/userra/.

It is COMPASS' policy to comply with the applicable provisions of USERRA and all other federal and state laws concerning the employment of veterans and members of the U.S. armed forces in all of its employment practices.

10.5 Anti-Harassment Policy

COMPASS is committed to a work environment in which all employees are treated with respect and dignity. Every employee has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits unlawful discriminatory practices, including harassment. COMPASS employees are expected to conduct themselves in a manner that provides a working atmosphere free from discrimination and harassment.

COMPASS encourages reporting of all perceived incidents of discrimination or harassment. It is COMPASS' policy to investigate such reports promptly and thoroughly. COMPASS prohibits retaliation against any individual who reports discrimination or harassment or who participates in an investigation of such reports.

10.5.1 Definitions

Sexual harassment constitutes discrimination and is illegal under federal and state laws. Sexual harassment may include a range of subtle and not-so-subtle behaviors and may involve individuals of the same or different gender. For the purposes of this policy, sexual harassment is defined, in conformity with the Equal Employment Opportunity Commission Guidelines, as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when, for example a) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; b) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or c) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Harassment on the basis of any other protected characteristic is also strictly prohibited. Under this policy, harassment is verbal, written or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her race, color, religion, gender, age, national origin, disability, veteran status, or any other legally protected status, and that a) has the purpose or effect of creating an intimidating, hostile or offensive work environment; b) has the purpose or effect of unreasonably interfering with an individual's work performance; or c) otherwise adversely affects an individual's employment opportunities.

Harassing conduct includes epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes; and written or graphic material that denigrates or shows hostility or aversion toward an individual or group and that is placed on walls or elsewhere on the agency's premises or circulated in the workplace, on agency time or using agency equipment via email, phone (including voice messages), text messages, tweets, blogs, social networking sites or other means.

10.5.2 Individuals and Conduct Covered

These policies apply to all applicants and employees, whether related to conduct engaged in by fellow employees or someone not directly connected to COMPASS, such as an outside vendor, consultant or customer.

Conduct prohibited by these policies is unacceptable in the workplace and in any work-related setting outside the workplace, such as during business trips, business meetings and business-related social events.

10.5.3 Complaint Process

Individuals who believe they have been the victims of conduct prohibited by this policy statement or who believe they have witnessed such conduct should discuss their concerns with their immediate supervisor, the Director of Operations or the Executive Director.

When possible, COMPASS encourages individuals who believe they are being subjected to such conduct to promptly advise the offender that his or her behavior is unwelcome and request that it be discontinued. Often this action alone will resolve the problem. COMPASS recognizes, however, that an individual may prefer to pursue the matter through complaint procedures.

COMPASS encourages the prompt reporting of complaints or concerns so that rapid and constructive action can be taken before relationships become irreparably strained. No fixed reporting period has been established, but early reporting and intervention is strongly encouraged, as these are the most effective methods of resolving actual or perceived incidents of harassment.

Any reported allegations of harassment, discrimination or retaliation will be investigated promptly. The investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge. Misconduct constituting harassment, discrimination or retaliation will be dealt with appropriately.

Confidentiality will be maintained throughout the investigatory process to the extent consistent with adequate investigation and appropriate corrective action.

Retaliation against an individual for reporting harassment or discrimination or for participating in an investigation of a claim of harassment or discrimination is a serious violation of this policy and, like harassment or discrimination itself, may be subject to disciplinary action. Acts of retaliation should be reported immediately and will be promptly investigated and addressed.

If a party to a complaint does not agree with its resolution, that party may appeal to COMPASS' Executive Director or Executive Committee.

False and malicious complaints of harassment, discrimination or retaliation may be the subject of appropriate disciplinary action.

10.6 Whistleblower Protection

A whistleblower is defined as an employee of COMPASS who reports an activity that the employee considers to be illegal or dishonest to one or more of the parties specified in this policy. The whistleblower is not responsible for investigating the activity or for determining fault or corrective measures; the Executive Director or his or her designee is charged with those responsibilities.

Examples of illegal or dishonest activities are violations of federal, state or local laws; billing or payment for services not performed or other fraudulent financial reporting.

If an employee has knowledge of or a concern about alleged illegal or dishonest fraudulent activity, the employee should discuss his or her concerns with the immediate supervisor, the Director of Operations or the Executive Director. Employees must exercise sound judgment to avoid baseless allegations. Employees who intentionally file a false report of wrongdoing may be subject to discipline up to and including termination.

Whistleblower protections are provided in two areas: confidentiality and against retaliation. To the extent possible, the confidentiality of the whistleblower will be maintained. However, identity may have to be disclosed to facilitate a thorough investigation, to comply with the law and to provide accused individuals their legal rights of defense.

COMPASS will not retaliate against a whistleblower. This includes, but is not limited to, protection from retaliation in the form of an adverse employment action such as termination, compensation decreases, poor work assignments or threats of physical harm. Whistleblowers who believe they are being retaliated against must contact the Director of Operations or the Executive Director immediately. The right of a whistleblower for protection against retaliation does not include immunity for any personal wrongdoing that is alleged and investigated.

Reports of illegal and dishonest activities submitted to supervisors or to the Director of Operations will be promptly submitted to the Executive Director who is responsible for investigating and coordinating corrective action. The Executive Director may designate an appropriate party to conduct an investigation and/or coordinate corrective action.

10.7 Drug-Free Workplace

COMPASS is committed to protecting the safety, health and well being of all employees and other individuals in its workplace. COMPASS recognizes that alcohol abuse and drug use may compromise its ability to achieve agency goals. COMPASS has established a drug-free workplace program that balances the agency's respect for individuals with the need to maintain an alcohol and drug-free environment. COMPASS encourages employees to voluntarily seek help with drug and alcohol problems.

Any individual who conducts business for the agency, is applying for a position or is conducting business on the agency's property is covered by the agency's drug-free workplace policy. COMPASS' policy includes, but is not limited to, full-time employees, part-time employees, project employees, interns and applicants.

10.7.1 Covered Individuals and Conduct

COMPASS' drug-free workplace policy applies whenever anyone is representing or conducting business for the organization. It is a violation of COMPASS' drug-free workplace policy to use, possess, sell, trade, and/or offer for sale alcohol, illegal drugs or intoxicants while representing or conducting business for the organization.

Prescription and over-the-counter drugs are not prohibited when taken in standard dosage and/or according to a physician's prescription. Any employee taking prescribed or over-the-counter medications will be responsible for consulting the prescribing physician and/or pharmacist to ascertain whether the medication may interfere with safe performance of his/her job. If the use of a medication could compromise the safety of the employee, fellow employees or the public, it is the employee's responsibility to use appropriate personnel procedures (e.g., call in sick, use leave, notify supervisor) to avoid unsafe workplace practices.

The illegal or unauthorized use of prescription drugs is prohibited. It is a violation of COMPASS' drug-free workplace policy to intentionally misuse and/or abuse prescription medications. Appropriate disciplinary action will be taken if job performance deterioration and/or other accidents occur.

10.7.2 Requirements

Any employee who is convicted of a criminal drug violation in the workplace must notify COMPASS in writing within five calendar days of the conviction. The agency will take appropriate action within 30 days of notification. Federal agencies will be notified when appropriate.

One of the goals of COMPASS' drug-free workplace program is to encourage employees to voluntarily seek help with alcohol and/or drug problems. If, however, an individual violates the policy, the consequences are serious.

In the case of applicants, if the applicant violates the drug-free workplace policy, the offer of employment can be withdrawn. The applicant may not reapply.

If an employee violates the policy, he or she will be subject to disciplinary action and may be terminated from employment. Nothing in this policy prohibits the employee from being disciplined or discharged for other violations and/or performance problems.

Following a violation of the drug-free workplace policy, an employee may be offered an opportunity to participate in rehabilitation. In such cases, the employee must sign and abide by the terms set forth in a Return-to-Work Agreement as a condition of continued employment.

COMPASS recognizes that alcohol and drug abuse and addiction are treatable illnesses and also realizes that early intervention and support improve the success of rehabilitation. COMPASS encourages employees to seek help if they are concerned that they may have a drug and/or alcohol problem.

Treatment for alcoholism and/or other drug use disorders may be covered by the employee benefit plan. However, the ultimate financial responsibility for recommended treatment belongs to the employee.

A safe and productive drug-free workplace is achieved through cooperation and shared responsibility. Both employees and management have important roles to play.

All employees are required not to report to work or be subject to duty while their ability to perform job duties is impaired due to on- or off-duty use of alcohol or other drugs. In addition, employees are encouraged to report dangerous behavior to their supervisor.

Communicating the drug-free workplace policy to both supervisors and employees is critical to its success. To ensure all employees are aware of their role in supporting COMPASS' drug-free workplace program, all employees will receive a written copy of the policy.

10.7.3 Confidentiality

All information received by the agency through the drug-free workplace program is confidential communication. Access to this information is limited to those who have a legitimate need to know in compliance with relevant laws and COMPASS policies.

11.0 OFFICE CONDUCT

11.1 General Guidelines

COMPASS employees are expected to adhere to the specific guidance provided in the work place policies in Section 10 of the Employment Policies and Procedures manual, but the work place policies are not all inclusive in reference to office conduct. COMPASS employees are expected to engage in professional conduct that reflects the agency's values of integrity, teamwork, collaboration and quality. COMPASS employees are expected to refrain from conduct that would be detrimental to COMPASS' reputation and/or credibility, that would jeopardize the safety of others or that would constitute a violation of any COMPASS policy.

11.2 Conflict of Interest

Employees must avoid any relationship or activity that might impair, or even appear to impair, their ability to make objective and fair decisions when performing their jobs. At times, an employee may be faced with situations in which business actions taken on behalf of COMPASS may conflict with the employee's own personal interests.

Conflicts of interest could arise in the following circumstances:

- Being employed by, or acting as a consultant to a member, vendor, supplier or contractor, regardless of the nature of the employment, while employed with COMPASS.
- Hiring or supervising family members or closely related persons.
- Serving as a board member for another organization or outside commercial company.
- Owning or having a substantial interest in a vendor, supplier or contractor.

Additionally, COMPASS property, information or work product may not be used for personal gain.

At no time is it acceptable to have a subordinate romantically involved with his or her supervisor or someone who has the authority to influence his or her success within the organization.

Actual or potential existing conflicts of interest must be disclosed to the Executive Director immediately. Before engaging in any activity, transaction or relationship that might give rise to a conflict of interest, employees must seek review from the Executive Director.

COMPASS retains the right to take corrective measures to eliminate the actual or potential conflict arising from the disclosure. Failure to disclose an actual or potential conflict of interest may be grounds for corrective action up to and including termination of employment.

No employee shall accept any gifts, services or other privileges offered or given by any person or organization which are prohibited pursuant to Idaho state law, including but not limited to Title 59, Chapter 7, Idaho Code and Title 18, Chapter 13, Idaho Code.

11.3 Confidentiality

COMPASS requires each and every employee to maintain all confidences without exception. This includes, but is not limited to, business sensitive information, personal information, and salary information.

11.4 Social Media

COMPASS employees are expected to use the following guidelines in reference to social media use.

Employees may not post financial, confidential, sensitive or proprietary information about COMPASS, its member agencies, employees, applicants, consultants or vendors.

Employees may not post obscenities, slurs or personal attacks that can damage the reputation of COMPASS, its member agencies, employees, applicants, consultants or vendors.

When discussing job-related matters on social media sites, employees must provide the disclaimer that the opinions expressed on the sites are their own and do not necessarily represent the views of COMPASS.

COMPASS may monitor internet content. Policy violations may result in discipline up to and including termination of employment.

11.5 Public Records

As a public agency, COMPASS is committed to compliance with the Idaho public records law, which states that “all public records in Idaho are open at all reasonable times for inspection except as otherwise expressly provided by statute.” Employees should be aware and mindful that substantially all of COMPASS’ records, which may include electronic documents and email, are public under the definitions provided in the statute. Employees are expected to adhere to the guidelines for retention and destruction of agency records provided in the COMPASS Records Policy. New employees will be provided with a copy of the Records Policy and additional copies may be obtained at any time from the Director of Operations.

11.6 Media Contact

The Executive Director must be informed of any and all contact with the media. All press releases must have prior approval by the Executive Director or the Communications Coordinator. All inquiries from the media must be referred to either the Executive Director or the Communications Coordinator. The Executive Director or Communications Coordinator may refer specific inquiries to other staff as appropriate, at his or her sole discretion.

11.7 Work Hours and Attendance

The regular work week is Monday through Friday. For the purposes of overtime calculation the work week is Sunday through Saturday.

The regular workday at COMPASS is from 8:00 am to 5:00 pm. All employees are expected to be at work or available during the workday. Employees may work an altered workday (arrivals before 8:00 am and/or departure after 5:00 pm) or an altered work week (four ten-hour days, or similar variations). Alternate work schedules must be approved by the Executive Director and coordinated with colleagues so that productivity and efficiency are maintained and all responsibilities of COMPASS are adequately staffed. The Executive Director, at his/her sole discretion, reserves the right to deny requests for alternate work schedules and require that employees work specific schedules.

During the workday employees are allowed two (2) fifteen (15) minute breaks, one in the morning and one in the afternoon. Additional compensation will not be given for breaks missed nor can they be accumulated. Employees on break are considered on duty, and may be interrupted. Employees are required to take at least a one-half (1/2) hour lunch break each eight hour workday.

Non exempt employees may not exceed forty hours of work in a work week without approval in advance from their supervisors. COMPASS intends to distribute workload in such a way that assigned tasks can typically be completed during a forty hour work week without the need for overtime or compensatory time. Employees that routinely have trouble completing assigned tasks during the forty hour work week are strongly encouraged to discuss workload management strategies with their supervisors.

11.7.1 Breaks for Breastfeeding Mothers

For up to one year following the child's birth, any employee who is breastfeeding her child will be provided reasonable break times as needed to express breast milk for her baby. COMPASS will make available to the employee a private area, other than a bathroom, that is shielded from view and free from intrusion from coworkers and the public, which the employee may use to express breast milk. Employees that wish to have access to a private area for this purpose should contact the Director of Operations to make specific arrangements.

11.7.2 Attendance and Punctuality

COMPASS expects employees to be reliable and punctual in reporting for work as scheduled. If employees are unable for any reason to work at their scheduled time, they are expected to notify their supervisor or the Executive Director as soon as possible.

11.7.3 Alternate Work Locations

COMPASS may offer employees the option of working at home or at another site instead of working at the COMPASS office. The use of an alternate work location is intended to benefit both COMPASS and the employee.

COMPASS, at the sole direction of the Executive Director, has the right to refuse to allow employees to work at an alternate location and to require employees to do their work at the COMPASS office. COMPASS may terminate an existing alternate work location arrangement at any time, for any reason.

11.8 Professional Appearance

Employees are expected to be neat, clean and well groomed while at work. Clothing must be consistent with the standards for a business environment and appropriate to the type of work being performed. COMPASS reserves the right to determine appropriateness of appearance. Any employee whose attire or appearance is determined to be inappropriate will be counseled and may be sent home to correct the deficiency. Continued disregard of this policy may be cause for corrective action, which may result in termination.

11.9 Smoking

Smoking of any kind, including the use of electronic inhaler devices meant to simulate and substitute for tobacco smoking, is prohibited in all areas of the COMPASS building, all COMPASS vehicles and at all offsite COMPASS-sponsored meetings. Employees are permitted to smoke outdoors only, not less than twenty feet from the building entrance.

11.10 Work Spaces

Employees are responsible for keeping their own work areas as well as the office common areas and other shared spaces neat and clean at all times.

11.11 Work Related Accidents or Injuries

It is the responsibility of each employee to conduct all tasks in a safe manner in compliance with applicable federal and state safety regulations.

All work-related accidents or injuries that may or do result in harm must be reported immediately to the employee's supervisor or to the Director of Operations. The supervisor and/or Director of Operations will:

- Refer the injured employee for appropriate medical treatment, as needed
- Conduct an immediate investigation of the accident
- Document all details in a prompt and factual manner, including the names of any witnesses to the accident
- Obtain written statements from the injured worker and witnesses
- Complete a First Report of Injury and provide it to the Director of Operations for submission to the State Insurance Fund.

11.12 Posting and Distribution of Materials and Solicitations

COMPASS prohibits the posting and distribution of materials and solicitations on COMPASS property or at COMPASS events or meetings, except as permitted by this policy. The sole exceptions to this policy are charitable and community activities approved by COMPASS or COMPASS-sponsored programs.

Employees may not solicit other employees during work times, except in connection with a COMPASS approved or sponsored event.

Employees may not distribute literature or materials of any kind during work times or in work areas, except in connection with a COMPASS approved or sponsored event.

12.0 EMPLOYEE PROFESSIONAL DEVELOPMENT

In support of its mission, COMPASS encourages and supports the ongoing increase of knowledge and skills of its employees in order to remain on the cutting edge of best practices and technologies in planning and related fields. COMPASS provides several avenues for employees to increase their knowledge and skills.

12.1 Employee Training

COMPASS provides employees with the opportunity to attend relevant webinars, conferences, seminars and classes, both locally and out of town.

Employees interested in a particular training opportunity should complete a training/travel authorization form and submit it to their supervisor for approval. Supervisors should also obtain the approval of the Executive Director. Supervisors and/or the Executive Director may deny the request for training if the training is not considered relevant to the employee's responsibilities or if attendance at the training would impede the agency's ability to complete work in a timely manner.

Required approvals should be obtained before registering for the training or incurring any costs related to the training.

Approval for attendance at training that occurs outside of the office (that is, training that is not a webinar that can be viewed from the office or a presentation made at the office) is required even when there is no cost for the training.

Once approval is obtained, employees may register for the training opportunity and make travel arrangements following the guidance for expenditures in the COMPASS Financial Policy and Procedures. Employees may obtain a copy of the Financial Policy and Procedures from the Director of Operations.

Employees traveling overnight on business will be paid for time spent traveling to the extent that the travel occurs during their regular work hours. Travel time as a passenger in a car, airplane, train or other mode that occurs outside of regular working hours, including weekends and holidays, is not considered work time and will not be paid as such. Employees who drive themselves are considered working the entire time they are driving.

If employees choose to stay longer in the vicinity of the training location than what is required for attendance at the training, that time is not considered work time and employees will be required to request and use leave time for this purpose. Employees are personally responsible for expenses incurred during use of leave time.

Approval for training opportunities is subject to the availability of funds in the annual Board-approved Unified Planning Work Program.

12.2 Professional Association Membership

COMPASS will pay all or part of professional association dues associated with the employee's work at COMPASS.

All regular full-time and part-time employees that work at least 30 hours per week will be supported each year for membership in a professional organization(s) of their choice, provided that such membership is closely aligned with the work they perform for COMPASS. The maximum amount per employee for professional association membership is \$500. This amount may be exceeded when it is in the best of interest in the agency to do so, at the sole discretion of the Executive Director.

Employees should submit requests to join or continue membership in a professional organization to the Executive Director for approval.

Continuation of professional memberships is subject to the availability of funds in the annual Board-approved Unified Planning Work Program.

12.3 Tuition Assistance

Tuition assistance is available for employees of COMPASS. Full-time employees and part-time employees who work at least 30 hours per week and who have completed six (6) months of employment are eligible to apply for tuition assistance. Assistance is limited to coursework at an accredited college or university in support of a degree applicable to their current or future employment with COMPASS.

Requests for tuition assistance should be submitted to the employee's supervisor for approval. If the supervisor approves the request, he or she will submit the request to the Executive Director for approval. The Executive Director will determine whether tuition assistance will be granted, and the terms and conditions, if any.

Upon proof of completion with a grade of "C" or better, COMPASS will provide reimbursement for tuition costs up to \$800 per each six (6) month period. Other expenses such as books, parking, supplies, application and registration fees, etc. are not reimbursable.

If the employee terminates employment with COMPASS, the employee is required to refund to COMPASS all tuition assistance paid to the employee in the twelve months prior to the termination date.

13.0 USE OF TECHNOLOGY AND OTHER COMPASS ASSETS

All work created or received using COMPASS-supplied equipment and technology is COMPASS' property and belongs to COMPASS and not to employees. COMPASS may monitor the use of agency supplied technology.

13.1 Public Records

Employees should be aware that substantially all of COMPASS' records, which may include electronic documents, email and voicemail, are public under the definitions provided in the Idaho code. Employees should not have an expectation of privacy with respect to use of COMPASS email, voicemail or any other electronic devices.

13.2 Cell Phones

COMPASS will provide the Executive Director with a cell phone or cell phone reimbursement. Other employees who use their personal cell phones for COMPASS business do so at their own election and are not entitled to and will not receive reimbursement of any kind. Employees, other than the Executive Director, are asked to make their personal cell phone numbers available for emergency contact purposes but are otherwise not required to use their personal cell phones for COMPASS business.

13.3 Electronic Communications and Internet

COMPASS has established the following guidelines for use of the internet, email, and agency-provided cell phones in an appropriate, ethical and professional manner:

- COMPASS-provided equipment (e.g., cell phone, laptops, and computers), internet and services may not be used for transmitting, retrieving or storing any communications of a defamatory, discriminatory, harassing or pornographic nature.
- Using disparaging, abusive, profane or offensive language; creating, viewing or displaying materials that might adversely or negatively reflect upon COMPASS or be contrary to COMPASS' best interests; engaging in any illegal activities, including piracy, cracking, extortion, blackmail, copyright infringement; and unauthorized access of any computers and other COMPASS-provided equipment are prohibited.
- Employees may not copy, retrieve, modify or forward copyrighted materials, except with permission or as a single copy to reference only.
- Employees should not open suspicious emails, pop-ups or downloads. Contact the Director of Operations or IT support with any questions or concerns to reduce the release of viruses or to contain viruses immediately.
- Internal and external emails may be considered public records under Idaho code. Employees should keep this in mind when sending internal and external email.

Inappropriate or illegal use of internet, email or COMPASS provided cell phones may be subject to corrective action up to and including termination.

Employees must provide log in and password information for all COMPASS software, internet or email accounts to the Director of Operations. Passwords may be changed periodically for security.

13.4 Vehicles

COMPASS has staff cars available for use on COMPASS business. They are to be used for such purposes, whenever they are available, as the preferred means of transporting COMPASS employees to and from work-related activities. Employees who drive their own vehicles for COMPASS business when a staff car is available are not eligible for mileage reimbursement unless prior authorization is received from the Executive Director.

- Employees who drive their own vehicle while on COMPASS business are doing so at their own risk and must maintain liability insurance equal in value to the minimum required by Idaho State law. COMPASS will provide reimbursement for mileage when the staff cars are not available at a rate consistent with other local governments. This rate will be evaluated periodically and distributed.
- The Executive Director will designate one employee to monitor the working condition of the staff cars. Even though one employee will be designated to monitor the staff cars, the cars are a benefit for all employees and it is the responsibility of those who drive them to keep them clean and fueled and to inform the designated employee of any problems.

13.5 Incurring Financial Obligations on COMPASS' Behalf

Generally, COMPASS employees are not authorized to incur or otherwise obligate COMPASS legally or financially. The Executive Director is the Board's sole designee for signing contractual agreements on behalf of the agency and no other employee is authorized to do so.

Employees that are identified as project managers in the approved annual Unified Planning Work Program (UPWP) may authorize those purchases specifically identified in their project budgets, adhering to the guidance provided in the COMPASS Financial Policy and Procedures. Employees may obtain a copy of the Financial Policy and Procedures from the Director of Operations.

14.0 TERMINATION OF EMPLOYMENT

Upon termination, the Director of Operations will provide employees with information regarding the disposition and/or continuation of their health benefits and PERSI retirement accounts.

Employees are expected to return all COMPASS property upon termination and to provide COMPASS a forwarding address to which their final W-2 may be sent.

Upon termination of employment, all wages will be paid to the employee on the next regularly scheduled payday or within ten (10) workdays, whichever occurs first. If the employee requests earlier payment in writing, wages will be paid within two (2) workdays.

14.1 Voluntary Termination

Employees that are resigning their positions with COMPASS are requested to provide reasonable notice to the agency. The Executive Director may reduce the number of working days after a resignation notice is given.

14.2 Exit Interview

Employees are encouraged to, but not required to, participate in an exit interview upon termination of employment. The Executive Director, the Director of Operations and/or the immediate supervisor will conduct the exit interview.

The exit interview is an informal discussion about the job held and the employment experience with COMPASS. If the employee requests information relayed during the interview to be kept confidential, that request will be honored as is reasonably possible, with information only released on a need-to-know basis, unless otherwise required by law. A written summary of the exit interview will be placed in the employee's personnel file.

15.0 COMPENSATION

15.1 Salary Ranges

COMPASS has established a salary range for each of its approved positions. Employees should expect their salary to fall within the established range for their position. Generally, employee salaries may not exceed the maximum in the range established for the position. Exceptions to the salary maximum may be made at the sole discretion of the Executive Director, when exceptions serve the best interest of the agency.

15.2 Longevity Recognition

On each five-year anniversary, COMPASS recognizes employees for years of service by giving the employee an award of \$50 for each year of employment.

15.3 Time Sheets and Pay Periods

Employees are required to submit a time sheet providing an accurate reporting of hours worked by task for each pay period. Timesheets are due on the day and time established by the Director of Operations or his or her designee for each pay period. Employees should submit their timesheets to their supervisors for review and approval no later than the designated day and time to allow for timely processing of payroll. False reporting of hours worked on timesheets may be grounds for corrective action, up to and including termination.

COMPASS will pay employees at regularly scheduled intervals. The current pay date schedule is shown in Appendix A. COMPASS reserves the right to alter the pay date schedule. Employees will be given at least 30 days notice of changes to the pay date schedule.

If the payday falls on a holiday or weekend, pay will be available on the preceding business day.

15.4 Withholding

COMPASS will deduct or withhold from each employee's paycheck appropriate state and federal income taxes, deductions/garnishments required by law or policy; and other deductions as authorized by the employee.

15.5 Direct Deposit

COMPASS makes payment to employees for net pay in the form of an electronic deposit to the bank account(s) of the employee's choosing. COMPASS employees are strongly encouraged to receive their net pay in the form of an electronic deposit. Employees that wish to reserve their pay in the form of a check should contact the Director of Operations.

15.6 Overtime: Non-Exempt Employees

COMPASS intends to distribute workload in such a way that assigned tasks can typically be completed during a forty hour work week without the need for overtime. However, COMPASS recognizes that overtime may be necessary occasionally. Non-exempt employees will be paid for overtime in compliance with the Fair Labor Standards Act. Overtime hours must be authorized by the employee's supervisor or the Executive Director in advance whenever possible, or as soon as practical after the overtime hours are worked. Overtime hours are those hours worked in excess of forty (40) hours in one work week by a non-exempt employee. For each hour, or portion thereof, worked in excess of forty (40) hours in one week, the non-exempt employee will be compensated at one and one-half times their regular hourly rate.

Hours worked do not include vacation, sick, and/or holidays used during the work week. These hours should be excluded when calculating the number of hours worked in a work week. A work week begins on Sunday (12:00 a.m.) and ends the following Saturday (11:59 p.m.).

15.7 Exempt Employees

Per the guidance provided in the Fair Labor Standards Act, properly classified exempt employees are not subject to overtime requirements. Exempt employees are expected to work the number of hours in a week necessary to complete their assigned tasks and projects according to the goals and timelines established with their supervisors. COMPASS intends to distribute workload in such a way that assigned tasks can typically be completed during a forty hour work week. Actual work hours required in a week to complete assigned tasks may be more or less than forty hours in any given week. Exempt employees that occasionally exceed a forty hour work week are not eligible for overtime pay or compensatory time. Exempt employees that consistently exceed or fall short of a forty hour work week in completion of their tasks are strongly encouraged to discuss their workload with their supervisors and determine strategies for maintaining an appropriate and manageable work load.

16.0 BENEFITS

16.1 Retirement benefits

16.1.1 PERSI Defined Benefit Plan

COMPASS is a member of the Public Employees Retirement System of Idaho (PERSI). PERSI is a defined benefit retirement plan, meaning that eligible individuals receive a fixed monthly lifetime benefit following retirement. PERSI is responsible for establishing the guidelines, amounts and eligibility for benefits. All employees will receive the most current PERSI member handbook when hired, which more fully explains the requirements and benefits of PERSI. Existing employees may obtain a copy of this handbook from the Director of Operations at any time.

PERSI participation is **mandatory** from the date of hire for all non-project full-time and part-time employees who work more than twenty (20) hours per week. The current contribution rates for PERSI are provided in Appendix B. Contribution rates are established by PERSI and are subject to change.

16.1.2 Other Retirement Benefits

COMPASS provides the opportunity to participate in **voluntary** retirement programs, in addition to the required participation in the PERSI defined benefit plan.

Employees of COMPASS may elect to divert a portion of their annual earned income into a deferred compensation (457) account and/or the PERSI Choice Plan, a 401(k) retirement plan. Both of these plans are tax deferred plans that may provide a savings opportunity, reduced taxable income, and a retirement income. However, participation in these programs involves some market risk, including the risk of loss of principal. Employees assume sole responsibility for this risk if they elect to participate in these programs.

Employees may start or stop participation in these programs at any time, at their election. Employees should contact the Director of Operations for additional information about these programs, or if they wish to start or stop participation.

Generally, COMPASS does not provide a match to employee contributions to these voluntary programs. A match may be provided when specifically approved by the Board of Directors.

16.2 Health Benefits

Regular full-time and part-time employees that work at least 30 hours per week are eligible to participate in the COMPASS health benefits program. The current health benefits program is summarized in Appendix C. Employees should contact the Director of Operations for additional details on the health benefits program.

The health benefits program is subject to change at any time. Employees will be notified of any changes to the health benefits program.

Project employees and part-time employees that work less than 30 hours per week are not eligible to participate in the COMPASS health benefit program.

16.3 Employee Assistance Program

COMPASS will make available to employees an employee assistance program (EAP). The EAP is available to all COMPASS employees and is designed to provide support with life challenges employees and their families may face such as depression, grief, legal concerns, financial strains, job stress and substance abuse.

New employees will be provided with information on how to access the EAP when they begin their employment. Existing employees may request this information at any time from the Director of Operations.

All employees will be provided with updated information for the EAP whenever substantive changes are made to it.

Employees do not need to inform COMPASS of the decision to use this program, nor will COMPASS be made aware of employee utilization of the program by the provider. No information regarding any client of the EAP will be released from the provider without the written consent of the client that identifies to whom the information may be released and the specific information to be released.

A supervisor and/or the Executive Director may refer an employee to the EAP when a significant change in work performance or behavior patterns occurs.

16.4 Worker's Compensation

COMPASS provides worker's compensation insurance for all employees. An employee that has or may have sustained a work related injury should report it immediately to his or her supervisor or to the Director of Operations. The supervisor and/or Director of Operations will:

- Refer the injured employee for appropriate medical treatment, as needed.
- Conduct an immediate investigation of the accident.
- Document all details in a prompt and factual manner, including the names of any witnesses to the accident.
- Obtain written statements from the injured worker and witnesses.
- Complete a First Report of Injury and provide it to the Director of Operations for submission to the State Insurance Fund.
- Notify the Executive Director of the incident.

16.5 Alternative Transportation Incentive

COMPASS supports efforts to reduce the use of single-occupant vehicles through reimbursement of some expenses incurred by those using alternative transportation modes up to the maximum set by federal guidelines.

The employee must sign a statement verifying that they use this mode of travel to get to COMPASS employment 60% or more of the working days in a month in order to receive reimbursement.

17.0 LEAVE TIME POLICIES

17.1 Vacation Leave

17.1.1 Accrual

Vacation leave credit is earned at a rate determined by length of employment and hours worked with COMPASS. Employees begin to accrue vacation leave on their first day of employment with COMPASS, but they are not eligible to use accrued vacation until they have completed six months of employment.

Vacation leave accrues to full-time employees as shown in the table below, subject to the listed maximums. Part-time employees accrue vacation leave at a rate proportional to the hours worked in each pay period.

COMPASS encourages employees to use their vacation leave for rest and relaxation. To encourage utilization of vacation time, COMPASS has established a maximum accrual. Employees may only accrue vacation up to their maximum accrual. Employees that reach their maximum accrual will stop accruing additional vacation until they use some of their accrued vacation and fall below the maximum.

Vacation leave will continue to accrue while an employee is on any type of leave with pay.

Vacation will not accrue to any employee during any type of leave without pay.

Years of Employment	Accrual	Maximum Accrual
0 to 5	12 days per year	192 hours or 24 days
5+ to 10	15 days per year	240 hours or 30 days
10+ to 15	18 days per year	288 hours or 36 days
15+ to 20	21 days per year	336 hours or 42 days
20+	24 days per year	384 hours or 48 days

17.1.2 Use of Accrued Vacation

After completing six months of employment, employees may use accrued vacation leave.

Employees should submit a leave request to their supervisors in advance of their planned time off. Generally, leave requests will be approved unless the employee's absence at the requested time would impede the ability of the agency to complete its work in a timely manner. Approved leave requests should be forwarded to the payroll preparer for inclusion with the timesheets for the covered period.

When a holiday occurs during an employee's vacation and the employee is entitled to the holiday, it will not be counted as part of the vacation leave used.

17.1.3 Disposition of Accrued Vacation Upon Termination

Employees who have been employed for at least six months will receive a lump sum payment for unused accrued vacation earned through the termination date upon termination of employment with COMPASS. The amount due for unused accrued vacation will be calculated using the employee's rate of pay at the termination date.

Employees with less than six months of employment with COMPASS will not be entitled to vacation leave pay upon termination of employment. If employees used any vacation leave during their first six months of employment, the amount paid for that vacation leave will be deducted from the employee's final pay.

17.2 Holidays

Paid holidays accrue to all non-project employees from the date of hire. Full-time employees will receive eight hours of holiday pay. Part-time employees will receive holiday pay in proportion to the number of hours they typically work in a week.

Paid Holidays for COMPASS employees are:

New Year's Day	January 1 st
Martin Luther King Day	3 rd Monday in January
President's Day	3 rd Monday in February
Memorial Day	last Monday in May
Independence Day	July 4 th
Labor Day	1 st Monday in September
Veterans Day	November 11 th
Thanksgiving Day	4 th Thursday in November
Day after Thanksgiving	Friday after Thanksgiving in November
Christmas Day	December 25 th

When a paid holiday falls on a weekend and the day of observance is not otherwise designated, the holidays will be observed as follows:

- When the holiday falls on Saturday, the preceding Friday will be observed.
- When the holiday falls on Sunday, the following Monday will be observed.

Paid holidays may be floated at the employee's option, provided a written request to the supervisor is received and approved prior to the holiday. An employee who floats a holiday will be expected to work as regularly scheduled on the observed day of the holiday and may take the holiday at a later date. Floated holidays may not be taken in advance of the actual holiday. Floated holidays that are not used by September 30th of each fiscal year are forfeited.

In addition, COMPASS may add a Proclaimed Holiday established by the President, Governor or Executive Director from time to time should such a proclamation be made. Proclaimed Holidays are recognized at the sole discretion of the Executive Director.

17.3 Sick Leave

17.3.1 Accrual

Sick leave accrues for all full-time COMPASS employees from an employee's first day of employment at the rate of one day (eight hours) per month. Part-time employees accrue sick leave proportional to the hours typically worked in a week.

The maximum sick leave accrual is 280 hours. Employees that reach the maximum will stop accruing sick leave until their total accrual falls below the maximum.

Sick leave will continue to accrue while an employee is on any type of leave with pay.

Sick leave will not accrue to any employee during any type of leave without pay.

17.3.2 Use of Sick Leave

After completing six months of employment, employees may use accrued sick leave for the following specific health related reasons:

- Illness or injury of the employee
- Providing necessary care for an ill or injured member of the employee's immediate family (spouse, child, or parent, but not a parent "in-law")
- Medical or dental appointments for the employee or the employee's immediate family (spouse, child, or parent, but not a parent "in-law"), whether for care of illness or injury or for wellness checks
- Maternity or paternity leave

An employee who intends to use sick leave must notify their supervisor or the Executive Director of as soon as possible. Sick leave with pay may be disallowed unless such notification is made.

For absences of more than three (3) consecutive days, use of sick leave may require a doctor's statement verifying the nature and extent of the illness, at the discretion of the supervisor or the Executive Director. Regularly scheduled days off and officially designated holidays falling within a period of leave will not be counted against sick leave.

If all accrued sick leave has been used by an employee who encounters one of the above conditions, the employee must use accrued vacation leave. If sick leave and vacation leave are exhausted, the employee may be granted leave without pay, subject to the guidelines in Section 17.4 or Section 17.5.

17.3.3 Sick Leave Exchange

COMPASS may allow employees to exchange accrued sick leave in excess of 120 hours for cash or vacation leave. The rate of exchange is three hours of accrued sick leave for each one hour of vacation leave or cash at the current rate of pay.

An employee may only exchange sick leave if all of the following conditions exist:

- The exchange does not reduce sick leave balance below one hundred twenty 120 hours;
- The employee is not on leave without pay and is employed on September 30; and
- There are budget dollars available for this purpose in the annual Board-approved Unified Planning Work Program.

Exchanges of available sick leave must be requested in writing during the month of September. Exchanges will be made only at fiscal year end. The Executive Director will have sole discretion to approve, disapprove or adjust any and all requests downward if the total costs of all requests exceed budgeted amounts.

17.3.4 Disposition of Accrued Sick Leave Upon Termination

All accrued sick leave will be forfeited at the time of termination of employment. If employees used any sick leave during their first six months of employment, the amount paid for that sick leave will be deducted from the employee's final pay.

17.4 Family Medical Leave

As a public agency, COMPASS is subject to the applicable requirements of the Family Medical Leave Act (FMLA). COMPASS intends to comply with the requirements of the FMLA, but not to extend family leave benefits beyond what the law requires.

The FMLA provides eligible employees up to 12 workweeks of unpaid leave per year, and requires group health benefits to be maintained during the leave as if employees continued to work instead of taking leave. Employees are also entitled to return to their same or an equivalent job at the end of their FMLA leave.

The FMLA also provides certain military family leave entitlements. Eligible employees may take FMLA leave for specified reasons related to certain military deployments of their family members. Additionally, they may take up to 26 weeks of FMLA leave in a single 12-month period to care for a covered service member with a serious injury or illness.

An eligible employee is one who has worked for COMPASS for at least 12 months and has worked at least 1,250 hours during the 12 months prior to the start of leave. Eligible employees may use family leave for one or more of the following reasons:

- the birth of a son or daughter, and to bond with the newborn child;
- the placement with the employee of a child for adoption or foster care, and to bond with that child;
- to care for an immediate family member (spouse, child, or parent, but not a parent “in-law”) with a serious health condition;
- to take medical leave when the employee is unable to work because of a serious health condition; or
- for qualifying exigencies arising out of the fact that the employee’s spouse, son, daughter, or parent is on covered active duty or call to covered active duty status as a member of the National Guard, Reserves, or Regular Armed Forces.

The FMLA also allows eligible employees to take up to 26 workweeks of unpaid, job-protected leave in a “single 12-month period” to care for a covered service member with a serious injury or illness.

Additional information about the Family and Medical Leave Act and the requirements for both employees and employers may be found at <http://www.dol.gov/whd/fmla/>.

Employees will be required to use all accrued vacation and sick leave prior to unpaid leave to a total of twelve weeks. The twelve weeks of family leave is concurrent with vacation and sick leave and is not consecutive to it.

If the employee chooses not to return from leave, COMPASS will recover the portion of the premiums paid to maintain the employee’s health coverage in their absence.

17.5 Administrative Leave

An employee may request administrative leave with pay for the following reasons:

- Bereavement - In the event of a death in the employee's immediate family (spouse, mother, father, guardian, children, sister, brother, mother/father-in-law, step and adoptive parents/children), an employee may be granted a leave of absence not to exceed five (5) days per request.
- Funeral Participation - When an employee serves as a pallbearer or in some other way participates in a funeral ceremony, the employee may be given up to four (4) hours of funeral leave, if the funeral takes place during regular work hours.
- Jury Duty or Trial Witness – When an employee is called for jury duty or is subpoenaed, administrative leave may be requested. The employee must submit the original jury summons or subpoena to their supervisor along with a request for administrative leave with pay. An employee may be granted paid leave of absence not to exceed fifteen (15) days. The employee will give to COMPASS any and all monies paid to them as juror or trial witness up to their gross pay for the same period.
- Military Leave – When an employee is a member of the National Guard or a reserve component of the armed forces of the United States and the employee receives bona fide orders to temporary, active or training duty, administrative leave with pay may be granted to a maximum of ten (10) workdays per year, provided that the employee submits a copy of their orders to their supervisor. After the ten (10) workdays employees may use accrued vacation leave if they choose; however, they are not obligated to do so. Vacation and sick leave will continue to accrue during the paid portion of military leave, and will be suspended during any leave without pay. All employer benefit contributions and premiums will be paid during the paid portion of the military leave; and the employee remains responsible for the employee's portion of insurance premiums. Employees choosing to retain their health care coverage during the non-paid portion of military leave may do so at their expense. If the employee chooses not to continue coverage, health care coverage will be reinstated upon returning to employment. The employee will give to COMPASS any and all monies paid to them for military assignment up to their gross pay for the period of paid military leave.
- Voting – An employee may be excused from work for sufficient time, not to exceed two (2) hours, to participate in primary, general, municipal or special elections. Voting leave will not be granted on days that the employee is not at work due to vacation, sick or administrative leave.
- Doctor Appointments – Up to two (2) hours with prior approval may be granted for an employee's own medical or dental appointments per month. Use of this special leave does not affect the employee's accrued sick leave. Doctor appointment leave will not be granted on days that the employee is not at work due to vacation, sick or administrative leave. The doctor appointment must be within regularly scheduled work hours to be granted this paid leave.

17.6 Leave of Absence

Leave of absence may be available to an employee who has exhausted paid leave and requires additional time off. COMPASS will consider an employee's request for leave of absence on a case-by-case basis. Such leaves are granted at the sole discretion of the Executive Director. The length of a leave of absence and reinstatement privileges will be determined at Executive Director's sole discretion. Leave of absence is taken without pay. Employees on leave will not accrue any sick or vacation time. Employees on leave without pay that wish to maintain their health benefits coverage will do so at their own expense.

Appendix A

Current pay dates:	For the period:
5 th of each month	16 th through the last day of the prior month
20 th of each month	1 st through the 15 th of the current month

Appendix B

PERSI CONTRIBUTION RATES AS OF JULY 1, 2013	
Employee contribution rate	Employer contribution rate
6.79%	11.32%

Appendix C
COMPASS Health Benefit Program
Effective November 1, 2013

The COMPASS Health Benefit Program includes medical, dental and vision coverage for employees and their eligible family members. As of November 1, 2013, COMPASS covers 100% of the medical, dental and vision premiums for employees and 90% of these premiums for eligible family members. The premiums are summarized in the table below.

The employee’s share of medical, dental and vision premiums, if any, is paid through payroll deduction on a pre-tax basis. Changes to medical, dental and vision coverage may only be made during the open enrollment period, which occurs each October, unless there is a qualifying event.

COMPASS also offers short term disability, long term disability and life insurance coverage for employees. As of November 1, 2013, COMPASS covers 100% of the premiums for long term disability, short term disability and life insurance.

COMPASS employees may, at their option, secure additional health benefits through COMPASS. Employees are responsible for 100% of the premiums for these additional voluntary benefits and payment is made through payroll deduction. Information about available coverage and costs for these voluntary benefits is in the health benefit packet.

New employees will receive a health benefit packet upon hiring and are eligible to enroll in health benefits on the 1st day of the month, 30 days after their hire date.

All employees will receive an updated health benefit packet each October, during the open enrollment period. Employees may request a health benefit packet from the Director of Operations at any time.

COMPASS does not guarantee that the benefit package summarized here will be available indefinitely. COMPASS reserves the right to change its benefit package at any time.

Summary of Medical, Dental & Vision Premiums
As of November 1, 2013

	Employee	Spouse	1 st Child	2 Children	3 or more children	First family member	2 or more family members
Regence Medical – Total per month	\$558.50	\$670	\$252	\$504	\$756		
Regence Medical – Employee share per month	\$0	\$67	\$25.20	\$50.40	\$75.60		
Ameritas Dental – Total per month	\$44.40					\$54.28	\$149.84
Ameritas Dental – Employee share per month	\$0					\$5.43	\$14.98
Ameritas Vision – Total per month	\$9.88					\$9.88	\$17.88
Ameritas Vision – Employee share per month	\$0					\$0.99	\$1.79

COMPASS BOARD AGENDA ITEM VI-D

DATE: December 16, 2013



COMPASS
COMMUNITY PLANNING ASSOCIATION
of Southwest Idaho

Topic: Implementation Policies for *Communities in Motion* 2040.

Background/Summary:

At its July 2013 meeting, the COMPASS Board approved goals, objectives, tasks, lead agencies, and performance measures for CIM 2040. Eight high-level policy statements (below) have been developed to synthesize the specific tasks into the themes to help implement CIM 2040. The CIM 2040 Planning and Leadership Teams recommended COMPASS Board approval of these policy statements at their September 2013 and October 2013 meetings, respectively.

These board level policies have also been developed to guide COMPASS staff level work on specific tasks; they are not intended to replace CIM tasks or goals. To implement the goals of CIM 2040, including the CIM 2040 Vision, COMPASS will:

- Consider priority corridors in the funding of new projects.
- Coordinate local land use planning efforts and transportation investment plans to implement the CIM 2040 goals and vision.
- Cultivate new funding sources for transportation investments.
- Promote the appropriate design of transportation facilities for the needs of all users as outlined in the COMPASS complete streets policy (adopted 8/17/09).
- Employ a grant program to assist agencies in funding innovative ways to implement CIM 2040 (approved 11/18/13).
- Educate and actively engage the public and stakeholders on best practices for implementing CIM 2040.
- Monitor, track, and report development activity and changes to comprehensive plans and other related documents.
- Consider the CIM 2040 goals and vision when developing projects and tasks for the annual COMPASS Unified Planning Work Program (UPWP).

Request/Recommendation:

Staff seeks approval of the implementation policies for CIM 2040, as recommended by the CIM 2040 Planning Team and CIM 2040 Leadership Team.

Implication (policy and/or financial):

The proposed policies carry forward existing strategies, practices and approved programs into CIM 2040.

More Information:

For detailed information contact: Don Matson, Principal Planner, at 475-2240 or dmatson@compassidaho.org.

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COMPASS BOARD AGENDA ITEM VI-E

DATE: December 16, 2013



Topic: Targets for *Communities in Motion 2040* (CIM 2040)

Background/Summary:

The COMPASS Board approved the goals, objectives, tasks, and performance measures for CIM 2040 at its July 15, 2013, meeting. On July 24, 2013, the CIM 2040 Planning Team established a regional performance measures workgroup to develop performance measures, targets, and implementation tools. Public Participation Committee members also participated in the workgroup.

At its November 20, 2013, meeting, the CIM 2040 Planning Team recommended the 56 performance measures and targets as developed by the workgroup for COMPASS Board approval. This includes performance measures and targets for the seven Moving Ahead for Progress in the 21st Century (MAP-21) goal areas, and the eight CIM 2040 elements: transportation, land use, housing, community infrastructure, health, economic development, open space, and farmland.

MAP-21 Rulemaking is ongoing and is anticipated to be completed by spring 2015.

Request/Recommendation:

Staff seeks Board approval of the *Communities in Motion 2040* performance measures and targets.

Implication (policy and/or financial):

The CIM 2040 performance measures and targets will enable COMPASS to meet anticipated requirements in the MAP-21 transportation authorization bill. The United States Department of Transportation will review MPO performance measure plans during certification, and may withhold up to 20% of funds attributable to the MPO for non-compliance.

More Information:

- 1) Attachment—CIM 2040 Performance Measures and Targets Worksheet
- 2) For detailed information contact: Carl Miller, Principal Planner, at 475-2239 or cmiller@compassidaho.org

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CIM 2040 Performance Measures and Targets

CIM Element	Goal #	CIM Goal	MAP-21 National Goal ⁱ	Performance Measure	Authorization	#	Baseline	2040 Target	Data Source (if other than COMPASS)	Cross Reference Goals	Notes	
Transportation	1.1	Enhance the transportation system to improve accessibility to jobs, schools, and services; allow the efficient movement of people and goods; and ensure the reliability of travel by all modes considering social, economic, and environmental elements.										
		Infrastructure Condition	Bridge conditions not "functionally obsolete"	BOARD, MAP 21	1.	87%	>87%	ITD	• Community Infrastructure	Functional obsolescence is assessed by comparing the existing configuration of each bridge to current standards and demands.		
			Bridge conditions not "structural deficient"	BOARD, MAP 21	2.	96%	100%	ITD	• Community Infrastructure	Structurally deficient means that a bridge requires repair or replacement of a certain component. This may include cracked or spalled concrete, the bridge deck, the support structure, or the entire bridge itself. Being structurally deficient does not imply that the bridge is in danger of collapse or unsafe to the traveling public.		
			Transit replacement by vehicle type	BOARD, MAP 21	3.	.93	>.8	NTD Evaluation/ Industry Standard	• Community Infrastructure	Ratio of average age of fleet (fixed-route only) compared to maximum useful life of fleet.		
		Congestion Reduction	Miles of congested Interstate	BOARD, MAP 21	4.	17 miles (25%)	<43 miles (63%)		• Land Use • Housing • Economic Development	Interstate from State Highway 44 (Exit 25) interchange to Isaac Canyon interchange. Length of the corridor for both directions is about 70 miles. Congestion Management Service (CMS) data for baseline and 2040 regional model for forecasts.		
			Travel Time Index (Interstate)	BOARD, MAP 21	5.	1.18	<2.17		• Land Use • Housing • Economic Development	Travel Time Index (TTI) refers to the ratio of peak travel time to free flow travel time. A TTI of 2.0, for example, means that it takes twice as long to travel a given roadway during the peak or congested period as during free flow or ideal conditions. Over 1.25 is considered "congestion" in this metric.		
			Travel Time Index (non-interstate)	BOARD, MAP 21	6.	1.55	<1.83		• Land Use • Housing • Economic Development	Travel Time Index (TTI) over 1.75 is considered "congestion" in this metric.		
			Park and Ride Spaces	WORKGROUP	7.	370	>750	ACHD Commuteride		Will also be reported as % change.		
			Vanpools	WORKGROUP	8.	103	>300	ACHD Commuteride				

CIM Element	Goal #	CIM Goal	MAP-21 National Goal ⁱ	Performance Measure	Authorization	#	Baseline	2040 Target	Data Source (if other than COMPASS)	Cross Reference Goals	Notes
			System Reliability	Peak hour travel time (Downtown Caldwell to Downtown Boise)	BOARD, CIM	9.	35 minutes	<80 minutes		<ul style="list-style-type: none"> Land Use Housing Economic Development 	Baseline data from the Congestion Management Service (CMS) travel time data. Target derived from the regional travel demand model.
				Transit Level of Service	BOARD	10.	62%	>81%			Average Transit level of Service (LOS) completion percentage for arterial roads within the city area of impact compared to valleyconnect plan.
				Transit Level of Service (CIM 2040 corridors)	BOARD	11.	52%	>76%			Average Transit level of Service (LOS) completion percentage for CIM 2040 corridors within the area of impact compared to valleyconnect plan.
				Annual transit ridership	BOARD, MAP 21	12.	1,418,311	>2,500,000	National Transit Database, Federal Transit Administration	2040 target maintains current per capita levels, rounded to nearest 100,000. Regional only until route data is available.	
				Annual transit passenger miles	WORKGROUP	13.	7,942,936	>13,500,000	National Transit Database, Federal Transit Administration	2040 target maintains current per capita levels, rounded to nearest 100,000.	
			Freight Movement and Economic Vitality	BOARD, CIM	14.	1.70	<2.04		<ul style="list-style-type: none"> Economic Development 	Travel time index (TTI) using Congestion Management Service (CMS) data on freight corridors only. Over 1.25 is considered "congestion" in this metric.	
1.2	Improve safety and security for all transportation modes and users.										
			Safety	Number of Auto crashes	BOARD, MAP-21	15.	8,538	< previous year per VMT	ITD WebCARs	<ul style="list-style-type: none"> Health 	Baseline is 2002-2012 average. Baseline and target is discrete data, not normalized by Vehicle Miles Traveled (VMT), pending final MAP-21 Rulemaking.
				Number of Bike crashes	BOARD, MAP-21	16.	187	< previous year per VMT	ITD WebCARs	<ul style="list-style-type: none"> Health 	Baseline is 2002-2012 average. Baseline and target is discrete data, not normalized by Vehicle Miles Traveled (VMT), pending final MAP-21 Rulemaking.
				Number of Pedestrian crashes	BOARD, MAP-21	17.	86	< previous year per VMT	ITD WebCARs	<ul style="list-style-type: none"> Health 	Baseline is 2002-2012 average. Baseline and target is discrete data, not normalized by Vehicle Miles Traveled (VMT), pending final MAP-21 Rulemaking.
				Number of Auto fatalities	BOARD, MAP-21	18.	30.6	0	ITD WebCARs	<ul style="list-style-type: none"> Health 	Baseline is 2002-2012 average. Baseline and target is discrete data, not normalized by Vehicle Miles Traveled (VMT), pending final MAP-21 Rulemaking.
				Number of Bike fatalities	BOARD, MAP-21	19.	1	0	ITD WebCARs	<ul style="list-style-type: none"> Health 	Baseline is 2002-2012 average. Baseline and target is discrete data, not normalized by Vehicle Miles Traveled (VMT), pending final

CIM Element	Goal #	CIM Goal	MAP-21 National Goal ⁱ	Performance Measure	Authorization	#	Baseline	2040 Target	Data Source (if other than COMPASS)	Cross Reference Goals	Notes
											MAP-21 Rulemaking.
				Number of Pedestrian fatalities	BOARD, MAP 21	20.	4	0	ITD WebCARs	• Health	Baseline is 2002-2012 average. Baseline and target is discrete data, not normalized by Vehicle Miles Traveled (VMT), pending final MAP-21 Rulemaking.
				Number of Auto injuries	BOARD, MAP 21	21.	369	< previous year per VMT	ITD WebCARs	• Health	Injuries are Type A or serious injury. Baseline is 2002-2012 average. Baseline and target is discrete data, not normalized by Vehicle Miles Traveled (VMT), pending final MAP-21 Rulemaking.
				Number of Bike injuries	BOARD, MAP 21	22.	21.2	< previous year per VMT	ITD WebCARs	• Health	Injuries are Type A or serious injury. Baseline is 2002-2012 average. Baseline and target is discrete data, not normalized by Vehicle Miles Traveled (VMT), pending final MAP-21 Rulemaking.
				Number of Pedestrian injuries	BOARD, MAP 21	23.	5	< previous year per VMT	ITD WebCARs	• Health	Injuries are Type A or serious injury. Baseline is 2002-2012 average. Baseline and target is discrete data, not normalized by Vehicle Miles Traveled (VMT), pending final MAP-21 Rulemaking.
				Number of Transit crashes	MAP 21	24.	46/year	< previous year per Transit VMT	ITD WebCARs	• Health	Buses may include school buses, intercity, public transit, charter, etc. These are distinct categories starting in 2012. Baseline is 2002-2012 average. Baseline and target is discrete data, not normalized by Vehicle Miles Traveled (VMT), pending final MAP-21 Rulemaking.
1.3		Protect and preserve existing transportation systems and opportunities.									
		Environmental Sustainability		Vehicle emissions	BOARD, MAP 21, CIM	25.	24.4 tons/day	< 60.1 tons/day (PM ₁₀ Budget)		• Health	PM ₁₀ estimated motor vehicle emissions from conformity demonstration of the FY 2014-2014 Regional Transportation Improvement Program (TIP). 2040 target based on PM ₁₀ motor vehicle emission Budget approved by the EPA on May 17, 2013.
1.4		Develop a transportation system with high connectivity that preserves capacity of the regional system and encourages walk and bike trips.									
		System Reliability		Pedestrian Level of Service completion %	BOARD	26.	77%	>89%		• Health	Average Pedestrian Level of Service (LOS) completion percentage for arterial roads within the area of impact.
			Bicycle Level of Service completion %	BOARD	27.	70%	>85%		• Health	Average Bicycle Level of Service (LOS) completion percentage for arterial roads within the area of impact.	
			Sidewalks per Roadway Mile	BOARD	28.	38%	>50%	Highway Districts	• Health	All road typologies.	
			Bikeways per Roadway Mile	BOARD	29.	16%	>25%	Highway Districts	• Health	152 bikeway miles in 2012 on collector or arterial roads.	

CIM Element	Goal #	CIM Goal	MAP-21 National Goal ⁱ	Performance Measure	Authorization	#	Baseline	2040 Target	Data Source (if other than COMPASS)	Cross Reference Goals	Notes
Land Use	2.1	Coordinate local land use planning, transportation planning, and development to maximize the use of existing infrastructure, increase the effectiveness of investment, and retain or enhance the vitality of the local community.									
				Jobs-housing balance	CIM	30.	2.7 miles	<2.7 miles		<ul style="list-style-type: none"> Economic Development Housing 	Distance between the housing center and the employment center of the region. Regional only.
				Composite population (population and jobs) in downtowns	BOARD, CIM	31.	51,466 (6%)	>95,516 (6.5%)		<ul style="list-style-type: none"> Economic Development 	Downtowns include all downtowns with the 2010 adjusted urbanized area: Boise, Garden City, Meridian, Eagle, Star, Kuna, Caldwell, Nampa, and Middleton.
	2.2	Recognize and more clearly define and support the regional role of all communities, including small communities.									
				Land development consistency	CIM	32.	0	0		<ul style="list-style-type: none"> Housing Community Infrastructure 	Areas exempted from "inconsistency" include: <ul style="list-style-type: none"> Downtowns Major Activity Centers Infill locations
	2.3	Encourage infill development and more compact growth near community identified activity centers.									
				Composite population in major activity centers	BOARD, CIM	33.	172,285 (21%)	>423,073 (28%)		<ul style="list-style-type: none"> Economic Development 	COMPASS defines major activity centers as follows: <ol style="list-style-type: none"> 1) Main activity centers, which include central business districts linked to the interstate, Boise State University, Boise Airport, and regional medical centers. 2) Employment activity centers, which are defined as employment areas with an average density of five employees per acre (within a mile radius). 3) Commercial activity centers, defined as 500,000 commercial square footage within one-quarter mile radius.
				Composite Population in Infill development	BOARD, MAP-21, CIM	34.	378,779 (46%)	> 1,085,417 (73%)		<ul style="list-style-type: none"> Community Infrastructure 	Infill location defined as: <ul style="list-style-type: none"> At least 1 jobs/per acre within 1 mile Within city limits (or enclave) Within ¼ mile of at least one of the following: <ul style="list-style-type: none"> public schools public parks transit stop retail center (at least 1 retail job per acre) 2040 target based on household density of 1/acre or more.

CIM Element	Goal #	CIM Goal	MAP-21 National Goal ⁱ	Performance Measure	Authorization	#	Baseline	2040 Target	Data Source (if other than COMPASS)	Cross Reference Goals	Notes
	2.4	Strive for more walkable, bikeable, and livable communities with a strong sense of place and clear community identity and boundaries.									
				Transit supportive housing	CIM	35.	13%	>20%		<ul style="list-style-type: none"> Transportation Community Infrastructure 	7+ Dwelling Units and 50 units or more within ¼ mile of valleyconnect route.
				Households near transit	CIM	36.	11%	>20%		<ul style="list-style-type: none"> Transportation 	Households within ¼ mile of a existing route (baseline) or valleyconnect route (target).
Housing	3.1	Encourage mixed-use neighborhoods, town centers, and other development types that include a variety of housing options to meet the transportation and housing needs of all socioeconomic groups.									
				Housing Affordability Index	BOARD	37.	28%	<28%	U.S. Housing and Urban Development		Housing costs as percentage of median income.
				Location Affordability Index	BOARD	38.	50%	<50%	U.S. Housing and Urban Development	<ul style="list-style-type: none"> Transportation Land Use Community Infrastructure 	The Location Affordability Index (LAI) combines the average household costs of housing and transportation based on average household's budget in the region.
				New multi-family units	CIM	39.	11%	>18%		<ul style="list-style-type: none"> Community Infrastructure 	
				Average residential density	CIM	40.	3.0	>4.0		<ul style="list-style-type: none"> Community Infrastructure 	Based on households within urban area or 2040 using current criteria.
Community Infrastructure	4.1	Promote land use patterns that provide Treasure Valley residents with safe, reliable, and cost-efficient infrastructure services.									
				Acres Annexed per new population	BOARD	41.	0.3 acres/person	<0.2 acres/person		<ul style="list-style-type: none"> Land Use 	CIM 2040 Vision does not directly forecast annexations. 2040 target set from 2040 population density.
				Households outside area of impact	WORKGROUP	42.	6%	<6%		<ul style="list-style-type: none"> Housing Farmland 	Baseline and targets based on 2013 Area of Impacts. Metric will not change with revisions in city area of impacts.
	4.2	Promote maintenance and preservation of existing infrastructure.									
				LEED buildings	WORKGROUP	43.	315,038 sq. ft./ year	>500,000 sq. ft./year	US Green Building Council, Idaho Chapter		Leadership in Energy and Environmental Design (LEED) buildings. Baseline from 2003-2010 data.
Health	5.1	Promote a transportation system and land use patterns that enhance public health, protect the environment, and improve the quality of life.									
				Household connectivity (access to parks, schools, and grocery stores)	CIM	44.	8% (61,568)	>14% (214,584)			2040 target based on Traffic Analysis Zones (TAZ) within 1,000' of existing household connectivity.
				Household connectivity to parks	BOARD, CIM	45.	27% (57,930)	>58%		<ul style="list-style-type: none"> Open Space 	2040 target based on best city performance in baseline data (Middleton).
				Household connectivity to schools	CIM	46.	9% (39,547)	>34%		<ul style="list-style-type: none"> Land Use 	2040 target based on best city performance in baseline data (Kuna).
				Household connectivity to grocery stores	CIM	47.	6% (12,668)	>11%		<ul style="list-style-type: none"> Housing 	2040 target based on best city performance in baseline data (Middleton).
Economic Development	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.									

CIM Element	Goal #	CIM Goal	MAP-21 National Goal ⁱ	Performance Measure	Authorization	#	Baseline	2040 Target	Data Source (if other than COMPASS)	Cross Reference Goals	Notes
	6.2	Maintain the vitality of regional centers, downtowns, and main streets through continued public and private investments in new and existing business, housing, and transportation options as appropriate.									
				Employment near transit	CIM	48.	65%	>70%		• Transportation	Based on valleyconnect plan.
				Economic Clusters--% of jobs in export industries	BOARD	49	8%	>12%	Idaho Department of Labor		Based on San Diego Association of Governments (SANDAG) economic clusters analysis of export industries.
Open Space	7.1	Promote development and transportation projects that protect and provide all of the region's population with access to open space, natural resources, and trails.									
				Miles of trails and pathways	WORKGROUP	50	195.7 miles	> previous year	FACTS. Ridge to Rivers.	• Transportation • Health	Official trail map.
				Boise River Greenbelt Miles	WORKGROUP	51	30 miles	>50 miles		• Transportation • Health	Miles of paved miles of the Boise River Greenbelt.
				Boise River Greenbelt Access	WORKGROUP	52	20%	>23%		• Land Use • Health	2040 target within 1 mile of Boise River from Lucky Peak to I-84 in Caldwell.
				Parks (acreage) to population	BOARD	53.	7 acres/ 1,000 population	>10 acres/ 1,000 population		• Health	
				Ratio of regional preserved open space to population	BOARD	54.	22.3 acres/1,000 population	> 25 acres /1,000 population		• Health	
Farmland	8.1	Protect and enhance transportation routes for the efficient movement of farm equipment and products.									
				Agricultural land consumption outside CIM 2040 Vision	BOARD, CIM	55.	0	0		• Community Infrastructure	
	8.2	Protect agricultural land for food, fiber, and fuel production and support of other agricultural and food-related businesses.									
				Acres of irrigated farmland	BOARD, CIM	56.	301,462 acres	>266,625 acres		• Economic Development	Irrigated agriculture and irrigated pasture only.

Performance Measures on HOLD

CIM Goal	Performance Measure	Authorization	Cross Reference Goals	Next Steps
Transportation 1.1	Duration of Congestion	MAP-21	<ul style="list-style-type: none"> • Housing • Economic Development 	Develop consistently available data and tools.
Transportation 1.1	Automobile Level of Service	CIM 2040 Planning Team	<ul style="list-style-type: none"> • Housing • Economic Development 	Coordinate methodology with transportation agencies and complete data analysis for Automobile Level of Service (LOS).
Transportation 1.1	Farm-to-market travel time	CIM	<ul style="list-style-type: none"> • Farmland 	Identify farm-to-market roads and develop consistently available data.
Transportation 1.2	Bicyclist volumes	BOARD	<ul style="list-style-type: none"> • Health 	Acquire tools and develop consistently available data.
Transportation 1.2	Pedestrian Volumes	BOARD	<ul style="list-style-type: none"> • Health 	Acquire tools and develop consistently available data.
Transportation 1.2	On-time Transit Performance	MAP-21		Continue tracking data and develop consistently available data.
Transportation 1.2	Passenger load factor by route (ridership/capacity)	WORKGROUP		Continue tracking data and develop consistently available data.
Transportation 1.3	Pavement Conditions	MAP-21, BOARD	<ul style="list-style-type: none"> • Community Infrastructure 	Coordinate data with member agencies and determine consistent metrics.
Transportation 1.3	Conditions of sidewalks and bike lanes	BOARD		Acquire tools, develop dataset, coordinate data with member agencies and determine consistent metrics.
Transportation 1.3	Pedestrian and Bicycle Level of Service for Collector Roads	CIM 2040 Planning Team	<ul style="list-style-type: none"> • Health 	Conduct data analysis for collector roads.
Land Use 2.3	Major Activity Center Land Mix	WORKGROUP	<ul style="list-style-type: none"> • Transportation • Housing • Economic Development 	Determine methodology and track data.

ⁱ MAP 21 National Goals

- Safety – to achieve a significant reduction in traffic fatalities and serious injuries on all public roads
- Infrastructure Condition – to maintain a highway infrastructure asset system in a state of good repair
- Congestion Reduction – to achieve a significant reduction in congestion on the NHS
- System Reliability – to improve the efficiency of the surface transportation system
- Freight Movement and Economic Vitality – to improve the national freight network, strengthen the ability of rural communities to access national and international trade markets, and support regional economic development
- Environmental Sustainability – to enhance the performance of the transportation system while protecting and enhancing the natural environment
- Reduced Project Delivery Delays – to reduce project costs, promote jobs and the economy, and expedite the movement of people and goods by accelerating project completion through eliminating delays in the project development and delivery process, including reducing regulatory burdens and improving agencies’ work practices

COMPASS BOARD AGENDA ITEM VI-F

DATE: December 16, 2013



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

Background/Summary:

ITD recently accepted applications under the Community Choices for Idaho program, which includes funding for the statewide Transportation Alternatives Program (TAP). Sixteen applications were submitted within the COMPASS planning area, five of which are recommended for statewide TAP funding:

- Sidewalk, North Middleton Road, Middleton (Key Number CC005) (\$60,000)
- Pedestrian Signal, South Midland Boulevard, Nampa (Key Number CC011) (\$194,000)
- Greenbelt Extension, Orchard Street, Kuna (Key Number CC013) (\$92,000)
- City of Nampa Safe Routes to School – FY2014 and FY2015 (Key Number CC019) (\$66,000)
- City of Caldwell Safe Routes to School – FY2014 (Key Number CC023) (\$43,000)

A public comment period was held from October 29 through November 12, 2013, to add these projects. No comments were received.

ITD staff also requested a transit project for purchase of service in the Nampa Urbanized Area carry over from FY2013 to FY2014. See the attachment to Resolution 03-2014 (Attachment 1) for the details of the requested changes.

Request/Recommendation:

Staff seeks adoption of Resolution 03-2014, amending the FY2014-2018 TIP. The Regional Technical Advisory Committee recommended Board approval on November 20, 2013.

Implication (policy and/or financial):

These projects cannot be added to the TIP for obligation without formal COMPASS Board approval.

More Information:

- 1) Attachment – Resolution 03-2014
- 2) For detailed information contact: Toni Tisdale, Principal Planner, at 475-2238 or ttisdale@compassidaho.org.

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**RESOLUTION No. 03-2014
FOR THE PURPOSE OF AMENDING THE FY2014-2018 REGIONAL
TRANSPORTATION IMPROVEMENT PROGRAM**



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

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

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

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

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

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

WHEREAS, a public comment period was open between October 29 and November 12, 2013; and

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

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

WHEREAS, the attached table dated October 23, 2013, details the amendment to the FY2014-2018 Regional Transportation Improvement Program.

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

DATED this 16th day of December 2013.

APPROVED:

By: _____
**Bryce Millar, Chair
Community Planning Association
of Southwest Idaho Board of Directors**

ATTEST:

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

Amendment #2
 FY2014-2018 Regional Transportation Improvement Program
 Per Community Choices for Idaho Advisory Committee, October 23, 2013

Key No	Project	Scheduled Costs (including Match) (costs in \$1,000)							
		Phase	2014	2015	2016	2017	2018	PD	SUM
CC005	Sidewalk, North Middleton Road, Middleton	PE							0
		PC	0						0
	Funding Source: TAP-State This project will install sidewalks along North Middleton Road on the west side, from Triumph Drive south 225 feet to connect to sidewalks existing along Mountain View subdivision across the street from Mill Creek Elementary School. Add new project.	RW							0
		UT							0
		CE							0
		CN		0					0
		Sum	0	0	0	0	0	0	0
	6	42					48		
CC005	Sidewalk, North Middleton Road, Middleton	PE							0
		PC	0						0
	Funding Source: Local Participating Same as above. Add new project.	RW							0
		UT							0
		CE							0
		CN		0					0
		Sum	0	0	0	0	0	0	0
	2	10					12		
CC011	Pedestrian Signal, South Midland Boulevard, Nampa	PE							0
		PC	0						0
	Funding Source: TAP-State This project will place a HAWK pedestrian-activated signal at the Wilson Pathway where it crosses Midland Boulevard. Pedestrian pre-warning signals and thermo crosswalk markings will also be installed to improve safety concerns at the intersection. Add new project.	RW							0
		UT							0
		CE							0
		CN		0					0
		Sum	0	0	0	0	0	0	0
	13	181					194		

Key No	Project	Scheduled Costs (including Match) (costs in \$1,000)							
		Phase	2014	2015	2016	2017	2018	PD	SUM
CC013	Greenbelt Extension, Orchard Street, Kuna	PE							0
		PC	ϕ <u>21</u>						ϕ <u>21</u>
	Funding Source: TAP-State This project will provide pedestrian and bicycle facilities on the west side of Orchard Street from Avalon south to the Kuna Greenbelt. Work will include curb, gutter, and sidewalk on the north half up to the end of pavement. The southern portion will include a paved six-foot asphalt pathway. <u>Add new project.</u>	RW							0
		UT							0
		CE							0
		CN		ϕ <u>71</u>					ϕ <u>71</u>
		Sum	ϕ <u>21</u>	ϕ <u>71</u>	0	0	0	0	ϕ <u>92</u>
CC019	City of Nampa SR2S – FY2014 and FY2015	PE							0
		PC							0
	Funding Source: TAP-State This will fund a Safe Routes to Schools coordinator to work with elementary and middle schools throughout the City of Nampa. This program implements educational and encouragement activities at schools and community-wide events. These funds will cover two years of funding a part-time position and related materials. <u>Add new project.</u>	RW							0
		UT							0
		CE							0
		CN	ϕ <u>33</u>	ϕ <u>33</u>					ϕ <u>66</u>
		Sum	ϕ <u>33</u>	ϕ <u>33</u>	0	0	0	0	ϕ <u>66</u>
CC023	City of Caldwell SR2S – FY2014	PE							0
		PC							0
	Funding Source: TAP-State This will fund a Safe Routes to Schools director and coordinator to work with elementary and	RW							0
		UT							0
		CE							0
		CN	ϕ <u>43</u>						ϕ <u>43</u>

Key No	Project	Scheduled Costs (including Match) (costs in \$1,000)							
		Phase	2014	2015	2016	2017	2018	PD	SUM
	middle schools in the Caldwell School District, as well as children who participate in the YMCA Child Development programs. These funds are a pass-through to the Treasure Valley YMCA, and will cover one year of funding for the director and coordinator positions and related materials.	Sum	0 <u>43</u>	0	0	0	0	0	0 <u>43</u>
	Add new project.								

Per ITD Staff, November 12, 2013

Key No	Project	Scheduled Costs (including Match) (costs in \$1,000)							
		Phase	2014	2015	2016	2017	2018	PD	SUM
13832	Transit - Capital, Purchase of Service, Nampa - FY2013	PE							0
		PC							0
	Funding Source: FTA 5310 SU Provides additional service for persons with disabilities in Nampa, Caldwell and Middleton through a "purchase of service" agreement hosted by Treasure Valley Transit and administration. (Federal = \$147,000)	RW							0
		UT							0
		CE							0
		CN	0 <u>194</u>						0 <u>194</u>
		Sum	0 <u>194</u>	0	0	0	0	0	0 <u>194</u>
Carry over project from FY2013 to FY2014.									

PE=Preliminary Engineering

PC = Preliminary Engineering Consultant

RW = Right-of-Way

UT = Utilities

CE = Construction Engineerin-61+

CN = Construction

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COMPASS BOARD AGENDA ITEM VII-B

Date: December 16, 2013



Topic: Complete Streets Level of Service

Background/Summary:

The COMPASS Board adopted the Complete Streets Policy in August 2009 (attachment 1). The Complete Streets Level of Service (CSLOS) is one tool to implement the COMPASS Complete Streets Policy and evaluate the completeness of transportation corridors.

The CSLOS model assesses how well an existing or proposed street meets the needs of the traveling community and reports a level of service (LOS) letter grade (A-F) for each mode of travel (pedestrians, bicyclists, and transit passengers.). The methodology to calculate LOS is based on the *Highway Capacity Manual 2010*.

COMPASS has completed the CSLOS existing and optimal conditions for bicycle, pedestrian, and transit for all arterial roadways in the region (attachment 2). COMPASS will develop automobile LOS with input from local highway district and cities.

The CSLOS has been reviewed by several COMPASS committees including:

- Transportation Modeling Advisory Committee: May 14, 2013
- CIM Leadership Team: June 18, 2013
- CIM 2040 Planning Team: July 24, August 28, and September 25, 2013
- Public Participation Committee: August 8, 2013

Request/Recommendation:

Information only.

Implication (policy and/or financial):

The CSLOS is one tool to implement the COMPASS Complete Streets Policy. There is no direct financial implication.

More Information:

- 1) Attachment—Complete Streets Policy
- 2) Attachment—Complete Streets Level of Service maps
- 3) For detailed information contact: Carl Miller, Principal Planner, at 475-2239 or cmiller@compassidaho.org.

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POLICY STATEMENT

No. Board 09-01

Adopted: 08/17/09
By: COMPASS Board
Last Revision: None

COMPASS Complete Streets Policy

Vision Statement:

We envision a Treasure Valley where roadways are designed to be safe, efficient, and viable and provide an appropriate balance for all users including, motorists, bicyclists, transit, and pedestrians of all ages and abilities.

Objectives:

1. Identify how all users will be served when designing new or reconstructed roadways.
2. Provide opportunities for involvement with stakeholders throughout the planning process.
3. Consider context of existing and planned land uses.
4. Provide practical and affordable solutions which balance user needs, construction costs, and environmental benefits.
5. Network transportation modes to optimally connect homes, jobs, schools, shops, families and friends.
6. Include appropriate access management practices for safe and efficient movement of users.
7. Promote a visually appealing environment to improve the transportation experience.

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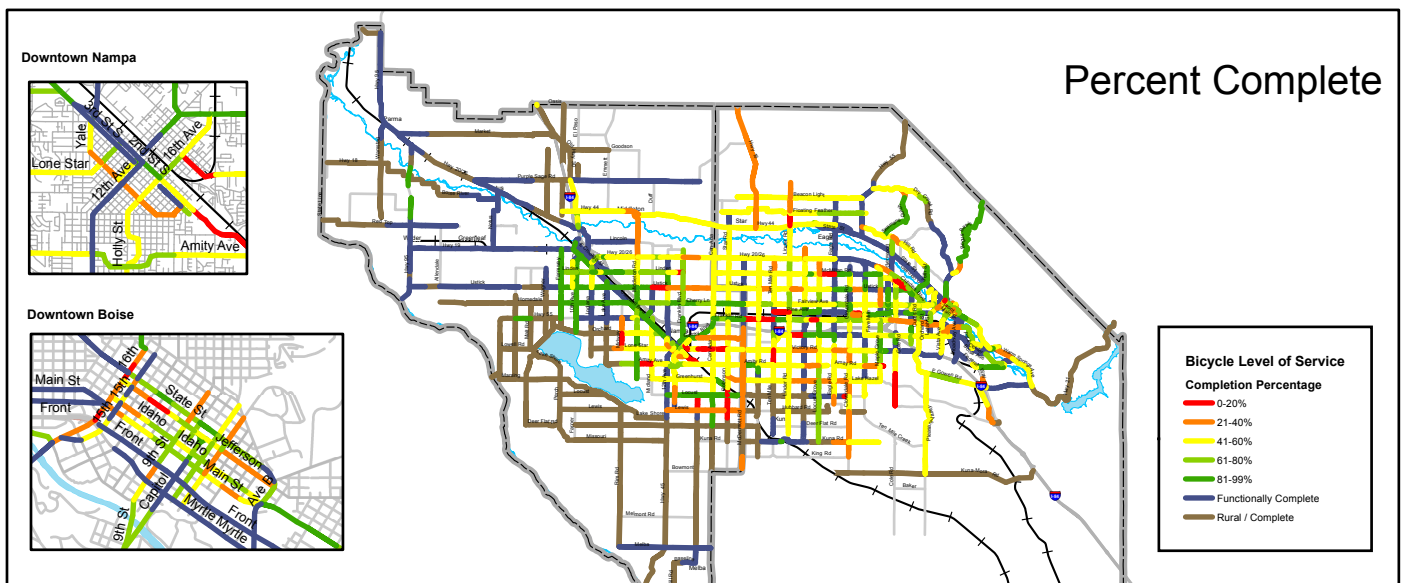
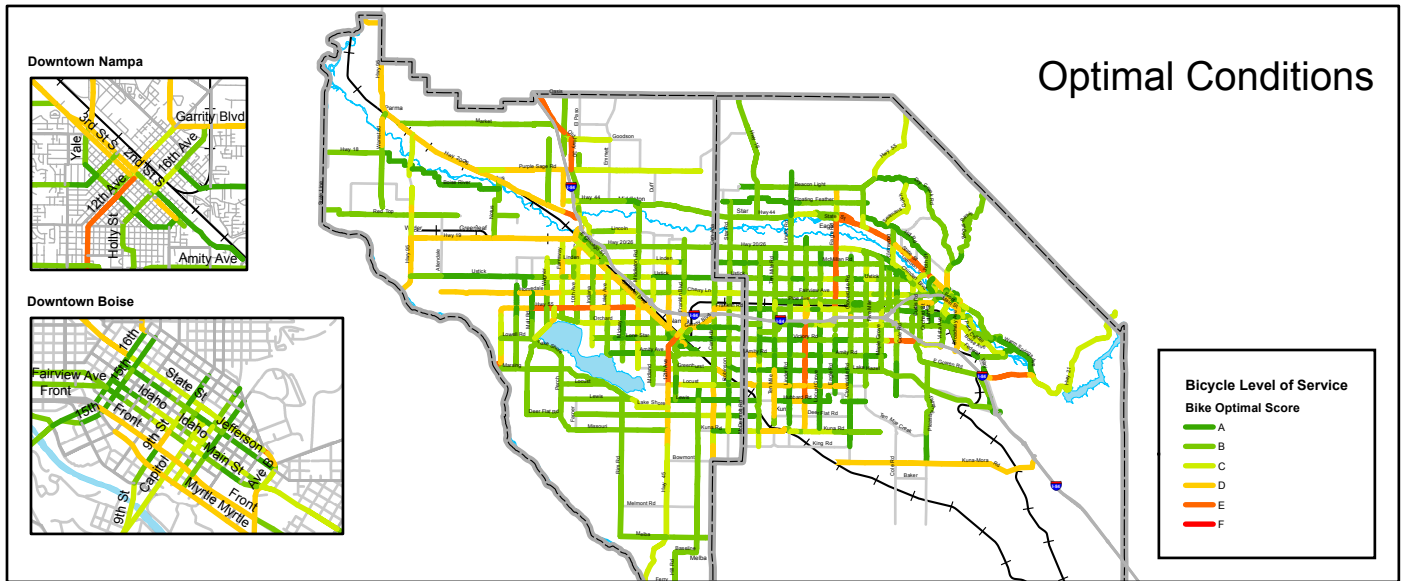
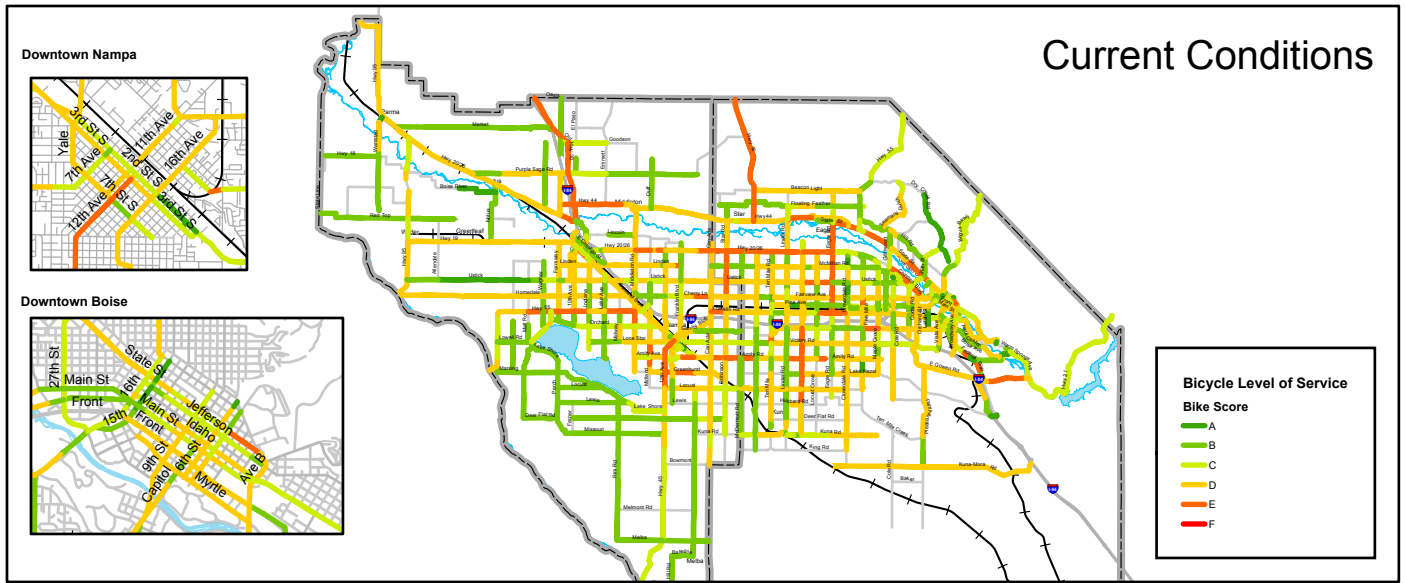
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Meridian, ID 83642

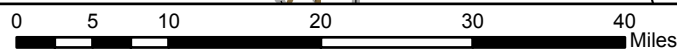
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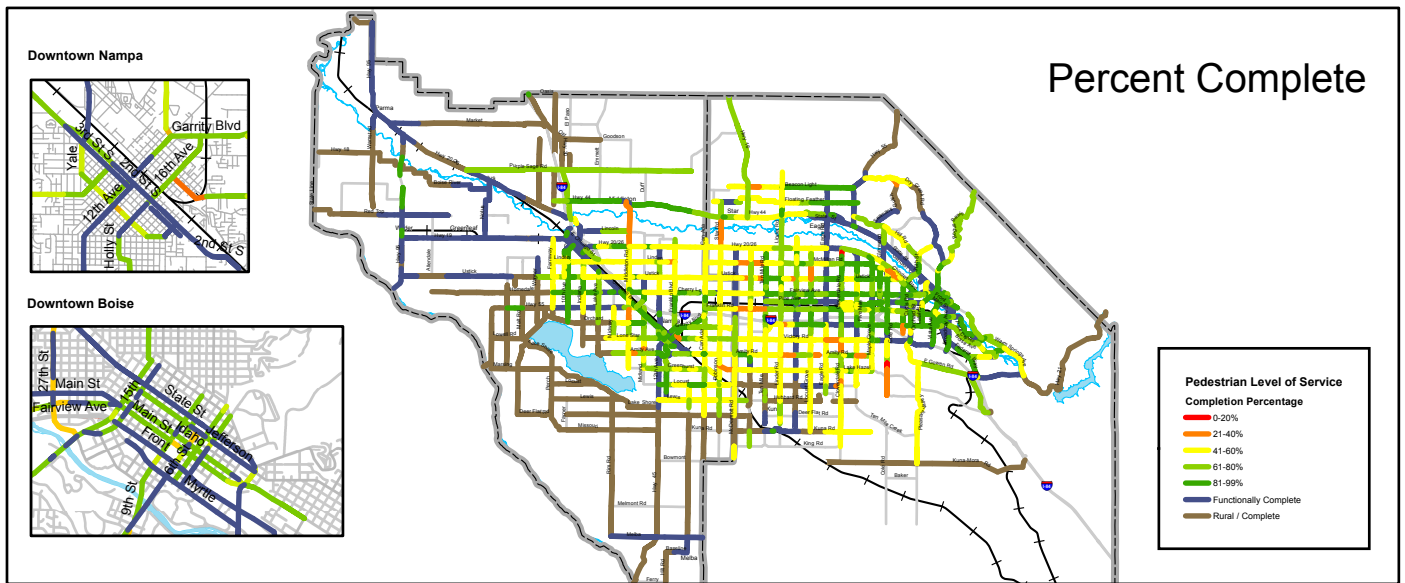
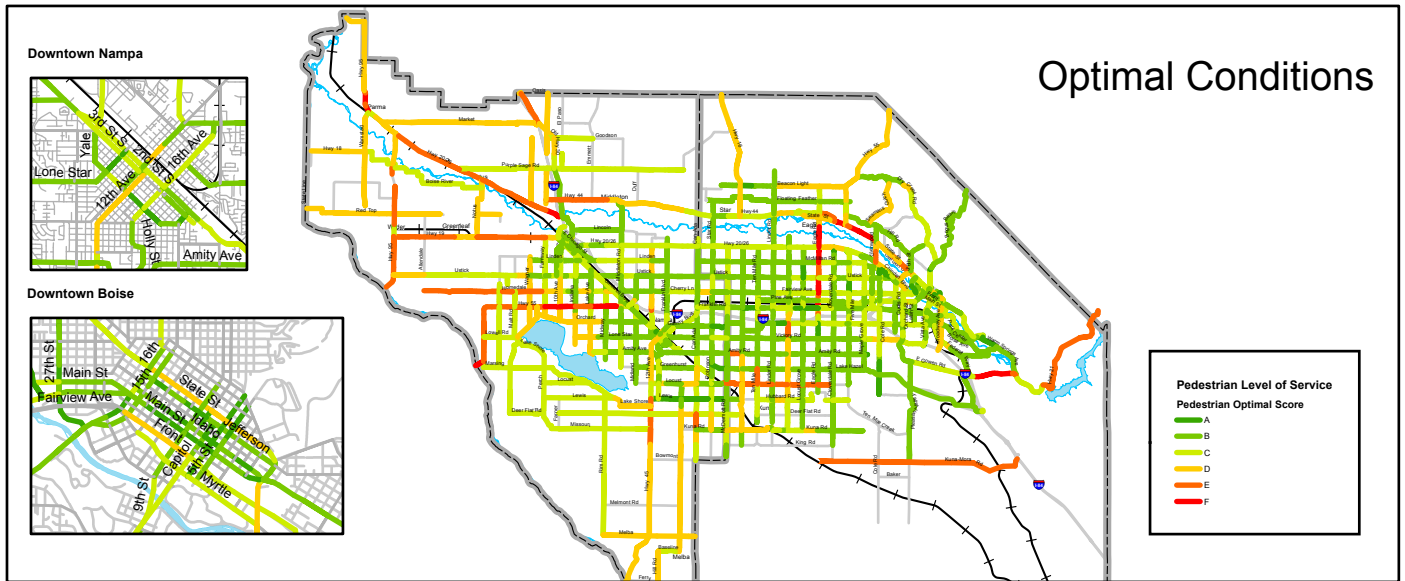
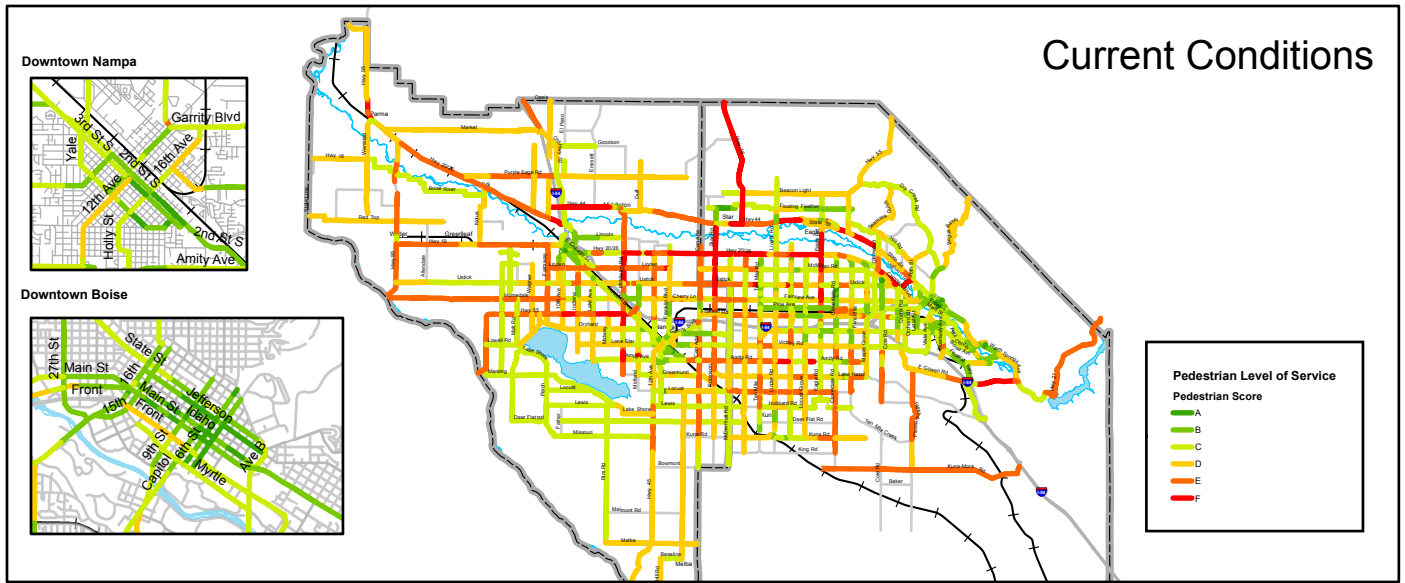
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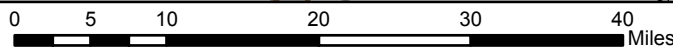


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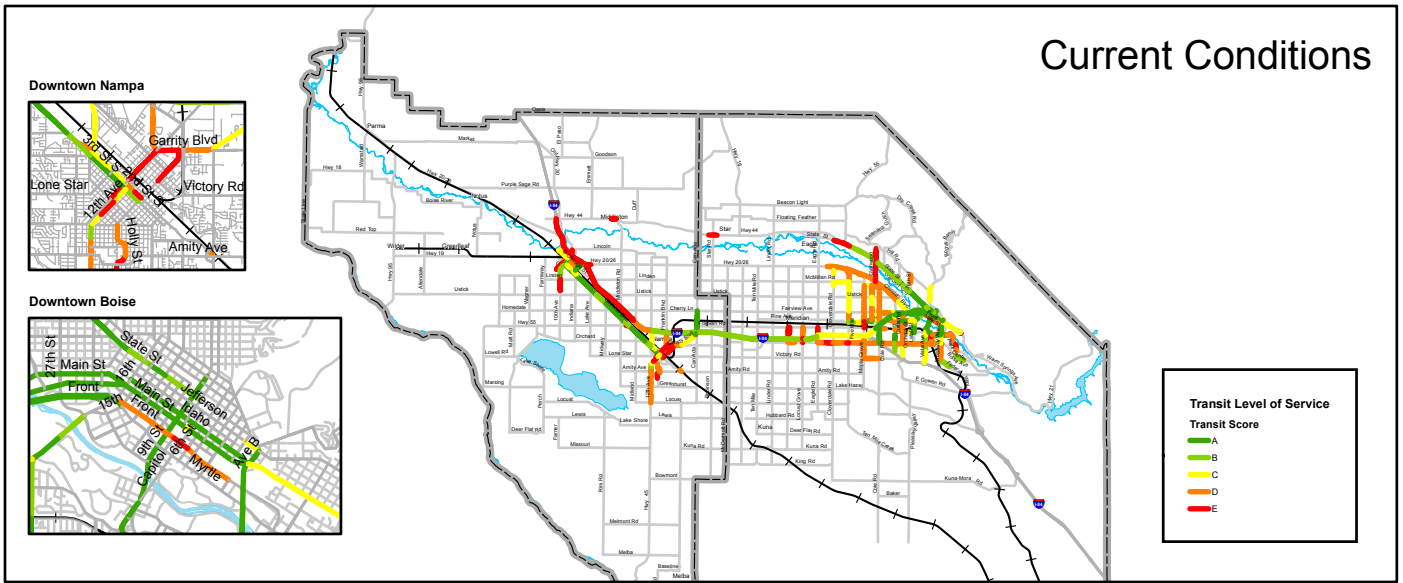




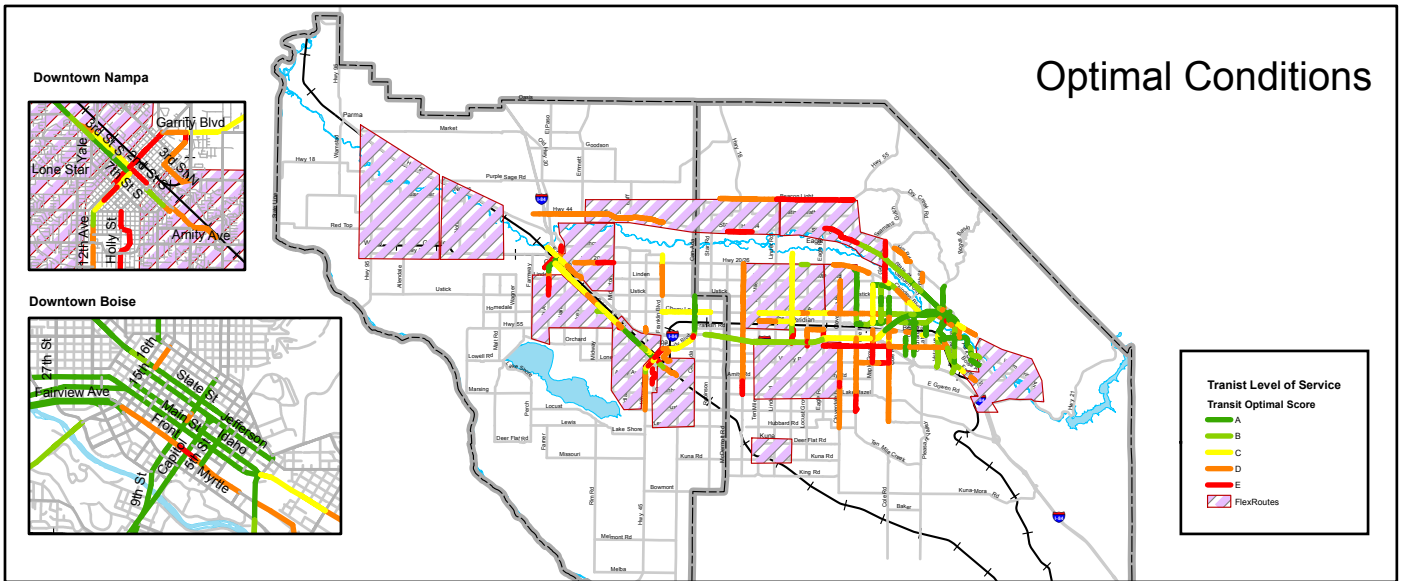
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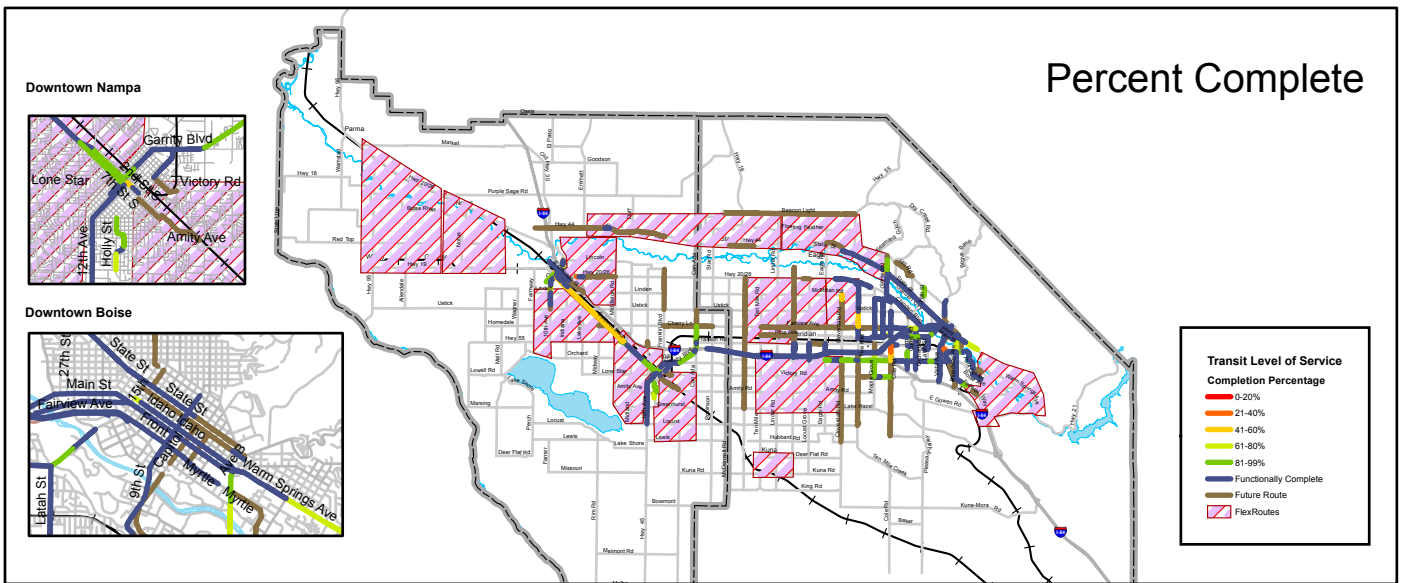
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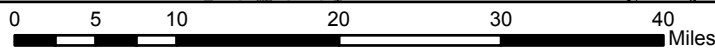
Optimal Conditions



Percent Complete



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NOVEMBER 2013 - STAFF ACTIVITY REPORT

PROGRAM NO.	
601	<p>UNIFIED PLANNING WORK PROGRAM DEVELOPMENT AND FEDERAL ASSURANCES</p> <p style="text-align: right;">MEGAN LARSEN</p> <ul style="list-style-type: none"> • Continued work on the FY 2014 UPWP Revision 1 • Processed and tracked revenues and expenditures associated with the FY2014 Unified Planning Work Program. • Tracked changes and announcements in the Federal Register and the Daily Digest. • Tracked announcements from funding resources to identify potential grants for COMPASS and member agencies.
605	<p>MULTI-MODAL PLANNING SUPPORT</p> <p style="text-align: right;">WALT SATTERFIELD</p> <ul style="list-style-type: none"> • Participated in the Regional Coordination Council/Joint Meeting with the Valley Regional Transit Executive Board on November 4, 2013. • Participated on the Meridian Transportation Project Team's bi-monthly meeting (on November 1 and November 15) for the development of transit services in the City of Meridian. • Presented the draft <i>Transportation Service Coordination Plan for Ada and Canyon Counties</i> to the COMPASS Board on November 18, 2013. • Participated in the Area Agency on Aging Advisory Council quarterly meeting on November 19, 2013. • Participated in weekly GoRide coordination meetings with Valley Regional Transit. • Developed preliminary cost and revenue estimates for express route service plan in Ada and Canyon Counties. • Developed Community Viz suitability analysis to assist in establishing transit services in the City of Meridian. • Continued work on coordinating pathway systems between jurisdictions. Provided information to participants in the Foundation for Ada Canyon Trails Systems.
620	<p>GROWTH AND TRANSPORTATION SYSTEM MONITORING</p> <p style="text-align: right;">CARL MILLER</p> <ul style="list-style-type: none"> • Continued tracking building permits and subdivisions for Development Monitoring Report. • Continued developing online dashboard for CIM 2040 performance measurement. • Geocoded 2013 employment data. • Discussed 2014 census training topics with the Demographic Advisory Committee on November 20, 2013.
647	<p>REGIONAL GROWTH ISSUES AND OPTIONS</p> <p style="text-align: right;">CARL MILLER</p> <ul style="list-style-type: none"> • Continued developing the Communities in Motion 2040 Development Tracking process and presented Development Tracking Process to the Demographic Advisory Committee on November 20, 2013. • Presented housing forecast scope and schedule to the Demographic Advisory Committee on November 20, 2013.

PROGRAM NO.	
653	<p data-bbox="380 163 967 197">COMMUNICATION AND EDUCATION</p> <p data-bbox="1344 201 1516 235" style="text-align: right;">AMY LUFT</p> <ul data-bbox="402 239 1529 625" style="list-style-type: none"> • Prepared the <i>Keeping Up With COMPASS</i> newsletter. • Updated the web site and posted to COMPASS Facebook page. • Tracked and facilitated issues related to COMPASS and transportation in and with news media. Distributed one news release. • Provided presentation training to new staff. • Met with the Leadership in Motion awards selection committee; prepared for awards presentation. • Continued work on redesign of COMPASS web site and updated to web content. • Began preparations for the 2014 COMPASS education series. Made arrangements for speakers for January and February.
661	<p data-bbox="380 625 828 659">COMMUNITIES IN MOTION</p> <p data-bbox="1256 663 1516 697" style="text-align: right;">LIISA ITKONEN</p> <ul data-bbox="402 701 1539 1402" style="list-style-type: none"> • Set up travelling CIM 2040 display at the Meridian Public Library. • Continued to promote the "Your Treasure Valley Future Photo Challenge." The challenge ended on November 30, 2013. Over 65 photos were submitted. • Continued working with the performance measures workgroup to develop <i>Communities in Motion 2040</i> metrics and targets and received recommendation of the performance measures and targets to the COMPASS Board. • Presented the list of funded/unfunded projects to the Board for action. The Board approved the list. • Continued working with the editor to prepare chapters and corridor summaries. • Reviewed results of an online survey of <i>Communities in Motion 2040</i> Planning Team members and their input on <i>Communities in Motion 2040</i> tasks for the COMPASS FY2015 Unified Planning Work Program. • Presented an update on <i>Communities in Motion 2040</i> to the Exchange Club of Boise on November 8, 2013. • Expanded information on forecasted maintenance needs. • Presented CommunityViz as a scenario planning tool for the FHWA Scenario Planning Webinar on November 5, 2013.

PROGRAM NO.	
685	<p align="center">REGIONAL TRANSPORTATION IMPROVEMENT PROGRAM</p> <p align="right">TONI TISDALE</p> <ul style="list-style-type: none"> • Prepared for and hosted the Urban, FTA, and TMA Balancing meetings on November 7, 2013. • Attended a workshop hosted by Federal Highway Administration regarding Performance Measures on November 6, 2013. • Continued working with Valley Regional Transit staff on programming issues. • Worked with representatives of Eagle Senior Center, Kuna Senior Center, and the City of Nampa regarding the upcoming transit applications. • Attended a workshop sponsored by ITD on the new Office of Transportation Investment System project tracking software on November 13, 2013. The software is expected to "go live" in February 2014. • Attended a webinar on November 18, 2013 sponsored by the Federal Highway Administration regarding Congestion Mitigation/Air Quality interim guidance. • Met with representatives of Canyon County transportation agencies on November 19, 2013 regarding the possible start of the CARS4 software and a roadway maintenance association. • Hosted a mandatory coordination meeting for transit applicants on November 20, 2013 to review all applications and discuss options for coordination. • Presented a staff recommendation to the Regional Technical Advisory Committee (RTAC), based on the discussion in its October meeting, to defer the FY2015 High Capacity Transit Study funding (\$1 million) until FY2018 to assist ITD in purchasing right-of-way along US 20/26 in Ada County for future roadway improvements. After discussion, RTAC recommended as presented for Board approval. • Provided responses to ITD regarding the COMPASS public involvement process for the FY2014 Transportation Improvement Program, in response to a "planning finding" that ITD must address for the Federal Highway Administration prior to approval of the FY2014 Idaho Transportation Investment Program.
692	<p align="center">REGIONAL ASSET and RESOURCE MAINTENANCE REPORT</p> <p align="right">DON MATSON</p> <ul style="list-style-type: none"> • Continued monitoring of asset management and other maintenance reports.
693	<p align="center">GRANT RESEARCH AND ASSISTANCE</p> <p align="right">DON MATSON</p> <ul style="list-style-type: none"> • Monitored potential grant resources.
701	<p align="center">GENERAL MEMBERSHIP SERVICES</p> <p align="right">CHARLES TRAINOR</p> <ul style="list-style-type: none"> • Continued work on updating the 2015 federal aid map. • Hosted the American Planning Association webinar <i>Implementing Smart Growth and Sustainability for Small Towns and Rural Areas</i> on November 6, 2013, for member agencies and COMPASS staff.

PROGRAM NO.	
702	<p>AIR QUALITY OUTREACH</p> <p style="text-align: right;">AMY LUFT</p> <ul style="list-style-type: none"> • Met with staff from the Idaho Department of Environmental Quality and the Air Quality Board to review materials and discuss next steps for air quality outreach. • Released a request for proposals for a consultant to produce and air public service announcements; held a bidders meeting and posted answers to questions. The RFP closes Tuesday, December 3, 2013. • Began developing a media kit for the Idaho Department of Environmental Quality and the Air Quality Board.
703	<p>GENERAL PUBLIC SERVICES</p> <p style="text-align: right;">CHARLES TRAINOR</p> <ul style="list-style-type: none"> • Provided information to the public on demographics, development, funding, and traffic issues.
705	<p>TRANSPORTATION LIAISON SERVICES</p> <p style="text-align: right;">MATT STOLL</p> <ul style="list-style-type: none"> • Prepared for and met with ITD Board members and executive staff regarding funding issues on November 1, 2013 and November 14, 2013. Attended a subsequent meeting to discussion resolving the funding issue with ITD staff on November 18, 2013. • Attended the Meridian Transportation Commission meeting on November 4, 2013. • Participated in the COMPASS/ACHD quarterly meeting on November 4, 2013. • Met with Boise City Councilmember Clegg on November 4, 2013 to review various issue and coordinate efforts. • Met with Nampa Highway District Commissioner Millar on November 12, 2013 to coordinate on issues and activities in his role as COMPASS Board Chair. • Hosted and moderated a meeting regarding how to better align mobility management activities with ITD, COMPASS, VRT, and CTAI staff on November 14, 2013. • Attended the Idaho Transportation Board meeting on November 20, 2013. • Met with Dave Wallace, ACHD Deputy Director, on November 21, 2013 to coordinate COMPASS and ACHD activities. • Attended a WTS lunch presentation by ACHD Director Bruce Wong on November 21, 2013. • Met with Randy Kyrias, ITD Division of Transportation Performance, on November 21, 2013 to coordinate efforts.
710	<p>COMPLETE STREETS</p> <p style="text-align: right;">CARL MILLER</p> <ul style="list-style-type: none"> • Completed the Complete Streets Level of Service optimal system maps.
720	<p>STATE STREET TRANSIT CORRIDOR IMPLEMENTATION</p> <p style="text-align: right;">DON MATSON</p> <ul style="list-style-type: none"> • No significant activity during November.
760	<p>LEGISLATIVE SERVICES</p> <p style="text-align: right;">MATT STOLL</p> <ul style="list-style-type: none"> • Participated in relevant activities in support of Board legislative position statements. • Tracked and reported significant activity in federal and state transportation-related legislative issues. • Continued reviewing Moving Ahead for Progress in the 21st Century Act (MAP-21) to determine implications to COMPASS and its membership.

PROGRAM NO.	
761	<p>BLUE PRINT FOR GOOD GROWTH</p> <p style="text-align: right;">CHARLES TRAINOR</p> <ul style="list-style-type: none"> Completed the <i>Progress Report to the Blueprint for Good Growth Consortium</i> for review.
801	<p>STAFF DEVELOPMENT</p> <p style="text-align: right;">MEGAN LARSEN</p> <ul style="list-style-type: none"> Attended ESRI Sharpen Your GIS Skills training on November 12, 2013 Attended the 2013 Economic Summit on November 19, 2013. Attended the semi-annual National Access Management Webinar on November 19, 2013.
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. Supported <i>Communities in Motion 2040</i> Planning Team committee.
836	<p>REGIONAL TRAVEL DEMAND MODEL</p> <p style="text-align: right;">MARYANN WALDINGER</p> <ul style="list-style-type: none"> Continued to provide travel demand forecast information for various projects. Provided four area of influence model runs for proposed developments. Continued to update inputs for the regional travel demand model update.
842	<p>CONGESTION MANAGEMENT SYSTEM</p> <p style="text-align: right;">MARYANN WALDINGER</p> <ul style="list-style-type: none"> Completed the 2013 annual report. Continued to edit the draft <i>Treasure Valley Operations Systems: Operations Management, and ITS</i> plan.
860	<p>GEOGRAPHIC INFORMATION SYSTEM MAINTENANCE</p> <p style="text-align: right;">ERIC ADOLFSON</p> <ul style="list-style-type: none"> Maintained various regional geographic data layers. Created map documents for member agencies and the public. Orthophotography maintenance: Sold 2 sections of Ortho data. Provided technical support for a variety of COMPASS processes.
862	<p>REGIONAL DATA CENTER</p> <p style="text-align: right;">ERIC ADOLFSON</p> <ul style="list-style-type: none"> Received information from several potential consultants from RFI release. Scope of project requirements is on track. The selected consultant will be tasked with creating an installation plan for the Regional Data Center.
991	<p>SUPPORT SERVICES LABOR</p> <p style="text-align: right;">MEGAN LARSEN</p> <ul style="list-style-type: none"> Oversaw general accounting, administration and personnel. Facilitated field work for financial audit. Continued implementation of new accounting software. Worked on proposed revisions to agency administrative, financial and personnel policies for consideration by Board and Finance Committee in December 2013.

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COMPASS BOARD AGENDA ITEM VIII-B

DATE: DECEMBER 16, 2013

Topic: Status Report – Current Air Quality Efforts

Background/Summary:

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

November Air Quality Monitoring:

The Idaho Department of Environmental Quality reported ten days in the Treasure Valley with air quality levels in the moderate category during the month of November 2013.

- Three of the moderate days were attributable to fine particulate matter (PM_{2.5}) recorded in Canyon County.
- Seven of the moderate days were attributable to fine particulate matter (PM_{2.5}) recorded in both counties.

YEAR TO DATE SUMMARY

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

	Good	Moderate	Unhealthy to Hazardous	Total
2005	298	65	2	365
2006	273	91	1	365
2007	227	125	12	364
2008	266	99	1	366
2009	277	83	5	365
2010	321	44	0	365
2011	260	99	6	365
2012	283	72	11	366
2013	254	72	8	334

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

Request/Recommendation:

Information only.

Implication (policy and/or financial):

None.

More Information:

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

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COMPASS BOARD AGENDA ITEM VIII-C

Date: December 16, 2013



Topic: Status Report – Current Transportation Project Information

Background/Summary:

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

Request/Recommendation:

For information only.

Implication (policy and/or financial):

There are no policy or financial implications.

More Information:

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

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Status Report – Current Transportation Project Information

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

STATUS OF PUBLIC TRANSPORTATION PROJECTS

Boise Air Terminal	Oct 2013	Oct 2012*	% Change
Monthly Air Passengers (Inbound and Outbound)	216,623	216,900	-0.13%
Monthly Air Freight (Inbound and Outbound) (tons)	3,820	3,564	7.18%
Public Transportation Monthly Ridership	Oct 2013	Oct 2012*	% Change
ACHD VanPool (Active Routes)	103	100	3.00%
ACHD VanPool (Trips)	23,366	24,475	-4.53%
Valley Regional Transit Boise Urbanized Area Services	119,175	111,715	6.68%
Valley Regional Transit Nampa Urbanized Area Services	21,029	23,101	-8.97%
Total	163,570	159,291	2.69%
Other Public Transportation Reporting Average Hourly Ridership	Oct 2013	Oct 2012*	% Change
Valley Regional Transit Boise Urbanized Area Services	20.4	19.0	7.37%
Valley Regional Transit Nampa Urbanized Area Services	25.5	27.3	-6.59%

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

STATUS OF MAJOR PROJECTS

Information as of early December 2013.

Project	Sponsor	Comments*
21 st Avenue, Chicago Avenue to Cleveland Boulevard, Caldwell (KN 13052)	Caldwell	This project will widen 21 st Avenue from Chicago Avenue to Cleveland Boulevard from a two-lane to five-lane arterial. Work will include sidewalks, traffic signals, and railroad crossings. The concept plan is approved, and the project is now in the final design phase. Construction is expected in FY2016.
ADA Ramp Improvements, Nampa (KN 13499)	Nampa	This project will install ADA pedestrian ramps at several locations within the City of Nampa. Construction is scheduled for FY2014.
Alternatives Analysis for Downtown Boise Circulator System, Phase 1 (KN 13343)	Boise	This Discretionary FTA 5309 project will conduct the first phases of an alternatives analysis study for a downtown Boise circulator system. The project consultant was given Notice to Proceed, and the project kickoff meeting was held on September 24, 2013. A steering committee of stakeholders is formed and a charette will be conducted with the committee on December 19, 2013. A draft technical memorandum addressing the purpose and need and the goals and objectives for this project is anticipated by the end of December 2013. The project is programmed for FY2014.
Amity Avenue, Nampa (KN 10541)	Nampa	This project is a Congressional earmark to widen Amity Avenue in the City of Nampa. Right-of-way acquisition is nearly complete. Construction is tentatively scheduled to begin in March 2014.
Biking Walking Path Extension and Pedestrian signal, Caldwell (KN 13485)	Caldwell	This project provides an extension of the existing biking, walking path from the YMCA south adjacent to the Heritage Charter School and then crosses Ustick Road with a high-intensity activated crosswalk signal. The project is scheduled for design in FY2014 and construction in PD.
Bergeson Street Crosswalk, SR2S, ACHD (KN 13040)	ACHD	This Safe Routes to School project will install rectangular rapid flashing beacon on Bergeson Street at the entrance to Liberty Elementary School in Boise. Construction is scheduled for FY2014.

Project	Sponsor	Comments*
Bogus Basin Road Improvements, ACHD (KN 3789(1))	ACHD	This Federal Lands Access Program project will make improvements on Bogus Basin Road. Design and Construction is scheduled for FY2014.
Boise Bike Share Program, Phase I, VRT	VRT	Project will implement a bike share program in downtown Boise, Phase I will include seven stations throughout the downtown area with 70 bicycles. The Request for Proposals for bicycles, stations, and supporting software and hardware, was released on November 15, 2013. The final proposals are due December 27, 2013. Selection should occur by mid-January 2014. Staff is working with property owners to get permission to place stations on property (private or public). Efforts are underway to shift some FTA 5307 funds to allow the entire project to be rolled out with the initiation of the project. The project is expected to be implemented by summer 2014.
Bowmont Road, Lynwood to SH-45, Nampa (KN 12898)	Nampa Highway District	Realign Bowmont Road from Lynwood to SH-45. The highway district is currently acquiring right-of-way. The right-of-way certificate and final design are expected by December 31, 2013. The plans, specifications, and engineers estimate is expected to be delivered by March 31, 2014. The project is scheduled for construction in FY2016, but could advance if funding becomes available.
Capital Maintenance, ACHD - FY2015 (KN 12363)	ACHD	This project will supplement the local maintenance program. Design is scheduled for FY2014 with construction scheduled in FY2015.
Capital Maintenance, ACHD - FY2016 (KN 13907)	ACHD	This project will supplement the local maintenance program. Design is scheduled for FY2014 with construction scheduled in FY2016.
Centennial Way Roundabout, Caldwell (KN 13484)	Caldwell	This project will orchestrate an angled intersection of SH-19/Simplot Boulevard, I-84 Business (in two separate legs of a couplet Cleveland Boulevard and Blaine Street) and Simplot Boulevard (a six-leg intersection) into a potential roundabout. The project is scheduled for design in FY2014 and construction in PD.
City of Nampa, SR2S (KN 13043)	Nampa	This Safe Routes to School project will construct a multi-use trail between East Iowa Avenue and East Sherman Avenue to accommodate students attending Sherman Elementary School. Construction is scheduled for FY2014.
Colorado Avenue and Holly Street Signal and Pedestrian Improvements, Nampa (KN 13486)	Nampa	This project will install traffic signals and pedestrian-friendly improvements at the intersection of Colorado Avenue and Holly Street in Nampa. Design is currently underway. Construction is scheduled in Preliminary Development.
Deer Flat Regional Bicycle/Pedestrian Plan, Canyon County (KN 2013(2))	Canyon Highway District	This Federal Land Access Program project will develop a bicycle/pedestrian plan in the Deer Flat Refuge near Lake Lowell in Canyon County. The project is scheduled for FY2014.
Dry Creek Trail, Phase 1, Eagle	Eagle	Project provides a bicycle and pedestrian underpass at SH-44 on the west side of the City of Eagle. It will connect the Dry Creek Pathway and the northeast side of the city of Eagle with the Eagle Island Pathway system. Design is scheduled for FY2014 with construction scheduled in FY2016.
Federal Aid Arterials and Collectors - FY2013 (KN 11581)	ACHD	This project will supplement the local overlay program. Design is almost complete. Construction is underway and will be completed in summer 2014.
Federal Aid Arterials and Collectors - FY2014 (KN 12050)	ACHD	This project will supplement the local overlay program. Design is underway. Construction is expected to begin in summer 2014.
Five Mile Road, Franklin Road to Fairview Avenue (KN 11582)	ACHD	This project will widen Five Mile Road between Franklin Road and Fairview Avenue to five lanes with shoulder, sidewalk, and railroad crossing improvements. Construction is expected to begin in January 2014.
Franklin Road, Black Cat Road to Ten Mile Road (KN 12368)	ACHD	This project will widen Franklin Road from two lanes to five lanes from Black Cat Road to Ten Mile Road. Work includes curb, gutter, sidewalks, bicycle facilities, bio-infiltration swales, and reconstructing the intersection at Franklin Road and Black Cat Road. Design is underway. Construction is programmed for FY2016.

Project	Sponsor	Comments*
Garden City West Bridge Pathway Crossing – FY2012 (KN 13512)	Garden City	This multi-jurisdictional project will help fund construction of a 12-foot wide, 180-foot long bicycle-pedestrian bridge across the Boise River between Glenwood Street, Eagle Road, State Street, and Chinden Boulevard, connecting over 30 miles of non-motorized pathways. Pioneer Irrigation preliminarily approved design and location of ramp working. Staff is working on Ada County Floodplain permit procurement. Construction access agreements and environmental work are underway. Geotechnical work is complete and draft reports are submitted. Preliminary Design is approved by ITD. The hydraulics report is complete. Ada County is in process of reviewing the floodplain application. The Garden City flood plain application is approved. Two 15 day public comments periods are noticed for start on November 20 and November 27, 2013. Construction is scheduled for FY2014.
Greenbelt, Garden City to Americana Boulevard (KN 13514)	Boise	This project will construct a 12-foot wide paved pathway to fill a 4,100 linear foot gap in the Greenbelt system on the south side of the river between Main Street and Americana Boulevard with connection to Ann Morrison Park. The pathway alignment is complete. Settler’s Irrigation District requires that a new pedestrian/bicycle bridge be installed 15-feet west of the current pathway, which currently uses Settler’s irrigation diversion structure. Pathway right-of-way is currently being reviewed. The environmental documentation is underway. Wetland delineation and archeological review are in process. Tree mitigation is complete. Construction is scheduled in Preliminary Development.
Greenbelt Maintenance, Americana To Fairview, Boise (KN 13915)	Boise	Project is for a one-half mile section of the Greenbelt between Americana Boulevard and Fairview Avenue on the north side of the Boise River. The project will remove existing asphalt and base to sub-grade, install base and compact, widen to 12-foot pathway, and form and pour new concrete pathway. Design is scheduled for FY2014 with Construction in FY2015.
Greenbelt Maintenance, Fairview Avenue toward Veteran’s Park, Boise (KN 13919)	Boise	Project is a one-half mile section on the Greenbelt from Fairview Avenue toward Veteran's Park on the north side of the river. Project will rebuild the pathway down to the base layer with a new concrete pathway. Design is scheduled for FY2014 with design split over FY2016 and FY2017.
Greenbelt Resurfacing, Pioneer Pathway Southwest of River Street, Boise (KN 13914)	Boise	Project will remove existing asphalt and base to sub-grade, install new base, widen to 12-foot pathway. Form and pour concrete pathway (near Bronco Elite). Project is 325 linear feet. Design and construction are scheduled for FY2014.
Greenbelt, Eckert Road Underpass, Boise (KN 13913)	Boise	Construction of a Class I bicycle and pedestrian concrete underpass at Eckert Road on the north side of the Boise River. The project will allow bicyclists and pedestrians on the Greenbelt to cross Eckert Road separately from vehicles. Design is scheduled for FY2014 with construction in Preliminary Development.
Homedale Road Intersection Improvements, Caldwell (13488)	Caldwell	This project will provide intersection safety improvements on Homedale Road at the following locations: Montana Road, Lake Road, Florida Avenue, and Midway Road. Construction is scheduled for FY2014.
High Accident Warning Signs, Canyon Highway District (KN)	Canyon Highway District	Install horizontal curve signage in multiple locations throughout Canyon Highway District to increase safety related to lane departures. Design is scheduled for FY2014 with construction in FY2015.
I-84, Broadway Avenue to Gowen Road Mainline Widening (KN 13812)	ITD	This GARVEE project will add a third lane to I-84 between the ramps of Broadway Avenue and Gowen Road Interchanges. The plans, specifications, and engineer’s estimate was submitted November 14, 2013. The project will advertise in December 2013.
I-84, Broadway Avenue Interchange Reconstruction, Boise	ITD	This GARVEE project will replace the existing interchange at Exit 54 in Boise with a new Single Point Urban Interchange (SPUI). The plans, specifications, and engineer’s estimate was submitted October 31, 2013. The project is currently being advertised.
I-84, Eisenman Interchange to Indian Creek Bridge, Eastbound and Westbound, Boise (KN 12352/12353)	ITD	This project is complete.

Project	Sponsor	Comments*
I-84, Gowen Interchange Reconstruction, Boise (KN 09822)	ITD	This GARVEE project will replace the existing interchange at Exit 57 in east Boise with a new traditional interchange. The plans, specifications, and engineer's estimate was submitted November 14, 2013. The project will advertise in December 2013.
I-84, Gowen Railroad Bridge Eastbound Lane(KN 12029) AND Westbound Lane (12379), Boise	ITD	This is a bridge replacement project. This project will be administered with the GARVEE work on I-84. The plans, specifications, and engineer's estimate was submitted November 14, 2013. The project will be constructed under the Broadway Interchange rebuild project.
I-84, Meridian Interchange Reconstruction, Meridian (KN 10939) AND I-84, Meridian Interchange to Five Mile Road (KN 13057)	ITD	This GARVEE project will replace the existing interchange at Exit 44 in Meridian with a new Single Point Urban Interchange (SPUI). The project will also add the fourth lane to I-84 in this area. Right-of-way acquisition is underway. The final design review meeting was held August 14, 2013. This part of the project is on hold while the companion project is developed. The companion project will reconstruct the pavement on the outside travel lanes and shoulder in both directions on I-84 between the Meridian Interchange and the Flying Wye. Final design was completed November 20, 2013, and the project team is incorporating the comments. The plans, specifications, and engineer's estimate package is anticipated by December 31, 2013. Construction is expected to take 18 months.
I-84, Wye Interchange Storm Retention Pond, Boise (KN 12356)	ITD	This project is complete.
I-84, UPRR East Lateral Canal Bridge, Nampa (KN 12866) AND I-84, Northside Boulevard Underpass, Nampa (KN 12867)	ITD	These are bridge rehabilitation projects in Nampa that were companioned under one contract. Bids were opened September 24, 2013. The projects are expected to begin construction in the spring 2014.
I-84B, Junction I-84 to 10 th Avenue, Caldwell (13359)	ITD	This project is complete.
Intersection Improvements, Canyon Highway District (KN 13489)	Canyon Highway District	Safety Improvements at intersections in Canyon Highway District. Intersections include: Lake Avenue and Orchard Avenue, Middleton Road and Linden Road, Homedale Road and 10th Avenue, Midway Avenue and Lonestar Road, Homedale Road and Indiana Avenue. Construction is scheduled for FY2014.
Intersection Middleton Road and Flamingo Avenue, Nampa (KN 13502)	Nampa	This project will add a traffic signal at the intersection of Middleton Road and Flamingo Avenue in Nampa. Construction is scheduled for FY2015.
Natures Wood Duck Island Trail Restoration, Ada County	Ada County	This project will make permanent repairs to a portion of the Boise River Greenbelt within the Bethine Church River Trail area. The state/local agreement is almost complete. Preliminary engineering will begin soon. Construction is expected in FY2014.
Middleton Road and Ustick Roundabout, Caldwell (KN 13487)	Caldwell	This project will improve a four-way stop at the Middleton Road and Ustick Road intersection by building a roundabout to help traffic flow and reduce congestion. The project is scheduled for design in FY2014 and construction in PD.
Riverside Road and Lake Shore Drive, Rehabilitation, Canyon County (KN 2013(1))	Canyon Highway District	This Federal Land Access Program project will rehabilitate Riverside Road and Lake Shore Drive near Lake Lowell in Canyon County. Design is scheduled to begin in FY2014 with construction in FY2015.
SH-16, Boise River Bridge and North Stage (KN 12915)	ITD	This is a GARVEE project to construct the piece of the project just south of SH-44, including the Boise River bridge to just south of the Boise River. This is a new alignment, so traffic impacts will be minimal. In November 2013, the contractor completed placing concrete paving for the entire project. In addition, the concrete parapet and guardrail approaches on the bridge were completed. Bridge work will be finished by December 20, 2013, and the overall project is expected to be complete in August 2014.
SH-16, Intersection SH-44, US 20/26 and Local Roads (KN 12916)	ITD	This is a GARVEE project to construct the intersection of SH-16 and US 20/26 and SH-16 and SH-44. This project will also construct the local roads in the project needed to provide new access. Traffic was shifted into various configurations on the new intersection in November 2013 to accommodate widening either north of the south of the SH-44 alignment. The entire SH-16 project is expected to be complete in August 2014.

Project	Sponsor	Comments*
SH-16, Phyllis Canal Bridge and South Stage (KN 12917)	ITD	This is a GARVEE project to construct the final leg of SH-16 from the south end of the Boise River crossing to SH-44, including the Phyllis Canal bridge. With the exception of the median barrier, striping, and some minor work, this portion of the project is essentially complete, and the overall project is expected to be complete in August 2014.
SH-19, Corridor Study	ITD	This is a Corridor Management Plan covering 16.1 miles of SH-19 in Canyon and Owyhee Counties. Public meetings were held in Caldwell and Homedale in mid-October 2009. The Environmental Scan was delivered in April 2013. The Draft Corridor Management Plan is expected to be delivered in February 2014.
SH-21, (Luck Peak) High Bridge to Robie Creek (KN 12354)	ITD	This is a 4.7 mile pavement rehabilitation project (partly in Ada County, but mostly in Boise County). Bids were opened September 10, 2013. Construction is expected to begin in June or July 2014 and finish in September or October 2014.
SH-44 Corridor Preservation	ITD	This project is a feasibility, access management, construction phasing, and National Environmental Policy Act (NEPA) study only. The current preferred alternative is the existing SH-44 alignment, with the exception of the Middleton area, with is bypassed based on the City's approved comprehensive plan. The project was reduced in scope from an Environmental Impact Statement to an Environmental Assessment. ITD received additional comments from the State Historic Preservation Office regarding the Cultural Report. A new Wetlands Delineation Report was submitted to ITD on April 18, 2013. The Finding of No Significant Impact is anticipated in the summer 2014.
SH-44 (State Street) and Linder Road Design-Build (KN 13059)	ITD	This project is complete.
SH-45 Corridor Plan	ITD	The Idaho 45 corridor plan will develop a 10-year plan to identify current and future highway needs on SH-45 on an 18-mile section of SH-45 beginning at SH-78 in Owyhee County and extending to the City of Nampa and the I-84 Business Loop. The Environmental Scan was delivered in April 2013. The draft Corridor Management Plan is expected to be delivered after the completion of the SH-19 and US 20/26 corridor plans.
SH-45, Deer Flat to I-84B, Nampa	ITD	This is a 5.5 mile pavement rehabilitation project. ITD District 2 is working on the development of this project. Final design review was held November 14, 2013. The plans, specifications, and engineer's estimate is expected in December 31, 2013.
SH-55 (Eagle Road) and McMillan Road Intersection (KN 13058)	ACHD/ITD	This is a joint intersection improvement project between ACHD and ITD at Eagle Road and McMillan Road. The project will be sponsored, administered, designed, and bid by ACHD. ITD's participation is review and funding. The final design meeting was held August 20, 2013. Right-of-way acquisition is underway... The plans, specifications, and engineer's estimate package is expected in September 2014. Construction is anticipated in FY2015.
SH-55 (Eagle Road), I-84 to Franklin Road Southbound, Meridian (KN 13473)	ITD	This project will widen SH-55 (Eagle Road) to add a third southbound lane from Franklin Road to I-84 and a dedicated right-turn lane to westbound I-84. The last remaining item needed is approval of the Interchange Modification Report addendum from the Federal Highway Administration. The plans, specifications, and engineer's estimate package is expected in December 2013, and the project will be built in FY2014.
SH-55, Intersection of Karcher Road and Middleton Road, Nampa (KN 12046)	ITD/ Nampa	This project will reconstruct the existing Karcher Road and Middleton Road intersection from just west of the Elijah Drain culvert to the vicinity of Sundance Street, including additional lanes, new traffic signals, improved drainage and on-street lighting. The environmental document was approved by the Federal Highway Administration on August 6, 2013. Right-of-way acquisition is ongoing. The Final design review meeting is scheduled for December 18, 2013. The final plans, specifications, and engineer's estimate were expected in February 2014.
SH-55, Karcher Road Access Management Plan (South Segment)	ITD	This project is complete.

Project	Sponsor	Comments*
SH-55, I-84 (Eagle Interchange) to Banks-Lowman Road Access Management Plan (Central Segment)	ITD	This is a Corridor Management Plan covering 33.7 miles of SH 55 in Ada and Boise Counties. The Traffic Impact Study of the proposed Northwest Foothills development was updated. The Environmental Scan is scheduled for completion in January 2014. An Ada County Open House will be held on December 17, 2013. The Draft Corridor Management Plan is expected to be complete in December 2013.
SH-69 Corridor Study	ITD	The SH-69 corridor plan will develop a 10-year plan to identify current and future highway needs on SH-69 beginning at the City of Kuna and extending to the City of Meridian, and the interchange with I-84. The Environmental Scan is scheduled to start in September 2013 and be completed in February 2014. Completion of the study follows the acceptance of both the SH-19 and US 20/26 corridor studies.
Signal Timing Improvements, ACHD (KN 13491)	ACHD	This project will make signal timing improvements for traffic safety at: Federal Way from Protest Road to Gowen Road; Franklin Road, Maple Grove Road to Eagle Road; Overland Road, Cloverdale Road to Overland Park; Overland Road, Meridian Road to Eagle Road. The project is scheduled for FY2014.
Signal Timing Plan Update, ACHD (KN 13955)	ACHD	Update signal timing on nine corridor sections to improve mobility and increase safety. Signal timing improvements will occur on sections of Park Center Blvd., Orchard Rd., Curtis Rd., and numerous intersections surrounding Boise Towne Square Mall. The project is scheduled for FY2015.
South Cemetery Road, SH-44 to Willow Creek, Middleton	Middleton	Project funds environmental study and preliminary and final designs for a new 0.284 mile roadway segment linking SH-44 and Middleton Road by way of Sawtooth Lake Drive in Middleton. The Concept Report is approved, and preliminary design is underway. Construction is expected in FY2018.
State Street and Collister Drive Intersection, ACHD (KN 13481)	ACHD	This project will make geometric and operational improvements to the intersection at State Street and Collister Drive. Design is underway. Construction is scheduled for FY2017.
State Street, Glenwood Street to Collister Drive, Pedestrian Improvements (KN 13044)	ACHD	This project will complete concept, design, right-of-way acquisition, and construction of pedestrian facilities from Glenwood Street to Collister Drive. Project design is underway. Construction is expected in FY2017.
Storm Water Design Guide, ACHD	ACHD	ACHD will hire environmental specialists to develop a guidebook with alternative storm water treatments for Ada County. Primary emphasis will be on treatments that could be used in pedestrian situations, as well as in medians. Treatments in the guidebook will be considered and used on ACHD's road and pedestrian projects in the future.
Swan Falls Road Shoulder Widening, Kuna – FY2012 (KN 13518)	ACHD	This project will construct three miles of five-foot shoulders along Swan Falls Road from Poen Road to Initial Point to provide safe walking, bicycling and vehicle pull-offs with funds through the National Scenic Byways Program. Construction is scheduled for FY2014.
Three Cities Intelligent Transportation System (KN 08821)	ACHD	ACHD in cooperation with FHWA, is designing operational improvements, such as closed circuit television cameras, speed detectors, and adaptive signal technology to SH-55 (Eagle Road), SH-44 (State Street), Glenwood Street, and US 20/26 (Chinden Boulevard). Project design is underway. Construction is expected in early FY2014.
Transit – ADA Bus Stop Improvements (KN 12222)	VRT	This is a Stimulus project. The project will provide improvements to sidewalks near bus stops to comply with the Americans with Disabilities Act and improve mobility. Construction is complete at 370 bus stops in Ada County and 39 stops in Canyon County and approximately 50 shelters are installed. VRT awarded another 20 bus stops, with construction expected to be complete by September 2013 in Ada and Canyon Counties.
Transit – Associated Capital Improvements, Nampa – FY2013 (KN 12760)	Nampa	This project includes bicycle and pedestrian improvements at three locations near transit routes in Nampa. Construction is scheduled for FY2014.
Transit – Bicycle and Pedestrian Infrastructure, Nampa – FY2014 (KN 13711)	Nampa	This project will provide bicycle and pedestrian infrastructure to enlarge access and connectivity by connecting multiple neighborhoods in southeast and north Nampa to the downtown area and to one of the three transit transfer stations in Nampa. Construction is scheduled for FY2014.

Project	Sponsor	Comments*
US 20, FY2013 Micro-seals, Ada County (KN 13364)	ITD	This project is complete.
US 20/26 Corridor Preservation	ITD	This project is a feasibility, access management, construction phasing, and National Environmental Policy Act (NEPA) study only. The Access Management Plan was adopted by the COMPASS Board in December 2008. Traffic counts are updated and ITD staff is working to update other impacted documents as a result of the new traffic counts. A finding of no significant impact is anticipated in winter 2014.
US 20/26 Broadway Bridge, Boise (KN 11588)	ITD	A new bridge will be constructed to replace the existing structure on US 20/26 over the Boise River in downtown Boise, including reconstruction/widening of Broadway Avenue between Myrtle Street and University Avenue and rehabilitation of the existing pavement between Front Street and Myrtle Street. A Design Workshop is planned for August 2013. Environmental efforts are underway. A traffic analysis for the project, including impacts during construction is almost complete. The roadway, greenbelt, and drainage plans are being developed. The project is scheduled to deliver the plans, specifications, and engineering estimates by October 1, 2015, and be built in FY2015.
US 20/26, Oregon State Line to I-84, Corridor Study	ITD	This is a Corridor Management Plan covering 22.1 miles of US 20/26 in Canyon County. The Environmental Scan was completed in January 2013. Staff is entering right-of-way into the mapping system. The draft Corridor Management Plan is expected to be delivered in March 2014.
US-95 Access Management Plan (South Segment)	ITD	This is a Corridor Management Plan covering 50.8 miles of US-95 in Owyhee and Canyon Counties (south). The Environmental Scan is scheduled begin in August 2013 and be completed in February 2014. The draft Corridor Management Plan is expected to be complete in June 2014.
US-95, Junction US 20/26 Union Pacific Railroad Overpass (KN 12886)	ITD	This is a bridge replacement project. Roadway and bridge design is underway. Railroad coordination is progressing. The project is scheduled to advance to the plans, specifications, and engineer's estimate stage on March 2014.
Ustick Road, Locust Grove to Leslie Way, Meridian (KN RD205-05)	ACHD	This project will widen the roadway from two lanes to five lanes with curb, gutter, sidewalks and bike lanes, per the 2009 CIP update and North Meridian Plan. The Locust Grove intersection must be constructed before or concurrently with this project. Construction is scheduled for FY2014.

*Project updates were not received from ACHD, VRT, City of Nampa, City of Middleton, Ada County, Canyon Highway District, or City of Boise.

DEMOGRAPHIC ADVISORY COMMITTEE

ITEM VIII-D

Attendance List of Members

Member Agency/Name	Jan '13 No Mtg	Feb '13	Mar '13 No Mtg	Apr '13 No Mtg	May '13 No Mtg	June '13 No Mtg	July '13	Aug '13 No Mtg	Sept '13 No Mtg	Oct '13 No Mtg	Nov '13	Dec '13 No Mtg	TOTAL
ACCHD/K. Knapp													
ACHD/ C. Little/J. Lowe		1									1		
Ada County/B.Danielson		1					1				1		
BSU/M. Fragkias													
CCDC/Vacant													
Canyon Co. Dev. Services /J. Almeida/D. Root/P. Nilsson													
City of Boise/ J. Tomlinson/B. Eggleston		1					1				1		
City of Caldwell/B. Billingsley		1					1				1		
City of Eagle/ N. Baird Spencer		1					1				1		
City of Garden City/J. Thornborrow													
City of Kuna/W. Howell		1					1				1		
City of Meridian/ B. McClure		1					1				1		
City of Middleton/ D. Taylor													
City of Nampa/ N. Holm							1						
City of Star/ N. Mitchell													
IDEQ/ D. Luft													
ITD / M. Wasdahl		1									1		
Public Participation Committee/J. Ross											1		
Valley Regional Transit/ Vacant													
Ex officio Members													
Chamber of Commerce - Ada County/M.Tate		1											
Chamber of Commerce- Canyon Co./T. Kasper													
COMPASS/C. Miller		1					1				1		
Development Community - Ada County/C.Findlay													
Major Utilities / B. Snow/B. Defenbach		1					1						
Development Community - Canyon County/Vacant													

REGIONAL TECHNICAL ADVISORY COMMITTEE

Attendance List of Members

<u>Member Agency/Name</u>	Jan '13	Feb '13	Mar '13 No Mtg	Apr '13	May '13	June '13	July '13	Aug '13	Sept '13 No Mtg	Oct '13	Nov '13	Dec '13	TOTAL
General Members													
ACHD/S. Anderson/R. Head	1	1		1	1	1	1	1		1	1		9
Ada County /R. Beck/M. Leatherman	1	1		1	1	1	1	1		1	1		9
BSU/N. Nimmmons	1					1	1			1	1		5
Canyon County / J. Almeida, D. Root, P. Nilsson							1			1			2
Canyon Highway District #4/C. Hopper	1	1		1	1	1	1	1			1		8
City of Boise/ D. Fluke/ K. Lacey/K. Gallagher	1	1			1	1	1	1		1	1		8
City of Caldwell/R. MacDonald		1		1			1			1	1		5
City of Eagle/N. Baird Spencer	1	1		1	1		1	1		1	1		8
City of Garden City/J. Thornborrow													0
City of Kuna/W. Howell	1	1		1	1	1	1	1			1		8
City of Meridian/J. Lucas	1	1		1	1	1	1	1		1	1		9
City of Middleton/D. Taylor													0
City of Nampa/C. Bowman/J. Barnes	1	1		1	1	1	1	1		1	1		9
City of Parma/C. Telford													0
City of Star/N. Mitchell													0
IDEQ/M. Toole					1		1			1			3
ITD/M. Garz		1		1	1		1	1					5
Nampa Highway District #1/E. Shannon	1	1		1	1	1	1	1		1			8
Public Participation Committee/D. Smith		1		1				1			1		4
Valley Regional Transit/Jordan Swain					1	1	1	1		1	1		6
Ex officio Members													
Central District Health/R. Howarth	1			1	1		1	1		1	1		7
COMPASS/D. Matson	1	1		1	1	1	1	1		1	1		9
Governor's Office/D. Hensley													0

TRANSPORTATION MODEL ADVISORY COMMITTEE

Attendance List of Members

<u>Member Agency/Name</u>	Jan '13 No Mtg	Feb '13	March '13	April '13 No Mtg	May '13	June '13 No Mtg	July '13 No Mtg	Aug '13	Sept '13 No Mtg	Oct '13	Nov '13 No Mtg	Dec '13	TOTAL
General Members													
ACHD/ <i>S. Martin, A. Pillai</i>		1			1			1		1			4
Ada County/ <i>Vacant</i>													0
Canyon County/ <i>J. Almeida, P. Nilsson</i>													0
Canyon Highway District/ <i>No. 4/T. Richard</i>		1			1			1		1			4
City of Boise/ <i>K. Gallagher</i>					1			1		1			3
City of Meridian/ <i>A. Petersen</i>								1		1			2
City of Nampa/ <i>/C. Bowman</i>		1			1					1			3
IDEQ/ <i>D. Luft</i>					1								1
ITD/ <i>K. Sablan & D. Szplett</i>		1			1			1					3
Public Participation Committee/ <i>J. Madsen</i>		1			1			1		1			4
Valley Regional Transit/ <i>R. Jalbert</i>					1					1			2
Appointed Transportation/Land Use/Air Quality Professionals													
<i>Vern Brewer, Holladay Engineering</i>					1			1					2
<i>Stephen Lewis, Keller Associates</i>					1			1		1			3
<i>Jim Pline, Pline Engineering</i>		1						1		1			3
<i>Jay Witt, URS Washington Division</i>		1			1			1		1			4
Ex officio Members													
COMPASS/ <i>M. Waldinger</i>		1			1			1		1			4

REGIONAL GEOGRAPHIC ADVISORY COMMITTEE

Attendance List of Members

Member Agency/Name	Jan '13	Feb '13 No Mtg	Mar '13 No Mtg.	Apr '13 No Mtg.	May '13 No Mtg.	Jun '13	July '13	Aug '13	Sept '13	Oct '13	Nov '13 No Mtg	Dec '13	TOTAL
General Members													
Ada County Sheriff/ <i>T. Tyson</i>	1								1	1			3
Ada County Assessors/ <i>A .Kawalec</i>	1					1	1	1	1				5
ACHD/ <i>C. Spencer</i>	1					1			1	1			4
Canyon County Assessors/ <i>S. Higuera</i>													0
Canyon Highway District No. 4/ <i>K. Knapp</i>									1				0
City of Boise/ <i>J. Hetherington</i>	1					1	1	1	1	1			6
City of Caldwell/ <i>D. Marston</i>	1					1	1	1					4
City of Eagle/ <i>B. Vaughan</i>							1	1		1			3
City of Garden City/ <i>E.Akin</i>													0
City of Kuna/ <i>M. Borzick</i>						1	1	1					3
City of Meridian/ <i>R. Jack</i>	1					1	1	1	1	1			6
City of Nampa/ <i>C. Tarter</i>	1						1	1	1	1			5
ITD/ <i>M. Wasdahl</i>	1						1	1					3
Nampa Highway Distr. #1/ <i>N. Lehman</i>													0
Public Participation Committee/ <i>M. Gaddi</i>	1												1
Ex officio Members													
COMPASS/ <i>E. Adolfson</i>	1					1	1	1	1				5



Memorandum

To: Matt Stoll, Executive Director
From: Toni Tisdale, Principal Planner
Date: November 22, 2013
Re: **Request for Approval of Administrative Modification #2 for the FY2014-2018 Regional Transportation Improvement Program**

ACTION REQUESTED:

Approval of Administrative Modification #2 for the FY2014-2018 Regional Transportation Improvement Program (TIP).

BACKGROUND:

Modifications are needed due to changes requested by ITD staff to add funds to an existing project, ACHD to cover a cost increase in design, Valley Regional Transit staff to correct a programming error, Federal Highway Administration staff to ungroup the Transportation Alternative Program projects, and COMPASS staff to make a correction to a project title.

STATUS:

Per ITD staff, November 6, 2013:

- **Colorado Avenue and Holly Street Signal and Pedestrian Improvements, Nampa (13486)** – per ITD staff, and verified by City of Nampa, increase Preliminary Engineering Consultant by \$5,000 to match estimate. This is a local funding source and does not need an offset. Project also includes STP-Urban funds.

Per TMA Balancing, November 7, 2013:

- **Five Mile Road, Franklin Road to Fairview Avenue (11582)** – increase construction by \$175,000 to cover bid amount over the estimated amount. Funds from KN CL140.
- **Set Aside for STP-TMA Cost Increases – FY2014 (CL140)** – decrease construction by \$175,000 and move to KN 11582.

Per Valley Regional Transit staff, November 21, 2013:

- **Transit – Boise State University Maintenance Facility – FY2008 (11350)** – increase construction by \$108,000 to cover increase of estimated cost using unprogrammed FY2013 FTA 5307 Large Urban funds.
- **Transit – Demand Response Operations, Boise – FY2013 (12756)** – increase federal portion of project from \$35,000 to \$348,000, and the match rate to 50% split to correct an error that occurred during programming update using unprogrammed FY2013 FTA 5307 Large Urban funds.

Per FHWA staff, November 7, 2013:

- Greenbelt, Garden City to Americana Boulevard, Boise (13514) – ungroup
- Natures Wood Duck Island Trail Restoration, Ada County (13820) – ungroup
- Ada County SR2S, VRT – FY2014 (13821) – ungroup
- Ada County SR2S, VRT – FY2015 (13908) – ungroup
- Ada County SR2S, VRT – FY2016 (13909) – ungroup
- Ada County SR2S, VRT – FY2017 (13910) – ungroup
- Ada County SR2S, VRT – FY2018 (13911) – ungroup
- Ada County SR2S, VRT – PD (13912) – ungroup
- Greenbelt, Eckert Road Underpass, Boise (13913) – ungroup
- Greenbelt Resurfacing, Pioneer Pathway Southwest of River Street, Boise (13914) – ungroup
- Greenbelt Maintenance, Americana to Fairview, Boise (13915) – ungroup
- Dry Creek Trail, Phase 1, Eagle (13916) – ungroup
- Dry Creek Trail, Phase 2, Eagle (13917) – ungroup
- Rail with Trail Pathway, Meridian (E311) – ungroup
- Greenbelt Maintenance, Fairview Avenue toward Veteran’s Park, Boise (13919) – ungroup
- Greenbelt, Logger’s Creek Bridge Replacement, Boise (13920) - ungroup

Per COMPASS Staff, November 14, 2013:

- **Transit – GoRide Job Access, VRT – FY2015 (13713)** – Change title to: Transit – GoRide Job Access, VRT – FY2012. The title references the year of FTA funding and should tie to FY2012 funding, even though the project is programmed in FY2014.
- **Rail with Trail Pathway, Meridian (E311)** – change key number to permanent key number 13918.

Details of the changes are provided in Attachment 1.

Approval:

All changes for Administrative Modification #2, as provided in this memorandum and detailed on Attachment 1, are approved as of November 22, 2013.



Matthew J. Stoll, Executive Director
Community Planning Association

Attachment (1)
pc: 685.03

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Administrative Modification #2
 FY2014-2018 Regional Transportation Improvement Program
 Per ITD Staff, November 6, 2013

Key No	Project	Scheduled Costs (including Match) (costs in \$1,000)							
		Phase	2014	2015	2016	2017	2018	PD	SUM
13486	Colorado Avenue and Holly Street Signal and Pedestrian Improvements, Nampa	PE	5						5
		PC	35 40						35 40
	Funding Source: Local Participating	RW							0
	Install traffic signals and pedestrian-friendly improvements at the intersection of Colorado Avenue and Holly Street in Nampa.	UT							0
		CE							0
		CN							0
		Sum	40 45	0	0	0	0	0	40 45
13486	Colorado Avenue and Holly Street Signal and Pedestrian Improvements, Nampa	PE							0
		PC							0
	Funding Source: STP-U	RW							0
	Same as above.	UT							0
		CE						90	90
		CN						590	590
		Sum	0	0	0	0	0	680	680

Per TMA Balancing, November 7, 2013

Key No	Project	Scheduled Costs (including Match) (costs in \$1,000)							
		Phase	2014	2015	2016	2017	2018	PD	SUM
11582	Five Mile Road, Franklin Road to Fairview Avenue	PE							0
		PC							0
	Funding Source: STP-TMA	RW							0
	Project includes construction work on Five Mile Road, not including the Fairview intersection. Widen to five (5) lanes with shoulder, sidewalk, and	UT							0
		CE							0
		CN	0 175						0 175

Key No	Project	Scheduled Costs (including Match) (costs in \$1,000)							
		Phase	2014	2015	2016	2017	2018	PD	SUM
	railroad crossing improvements. Increase CN by \$175,000 for additional to cover entire bid amount. Funds from KN CL140.	Sum	0 175	0	0	0	0	0	0 175
CL140	Set Aside for STP-TMA Cost Increases - FY2014	PE							0
		PC							0
	Funding Source: STP-TMA	RW							0
		UT							0
	Set aside for STP-TMA cost increases.	CE							0
		CN	175 0						175 0
		Sum	175 0	0	0	0	0	0	175 0
	Decrease CN by \$175,000 and move to KN 11582								

Per Valley Regional Transit Staff, November 21, 2013

Key No	Project	Scheduled Costs (including Match) (costs in \$1,000)							
		Phase	2014	2015	2016	2017	2018	PD	SUM
11350	Transit – Boise State University Maintenance Facility – FY2008	PE							0
		PC							0
	Funding Source: FTA 5307 LU	RW							0
		UT							0
	Provides for a bus maintenance facility, park and ride lot, bus storage, and bus wash off the Boise State University campus. (federal = \$86,400)	CE							0
		CN	0 108						0 108
		Sum	0 108	0	0	0	0	0	0 108
	Increase CN by \$108,000 using unprogrammed FY2013 FTA 5307 Large Urban funds.								
12756	Transit – Demand Response Operations, Boise – FY2013	PE							0
		PC							0
	Funding Source: FTA 5307 LU	RW							0
		UT							0
	Provide operating funds for demand response services in the Boise	CE							0
		CN	435						435

Key No	Project	Scheduled Costs (including Match) (costs in \$1,000)							
		Phase	2014	2015	2016	2017	2018	PD	SUM
	Urbanized Area. (federal = \$348,000)	Sum	435	0	0	0	0	0	435
	Increase federal portion from \$35,000 to \$348,000, and the match rate to 80%/20% split to correct an error that occurred during programming update. No change in total.								

PE=Preliminary Engineering

UT = Utilities

PC = Preliminary Engineering Consultant

CE = Construction Engineerin-61+

RW = Right-of-Way

CN = Construction

Per FHWA Staff Guidance, November 7, 2013

Key No	Project	Previous	New
13514	Greenbelt, Garden City to Americana Boulevard, Boise	Grouped	Not Grouped
13820	Natures Wood Duck Island Trail Restoration, Ada County	Grouped	Not Grouped
13821	Ada County SR2S, VRT - FY2014	Grouped	Not Grouped
13908	Ada County SR2S, VRT - FY2015	Grouped	Not Grouped
13909	Ada County SR2S, VRT - FY2016	Grouped	Not Grouped
13911	Ada County SR2S, VRT - FY2017	Grouped	Not Grouped
13911	Ada County SR2S, VRT - FY2018	Grouped	Not Grouped
13912	Ada County SR2S, VRT - PD	Grouped	Not Grouped
13913	Greenbelt, Eckert Road Underpass, Boise	Grouped	Not Grouped
13914	Greenbelt Resurfacing, Pioneer Pathway Southwest of River Street, Boise	Grouped	Not Grouped
13915	Greenbelt Maintenance, Americana to Fairview, Boise	Grouped	Not Grouped
13916	Dry Creek Trail, Phase 1, Eagle	Grouped	Not Grouped
13917	Dry Creek Trail, Phase 2, Eagle	Grouped	Not Grouped
E311	Rail with Trail Pathway, Meridian	Grouped	Not Grouped
13919	Greenbelt Maintenance, Fairview Avenue toward Veteran's Park, Boise	Grouped	Not Grouped
13920	Greenbelt, Logger's Creek Bridge Replacement, Boise	Grouped	Not Grouped

Projects with Other Minor Changes
COMPASS staff, November 14, 2013

Key No	Project	Previous	New
13713	Transit - GoRide Job Access, VRT - FY2015 FY2012	Title shows FY2015 - (refers to the year of funding)	Changed title to FY2012
E311	Rail with Trail Pathway, Meridian	Key Number E311	13918 - change to permanent key number

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