

# Community Planning Association of Southwest Idaho

## COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO BOARD OF DIRECTORS MEETING

February 23, 2004 1:30-4:00 p.m.

Canyon County Courthouse  
1115 Albany, Caldwell, Idaho

### \*\*AGENDA\*\*

#### I. AGENDA ADDITIONS/CHANGES

#### II. OPEN DISCUSSION/ANNOUNCEMENTS

#### III. CONSENT AGENDA

\*A. Approve January 26, 2004, COMPASS Board Meeting Minutes

\*B. Receive Approved January 7, 2004, Executive Committee Meeting Minutes

*The Executive Committee approved these minutes on February 4, 2004.*

#### IV. SPECIAL ITEM

A. Present Geographic Information System Capabilities

Charles Trainor/  
Ross Dodge

*The Geographic Information System provides COMPASS with increasing capabilities to analyze and graphically portray land use and transportation data. Staff will demonstrate some examples.*

#### V. ACTION ITEMS

\*A. Adopt a Statement of Intent with Respect to a Joint COMPASS/Idaho Transportation Department Long Range Transportation Planning Process

Matt Stoll/  
David Ekern

*Staff has responded to the Board's January 26<sup>th</sup> directions to provide additional detail on the proposal, its potential advantages and disadvantages and answers to questions raised by Board members. A cover memorandum and a ten-page analysis of the proposal are attached.*

B. Reconfirm Members of Standing Committees

Clair Bowman

*The COMPASS Board at its January 26, 2004, meeting deferred this item in order for staff to verify members of the standing committees. The Executive Committee, at its February 5 meeting, directed further*

*exploration of membership consolidation, especially of the Regional Technical Advisory Committee. Therefore, staff requests another deferral of this item until such time as the Regional Technical Advisory Committee has reviewed and responded to the Executive Committee request.*

**\*C. Approve Memorandum of Understanding with the Idaho Transportation Department Regarding Metropolitan Planning** **Matt Stoll**

*The original agreement was negotiated in late 1970 and needs updating as a result of the Transportation Management Area status in Ada County and the formation of a single Metropolitan Planning Organization in the Treasure Valley. The memorandum of Understanding is attached.*

**VI. INFORMATION/DISCUSSION ITEMS**

**A. Status Report – Finance Committee Update** **Susan Eastlake**  
*Susan Eastlake, Finance Committee Chair, will provide an oral update.*

**VII. EXECUTIVE DIRECTOR REPORT (4:05)**

**\*A. Staff Activity Report**

*The January staff activity report is attached.*

**\*B. Status Report – Current Air Quality Efforts**

*The monthly status report on Air Quality is attached.*

**\*C. Status Report – Current Transportation Projects**

*The monthly status report on current transportation projects and issues is attached.*

**\*D. Update on the Triennial Review**

*The metropolitan transportation planning process in transportation management areas is subject to a federal audit at least every three years, referred to as the Triennial Review. An informational memorandum is attached.*

**\*E. Review Memorandum of Understanding with ValleyRide Regarding Transit Planning**

*This Memorandum of Understanding is needed to clarify each agency's roles, minimizing duplication of effort and maximizing utilization of planning funds. This item will come back to the Board in March for adoption. A cover memorandum and the Memorandum of Understanding are attached.*

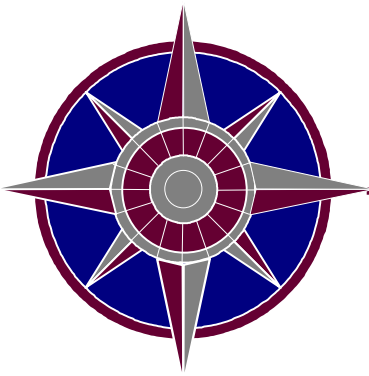
**\*F. Announcement of Change to the COMPASS Board Meeting Location in Ada County**

*The Executive Committee at its January 7, 2004, meeting approved changing the meeting location of COMPASS Board meetings when they are in Ada County to the Ada County Courthouse, first floor Public meeting room beginning with the March 15, 2004, COMPASS Board meeting. Commissioner Judy Peavey-Derr stated that Ada County would provide parking validation for Board members. The meeting calendar is attached.*

**ADJOURNMENT**

**\* Enclosures**

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



# Community Planning Association of Southwest Idaho

**Community Planning Association of Southwest Idaho  
Board of Directors Meeting  
January 26, 2004  
Les Bois Room, Boise City Hall  
Boise, Idaho**

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

**ATTENDEES:**

David Bieter, Mayor, City of Boise  
Keith Bird, Councilman, City of Meridian  
Vernon Bisterfeldt, Councilman, City of Boise  
Dave Bivens, Commissioner, Ada County Highway District  
Clair Bowman, Executive Director, Community Planning Association, Ex-Officio  
Elaine Clegg, Councilwoman, City of Boise  
Tom Dale, Mayor, City of Nampa, **Secretary/Treasurer**  
Tammy de Weerd, Mayor, City of Meridian, **Vice-Chair**  
Susan Eastlake, Commissioner, Ada County Highway District  
Ted Ellis, Mayor, City of Garden City  
Kelli Fairless, ValleyRide  
Bob Flowers, Mayor, City of Parma, **Chair-Elect**  
Kate Kelly, Department of Environmental Quality, Ex-Officio  
Phil Kushlan, Capital City Development Corporation  
Todd Lakey, Commissioner, Canyon County  
Jeff Lang, Councilman, City of Kuna  
Gordon Law, City of Caldwell  
Ralph Little, Commissioner, Canyon Highway District #4  
Pamela Lowe, Idaho Transportation Department  
Frank McKeever, Mayor, City of Middleton  
Nancy Merrill, Mayor, City of Eagle  
Bryce Millar, Commissioner, Nampa Highway District #1  
Nathan Mitchell, Mayor, City of Star  
Garret Nancolas, Mayor, City of Caldwell  
Judy Peavey-Derr, Commissioner, Ada County, **Chair**  
Patrick Rice, Greater Boise Auditorium District  
Martin Thorne, Councilman, City of Nampa  
Fred Tilman, Commissioner, Ada County  
Tom Turco for Kathy Holley, Central District Health, Ex-Officio  
Mike Vuittonet, Joint School District #2

Dave Wynkoop, Commissioner, Ada County Highway District  
Rick Yzaguirre, Commissioner, Ada County

**MEMBERS ABSENT:**

A. J. Balukoff, Independent School District of Boise City  
Matt Beebe, Commissioner, Canyon County  
Mark Dunham, Boise State University  
Wes Hancock, Commissioner, Golden Gate/Notus-Parma Highway Districts  
Robert Vasquez, Commissioner, Canyon County

**OTHERS:**

Beth Baird, City of Boise  
Nancy Brecks, Community Planning Association  
Ross Dodge, Community Planning Association  
Karen Doherty, Doherty & Associates, Inc.  
Mike Edwards, Department of Environmental Quality  
James Grunke, Boise Metro Area Economic Development Council  
Leonard Herr, Department of Environmental Quality  
Tricia Keener-Blaha, Green House, Inc.  
Ron Kerr, Idaho Transportation Department  
Kathleen Marie Lacey, Boise City  
Katey Levihn, Ada County Highway District  
Ken McClure, Givens Pursley  
Mike McGown, Department of Environmental Quality  
Patricia Nilsson, Community Planning Association  
Erv Olen, Parametrix  
June Ramsdell, Department of Environmental Quality  
Charles Rountree, Idaho Transportation Department  
Terri Schorzman, Community Planning Association  
Penelope Schwiebert, The Schwiebert Group  
J. Schweitzer, Ada County Highway District  
Hal Simmons, City of Boise  
Matt Stoll, Community Planning Association  
Dave Szplett, City of Kuna  
Dennis Stegenga, Citizen  
Cindy Thiel, Community Planning Association  
Rob Tiedemann, Ecological Design, Inc.  
Toni Tisdale, Community Planning Association  
Charles Trainor, Community Planning Association  
Jeanne Urlezaga, Community Planning Association  
Bob Van Arnem, Citizen  
Jay Witt, Committee Planning Association

**CALL TO ORDER**

Chair Garret Nancolas called the meeting to order at 1:35 p.m.

Garret welcomed new COMPASS Board members Councilwoman Elaine Clegg, Councilman Vern Bisterfeldt, Councilman Jeff Lang, Mayor Nathan Mitchell, Mayor David Bieter and Mark Dunham.

## **AGENDA ADDITIONS/CHANGES**

Staff requested changing the order of Agenda Items D and F on the agenda.

**Tom Dale moved and Todd Lakey seconded approval of the agenda with the change requested by staff. Motion passed unanimously.**

## **OPEN DISCUSSION/ANNOUNCEMENT**

There was general discussion of the new procedure for distributing the COMPASS Board packet. Garret stated that staff would continue to evaluate the procedure.

## **CONSENT AGENDA**

- A. Approve December 15, 2003, COMPASS Board Meeting Minutes**
- B. Approve December 15, 2003, Ada County Members Meeting Minutes**
- C. Receive Approved November 24, 2003, Executive Committee Meeting Minutes**
- D. Receive Approved November 7, 2003, Finance Committee Meeting Minutes**

**Phil Kushlan moved and Tammy de Weerd seconded approval of the Consent Agenda as presented. Motion passed unanimously.**

## **ACTION ITEMS**

- A. Confirm advancement of Judy Peavey-Derr as Chair and Bob Flowers as Chair-Elect. Elect Vice-Chair from Ada County to Replace Bob Corrie and a Secretary-Treasurer from Canyon County**

Chair Garret Nancolas asked for confirmation of the advancement of Judy Peavey-Derr to Chair and Bob Flowers to Chair-Elect of the COMPASS Board.

**Tom Dale moved and Todd Lakey seconded confirmation of the advancement of Judy Peavey-Derr to Chair and Bob Flowers to Chair-Elect of the COMPASS Board. Motion passed unanimously.**

Chair Nancolas called for nominations for Vice-Chair.

**Keith Bird nominated and Dave Wynkoop seconded Tammy de Weerd as Vice-Chair. Dave Bivens moved and Keith Bird seconded to close the nominations for Vice-Chair. Motion passed unanimously.**

**Chair Nancolas asked for any objections to Tammy de Weerd as Vice-Chair of COMPASS. Hearing no objection, the Chair so ordered.**

Chair Nancolas called for nominations from Canyon County for Secretary-Treasurer.

**Martin Throne nominated and Garret Nancolas seconded Tom Dale as Secretary-Treasurer. Bob Flowers moved and Tammy de Weerd seconded to close the nomination for Secretary-Treasurer. Motion passed unanimously.**

**Chair Nancolas asked for any objections to Tom Dale as Secretary/Treasurer of COMPASS. Hearing no objection, the Chair so ordered.**

Garret Nancolas thanked the COMPASS Board for allowing him to chair the Board for the past year and passed the gavel to Chair Judy Peavey-Derr. Judy thanked Garret for his dedication to the COMPASS Board during his tenure as chair.

**B. Adopt Proposed Change in Language to the Bylaws Article VI Section 2. Executive Committee, B. Membership**

Clair Bowman stated Section 2.B.5 has an unanticipated result under the current situation where one of the qualifying mayors is also a Board officer, resulting in there being a total of three smaller cities mayors on the Executive Committee. The Executive Committee reviewed this section of the Bylaws and requested the Board consider a change in language to eliminate the unanticipated extra smaller city representative. Notice of the intent to consider this amendment was duly included in the December 15, 2003, Board packet. This action would add the following language: “provided, however, that the total number of mayors on the Executive Committee from this grouping of smaller cities shall not exceed two (2).”

Susan Eastlake asked if the intent was that there would be one smaller cities mayor from Ada and Canyon. Clair replied that was discussed, but it was concluded that would be up to the group of smaller cities mayors to determine.

Rick Yzaguirre requested the Executive Committee consider similar language to eliminate the potential of two members of a single county commission serving simultaneously on the Executive Committee as well.

**Garret Nancolas moved and Tom Dale seconded adoption of the proposed change in language to the Bylaws Article VI Section 2. Executive Committee, B. Membership. Motion passed unanimously.**

**C. Confirm Executive Committee Representative for Cities under 25,000 in Population**

Bob Flowers as a Board officer and a smaller city mayor will fill one of the positions on the Executive Committee, and Nancy Merrill was unanimously selected to serve as the second smaller city mayor on the Executive Committee.

**Bob Flowers moved and Frank McKeever seconded nominating Nancy Merrill as the second smaller cities mayor on the COMPASS Executive Committee. Motion passed unanimously.**

**D. Support Submittal of Legislation to Establish a Voter-Approved Dedicated Funding Source for Public Transportation**

Ken McClure reported that the Idaho Task Force on Public Transportation is working with the co-chairs of House and Senate Transportation Committees to draft legislation establishing a voter-approved dedicated funding source for public transportation. There will be a hearing on February 3<sup>rd</sup> of the Senate Transportation Committee followed by a joint hearing of the House and Senate Transportation Committee’s on February 12<sup>th</sup>. It is anticipated that the legislation will be introduced at or before February 12<sup>th</sup>.

Susan Eastlake asked if transit funding were sought through a local option tax, would it need to be passed in both Ada and Canyon Counties. Ken replied that in this case, yes. ValleyRide is regional and has exclusive authority to provide public transit services in Ada and Canyon Counties.

Elaine Clegg asked what could COMPASS Board members do to help the legislation along. Ken replied approve today's item and talk to legislators/voters about the need for public transportation funding. Kelli Fairless added it would be helpful if COMPASS members talked to their counterparts around the state as well.

**Nancy Merrill moved and Todd Lakey seconded to support submittal of legislation to establish a voter-approved dedicated funding source for public transportation.**

**Discussion:**

Fred Tillman stated that he could not support legislation that he has not seen.

**Nancy Merrill amended her motion and Todd Lakey agreed to read, "after legislation has been drafted and read by the COMPASS Board."**

**Discussion:**

Dave Wynkoop stated it is essential to get a funding source for transit, but it is also essential to not have competing battles for funding sources between transit and road construction entities.

Judy Peavey-Derr asked for the motion to be restated. Clair Bowman restated the motion on behalf of Nancy Merrill the maker of the motion. **Support the action of the Idaho Public Transportation Task Force in concept pending seeing actual language drafted for a bill. Motion passed with two nay votes.**

**E. Confirm Non-Elected Board Members and Alternate Members**

Clair Bowman stated that the Bylaws require the Board annually at the first meeting of the year confirm non-elected Board members and non-elected alternate Board members. Clair said Wes Hancock needed to be added to the list provided in the Board packet as a non-elected Board member.

Tom Dale confirmed Paul Raymond as the non-elected Board alternate for the city of Nampa. Tammy de Weerd requested to add Anna Powell as a non-elected Board alternate for the city of Meridian. Dave Bieter requested adding Kathleen Marie Lacey and Hal Simmons as non-elected Board alternates for the city of Boise. Kelli Fairless requested adding Randy Kyrias as the non-elected Board alternate for ValleyRide. Susan Eastlake requested adding J. Schweitzer and Katey Levihn as non-elected Board alternates for the Ada County Highway District. Todd Lakey requested adding Donna West as the non-elected Board alternate for Canyon County. Nancy Merrill requested adding Bill Vaughan as the non-elected Board alternate for Eagle.

**Susan Eastlake moved and Dave Bivens seconded to confirm non-elected Board members and alternate members as amended. Motion passed unanimously.**

## **F. Reconfirm Members of Standing Committees**

Clair Bowman stated the Bylaws require the Board annually at the first meeting of the year reconfirm members of standing committees.

Elaine Clegg questioned membership on the Demographic Advisory Committee.

After further discussion, staff was directed to provide notification to Mayor's of the dates/times/location of standing committee meetings. **Chair Judy Peavey-Derr asked for any objections to deferring action on this item until the February 23, 2004, COMPASS Board meeting to allow time for staff to review membership lists for accuracy. Hearing no objection, Chair Peavey-Derr so ordered.**

## **G. Approve Next Steps Towards a Feasibility Study for a Treasure Valley Emissions Trading Program**

Rob Sterling from Micron provided a proposal to establish an Emissions Trading Program for the Treasure Valley. Rob stated that Micron's direct interest in air quality issues is tied to the quality of life and Micron's ability to attract individuals to the area to work for Micron. In non-attainment areas the Federal government rules that emissions trading programs are mandatory. In a voluntary program, the key is to motive people to participate based on an economic self-interest. The question is do we want to wait for non-attainment or to move forward on a voluntary basis.

Rob said the group looking at this issue determined they did not have the necessary knowledge and experience to decide if an emissions trading program would work in the Treasure Valley. The recommendation from the group was to bring in national experts who have had experience with trading programs to help determine if the idea has merit or if other methods need to be implemented.

Matt Stoll stated at this time staff is requesting direction to flesh out a scope of work specific to a workshop to discuss the viability of an emission trading program in the Treasure Valley and to develop an economic analysis. Currently, it is estimated it would cost \$50,000 for the workshop and economic analysis. Boise State University and the Environmental Science and Public Policy Research Institute have offered \$15,000 towards the effort. Boise State has also offered meeting facilities. Matt said that partnerships would need to be developed with private industry, the congressional delegation and the Environmental Protection Agency to identify where the remaining \$35,000 will come from. Matt clarified that COMPASS is not being asked to contribute financially to this effort, other than staff time.

Kate Kelly stated that emissions trading programs have been used around the county in a number of non-attainment areas. The Department of Environmental Quality, in talking about trading programs in attainment areas, has been unable to come up with a way to implement a trading program at this time. Kate said that if an effort is made by COMPASS and Micron to come up with how emissions trading programs might be viable in the Valley, the Department of Environmental Quality could certainly reconsider its position.

Dave Wynkoop stated he felt this is a worthwhile effort but it is not something for COMPASS to be involved in, as its core mission is transportation planning.

Dave Bieter asked if Rob was aware of another area that has successfully implemented an emissions trading program that was not designated non-attainment. Rob replied he did not know

of an area that was not non-attainment for air quality that had implemented an emissions trading program. Dave said he agreed with moving forward before being forced to.

Garret Nancolas stated the questions he feels need to be answered are: what kind of bureaucracy is created to manage this? How much does it cost to determine how much is being saved? Who actually does the testing? What are the checks and balances? What is required per year to maintain the program? How have other areas implemented a program? He agreed there is a need to be proactive, but what is the cost and does it outweigh the benefits? How would point vs. non-point sources be monitored?

Kate Kelly stated the Department of Environmental Quality is available to discuss the different options that they have looked at as well as options that other communities have used to address these types of air quality issues.

**Nancy Merrill moved and Tom Dale seconded to direct COMPASS staff to work with the Department of Environmental Quality and Rob Sterling and bring back the answers to the questions posed by the COMPASS Board, including cost of COMPASS staff time, at the March 15, 2004, COMPASS Board meeting. Motion passed unanimously.**

#### **H. Adopt Recommendation from the Board Officers Regarding Clair Bowman's Annual Review**

**Garret Nancolas moved and Fred Tillman seconded to adopt the recommendation of the COMPASS Board officers of a 1.5 percent salary increase for Clair Bowman retroactive to October 1, 2003, and to retain his services as Executive Director of COMPASS. Motion passed unanimously.**

#### **I. Adopt a Statement of Intent with Respect to a Joint COMPASS/Idaho Transportation Department Long Range Transportation Planning Process**

Matt Stoll presented staff's recommendation that the COMPASS Board direct staff to work with the Idaho Transportation Department to integrate COMPASS' Regional Long Range Transportation Plan update process into a broader, five-to-seven-county picture of transportation needs for the middle of the 21<sup>st</sup> century. Matt stated the Idaho Transportation Department's proposal is to develop an oversight policy committee that would comprise elected officials, one from each county, an Idaho Transportation Department representative and a COMPASS representative. It is estimated that this effort will cost \$1 million in consulting services over a two-year timeframe. The Idaho Transportation Board has approved a contribution of \$500,000 for the counties outside of Ada and Canyon Counties. COMPASS will be asked to contribute \$500,000 for the Ada and Canyon component. COMPASS staff believes as much as \$300,000 already programmed in Task 661 in the FY2004 budget would be available to apply towards the larger plan. ValleyRide has committed \$200,000 towards the effort, specifically to assist in developing peak-hour and mode choice models. COMPASS staff is confident the remainder of the required funds could be programmed by COMPASS in FY2005. Matt stated that, if the Board approves integrating the attached proposal into the existing COMPASS regional long-range transportation plan, staff would bring back to the Finance Committee and the COMPASS Board a budget and work program revision as soon as possible.

Dave Bieter asked if Elmore County would be included. Matt replied that Elmore County and a portion of Washington County have been added to the group of counties.

Judy Peavey-Derr asked when the Idaho Transportation Department needs a response from COMPASS. Matt replied that they would like to know as soon as possible. From staff perspective, contracts have been put on hold for engineering and financial support based upon the Idaho Transportation Department proposal. COMPASS is behind in its planning process due to consideration of this proposal. To move forward in our efforts on the regional long-range transportation plan, we need to make a decision on the Idaho Transportation Department proposal.

Judy Peavey-Derr requested that Board members state their questions on this issue so that staff can come back to the Board with answers.

Tammy de Weerd asked for more detail regarding what the big picture is. Is it transportation corridors and how they contact into the Treasure Valley? What staff involvement will be? Will COMPASS staff, ValleyRide and the Idaho Department of Transportation staff all be participating? What COMPASS staff time will be needed over and above what has already been allocated, if any? What shortfall of funds there may be, and what are the ramifications?

Jeff Lang stated he would like to see what the impact to the smaller communities would be. How will they be able to get voters in those areas to follow along and participate?

Susan Eastlake stated her concern is how this will relate to the ability of the Ada County Highway District to continue to conduct business while the Long Range Transportation Plan is postponed. Susan agreed the Idaho Transportation Department's direction is the right one in the long term, but questioned stopping in the middle of a process that needs to be done and substituting another process. She suggested finishing the current process and then begin a new process.

Dave Wynkoop suggested that the Idaho Transportation Department is in a better position to implement this process than COMPASS. Dave said he believes COMPASS needs to do its core mission first and then expand after it has done the core mission well. Dave asked that staff research the Bylaws to clarify COMPASS' authority to expand beyond the two county area. He asked who will pay for overruns and with what funds. Dave said the Ada County Highway District's core concern is that Surface Transportation Program – Urban funds should be used for road construction not for planning. Dave asked if COMPASS goes outside of its core mission, what are the odds that there will be an increase in using road construction Surface Transportation Program – Urban funds instead for the core mission. Dave asked if there was a guarantee that the Feds will extend the deadline for the five-year Transportation Improvement Program and what are the consequences if that does not occur.

Gordon Law stated the Regional Technical Advisory Committee had two principal issues: When decision-making protocols are set up on the technical advisory level, how would all the other counties be incorporated into the decision making process? And, once something is arrived at the technical advisory committee level and reported to the COMPASS Board, is only the COMPASS Board going to vote or are all of other entities involved going to vote as well?

Elaine Clegg stated she would e-mail staff additional questions, but asked what happens if the Ada County update does not go forward, how will that affect other entities' progress? Elaine stated she would also like to discuss Commissioner Wynkoop's comments regarding Surface Transportation Program-Urban funds.

Phil Kushlan stated he questions the committee structure. How will the 10 people be selected?

Kelli Fairless stated she has the same concerns regarding the Transportation Improvement Program funding and how projects will be affected. What role will agencies play and will transit be represented?

Nancy Merrill stated she would like to know what projects would be put on hold and for how long and what studies will not be done. She would like to know if there is a real indication from the other counties that they want to participate and will they be paying dues to COMPASS to help cover the costs of the studies or is the Idaho Transportation Department going to provide all the funding.

Dave Bivens stated he would like to know if this would focus just on state roads. Will it involve local transportation jurisdictions?

**Elaine Clegg moved and Garret Nancolas seconded to defer any action on this item until the next COMPASS Board meeting to allow time for COMPASS staff to research the answers to the questions posed by the COMPASS Board. Motion passed unanimously.**

## **INFORMATION/DISCUSSION ITEMS**

### **A. Present Geographic Information Systems Capabilities**

**Chair Judy Peavey-Derr asked for any objections to postponing this item until the February 23, 2004, Board meeting. Hearing none, Chair Peavey-Derr so ordered.**

### **B. Status Report – Finance Committee Update**

Susan Eastlake, Chair of the Finance Committee, reported that the committee had agreed on the elements of Phase II of the Internal Controls Engagement.

## **ADJOURNMENT**

**Bob Flowers moved and Dave Bivens seconded adjournment of the meeting at 4:10 p.m. Motion passed unanimously.**

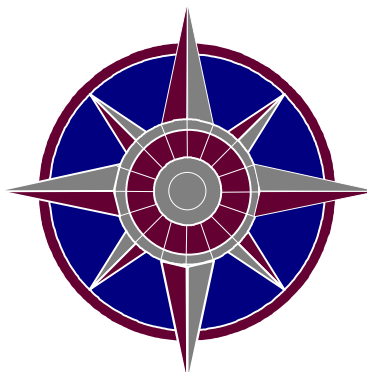
**Dated this 23rd day of February 2004.**

**APPROVED:**

**By: \_\_\_\_\_  
Judy Peavey-Derr, Chair  
Community Planning Association**

**ATTEST:**

**By: \_\_\_\_\_  
Clair M. Bowman, Executive Director  
Community Planning Association**



# Community Planning Association

---

## *of Southwest Idaho*

**Community Planning Association of Southwest Idaho  
COMPASS Executive Committee  
January 7, 2004  
COMPASS Conference Room**

**\*\*\*Minutes\*\*\***

**ATTENDEES:**

David Bieter, Mayor, City of Boise  
Clair Bowman, Executive Director, Community Planning Association  
Tammy de Weerd, Mayor, City of Meridian  
Bob Flowers, Mayor, City of Parma, **Vice-Chair**  
Nathan Mitchell, Mayor, City of Star  
Dave Wynkoop, Commissioner, Ada County Highway District  
Matt Beebe, Commissioner, for Todd Lakey, Commissioner, Canyon County  
Frank McKeever, Mayor, City of Middleton  
Garret Nancolas, Mayor, City of Caldwell, **Chair**  
Judy Peavey-Derr, Commissioner, Ada County, **Chair-Elect**  
Paul Raymond for Tom Dale, Mayor, City of Nampa

**OTHERS:**

Nancy Brecks, Community Planning Association  
Kelli Fairless, ValleyRide  
Kathleen Marie Lacey, City of Boise  
Katey Levihn, Ada County Highway District  
Patricia Nilsson, Community Planning Association  
Hal Simmons, City of Boise  
Matt Stoll, Community Planning Association  
Jade Riley, City of Boise  
Terri Schorzman, Community Planning Association  
Penelope Schwiebert, The Schwiebert Goup  
Cindy Thiel, Community Planning Association  
Charles Trainor, Community Planning Association  
Jeanne Urlezaga, Community Planning Association  
Jay Witt, Community Planning Association

## **CALL TO ORDER**

Chair Nancolas called the meeting to order at 3:35 p.m. Garret welcomed Mayor David Bieter and Mayor Nathan Mitchell to their first COMPASS Executive Committee meeting.

## **APPROVE AGENDA**

Clair Bowman requested the addition of two agenda items under "Other."

**Bob Flowers moved and Judy Peavey-Derr seconded approval of the agenda as presented. Motion passed unanimously.**

### **A. Approve November 24, 2003, Executive Committee Meeting Minutes**

**Judy Peavey-Derr moved and Frank McKeever seconded to approve the November 24, 2003, Executive Committee meeting minutes as presented. Motion passed unanimously.**

### **B. Establish January 26, 2004, COMPASS Board Meeting Agenda**

Clair Bowman reviewed staff proposed agenda Items 1-28 for the January 26, 2004, COMPASS Board meeting. Staff recommended deferring Item 9 – Receive Approved FY2003 Audit until the February 23, 2004, Board meeting.

After general discussion, **Frank McKeever moved and Bob Flowers seconded Items 1-8 and 10-28 as the agenda items for the January 26, 2004, Board meeting. Motion passed unanimously.**

### **C. Implement a Method to Identify Smaller Cities' Representatives on the Executive Committee for 2004**

Clair Bowman stated the method for selecting the two mayors as provided in the Bylaws has been implemented in several, typically informal, ways over the past three years. Staff is recommending that for this year, an ad hoc committee be established consisting of the six small city mayors in office after January 10, 2004, and those mayors collectively bring a recommendation for who their representatives will be to the COMPASS Board on January 26, 2004.

Garret Nancolas added there had been discussion that if a small city mayor was a Board officer, that would automatically constitute one or maybe both of the positions being filled.

**Judy Peavey-Derr moved and Dave Wynkoop seconded establishing for this year an ad hoc committee of the six small city mayors to recommend their representatives with a strong preference that there be a representative from both Ada and Canyon Counties. The process will be reevaluated for future years. Motion passed unanimously.**

Chair Nancolas appointed the ad hoc committee of the six small cities and charged them with selecting their representatives on the COMPASS Executive Committee.

#### **D. Establish a February Board Education and Relationships Workshop**

Judy Peavey-Derr discussed her desire to hold a COMPASS Board educational/relationship building workshop in February to provide an opportunity to improve Board members' understanding of COMPASS and to continue the effort to establish effective working relationships among members.

After general discussion, **Judy Peavey-Derr moved and Bob Flowers seconded to have staff coordinate with Penelope Schwiebert of The Schwiebert Group to facilitate a COMPASS Board educational/relationship building workshop on February 19, 2004, at the Hispanic Cultural Center in Nampa. Motion passed unanimously.**

#### **E. Reconsider Proposed Language Regarding Status of Boise State University, the Idaho Transportation Department and ValleyRide for Intra-County Voting**

Clair Bowman reviewed the action taken by the Executive Committee in November excluding Boise State University, the Idaho Transportation Department and ValleyRide when intra-county voting occurs at the Board. Clair discussed one unintended consequence of implementing this Bylaws revision: namely, that both the Idaho Transportation Department and ValleyRide would be prohibited from voting on their own projects, since Transportation Improvement Programs are developed separately for each county and approved by intra-county voting. Both agencies have requested further discussion and reconsideration of the earlier action. Staff recommendation is to drop the item from discussion and allow it to continue as was done prior to the November Executive Committee action.

After discussion, **Bob Flowers moved and Paul Raymond seconded to remove the item from discussion.**

#### **Discussion:**

Tammy de Weerd said that the subcommittee that was looking at dues might be the best place for discussion on the issue instead of dropping it. Garret agreed and suggested that the Finance Committee should continue the discussion.

After further discussion, Bob Flowers withdrew his original motion. Paul Raymond agreed.

**Bob Flowers moved and Tammy de Weerd seconded to remand the discussion to reconsider proposed language regarding the status of Boise State University, the Idaho Transportation Department and ValleyRide for intra-county voting over to the Finance Committee. Motion passed unanimously.**

#### **F. Consider a Staff Proposal to Reduce Complexity and Length of Board Packets**

Clair Bowman discussed a staff proposal to modify the existing complexity and length of Board packets.

1. Discontinue the inclusion of hard copies of non-Board minutes in Board packets (these include Executive Committee, Finance Committee and any other Board ad hoc committees). The committees have already approved these minutes and are only included in the Board packet for "accepting." Continue to list them on

the agenda in the current manner, along with an appropriate reference to the COMPASS website location where they may be found for review.

2. Discontinue the inclusion of hard copies of Executive Director Report items in Board packets. Continue to list them on the agenda in the current manner, along with an appropriate reference to the COMPASS website location where they may be found for review.
3. For both of the above items, send a reminder e-mail to all Board members and alternates of the document locations, coincident with the mailing of Board packets.
4. Limit hard-copy mailing of full Board packets to Board members only.
5. Attempt to eliminate all mailing of agendas and minutes by converting current recipients of these documents to an e-mail distribution, noting the website path where they may be found for review.

After discussion, **Dave Bieter moved and Frank McKeever seconded approval of the staff proposal as outlined in items 1-5, with item 4 being modified to include one additional packet mailed to each member agency upon request. Motion passed unanimously.**

#### **G. Review Progress on Idaho Transportation Department Proposal**

Clair Bowman provided a brief update on the progress of the Idaho Transportation Department proposals regarding access to I-84 at Ten Mile Road and revising COMPASS' Long Range Plan process to incorporate the Department's desire to start with a five-to-seven county long-term view of transportation systems. The Idaho Transportation Department's Director, David Ekern, is proposing a recommendation to the Idaho Transportation Board that the Idaho Transportation Department contribute \$500,000 out of state funds towards facilitating the big picture look. The entire process would be conducted by COMPASS. A specific proposal will be presented to the COMPASS Board at the January 26<sup>th</sup> COMPASS Board meeting.

#### **H. Review Legal Opinion Regarding Electronic Meeting Potential**

Garret Nancolas reviewed Ken McClure's legal opinion that the State of Idaho's recently implemented electronic meeting law applied to COMPASS' Board and committee meetings.

#### **I. Other**

Garret Nancolas stated that Judy Peavey-Derr had suggested the COMPASS Board hold its Ada County meetings at the Ada County Courthouse public meeting room. Judy added that Ada County would provide parking validation.

**Dave Wynkoop moved and Bob Flowers seconded to move the COMPASS Board meeting location when in Ada County from Boise City Hall to the Ada County Courthouse commencing in March 2004. Motion passed unanimously.**

Clair Bowman requested to add an item to reconfirm members of Standing Committees to the January 26, 2004, Board meeting agenda as required annual by the Bylaws.

**Bob Flowers moved and Judy Peavey-Derr seconded adding an item to reconfirm members of Standing Committees to the January 26, 2004, Board meeting agenda. Motion passed unanimously.**

**ADJOURNMENT**

**Bob Flowers moved and Judy Peavey-Derr seconded to adjourn at 4:45 p.m. Motion passed unanimously.**

**Dated this 4th Day of February 2004.**

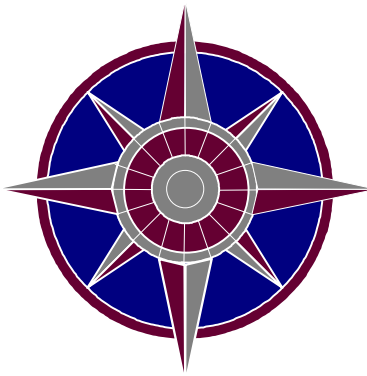
**APPROVED:**

**By: \_\_\_\_\_  
Judy Peavey-Derr, Chair  
Community Planning Association**

**ATTEST:**

**By: \_\_\_\_\_  
Clair M. Bowman, Executive Director  
Community Planning Association**

T:\900supsvs\board\Ex Committee\2004 Agenda Minutes\minutes01072004.doc



# Community Planning Association

---

## *of Southwest Idaho*

### MEMORANDUM

**TO:** Community Planning Association Board of Directors

**FROM:** Clair M. Bowman, Executive Director

**DATE:** February 11, 2004

**RE:** **Adopt a Statement of Intent with Respect to a Joint COMPASS/Idaho Transportation Department Long Range Transportation Planning Process**

#### Action Requested:

Consider and adopt all of the following recommendations:

1. State the COMPASS Board's intent that this joint planning effort is a worthwhile and desirable effort; and
2. Direct COMPASS staff, in cooperation with the Idaho Transportation Department, to prepare a specific scope of work consistent with what would be included in a Request for Proposals to implement this proposal, specifically including the proposed schedule, funding sources, project deliverables and progress milestones; and
3. Request the Regional Technical Advisory Committee to review and recommend the scope of work and forward a "do-pass" or "do-not-pass" recommendation to the COMPASS Board; and
4. Direct COMPASS staff to prepare a draft Memorandum of Understanding with the Idaho Transportation Department that clearly outlines roles and responsibilities of the Department, COMPASS and the proposed steering committee; and
5. Direct that these tasks be completed in time to be considered for adoption by the COMPASS Board as soon as possible, either by the full Board at its April 19 meeting or by the Executive Committee at its March 31 meeting.

#### Background:

The COMPASS Board engaged in an October, 2003 discussion of a proposed Ten-Mile interchange at the request of the Idaho Transportation Department and the City of Meridian. After much discussion, the Board voted to direct staff to work with the Idaho Transportation Department and develop a proposal for Board review. In time, this came to be two proposals. The first one dealt in a limited manner with getting the necessary paperwork processed and filed to gain US Department of Transportation approval for a new interchange at Ten-Mile Road; that effort is already underway.

The second result of staffs' efforts over the past four months was the proposal presented to the COMPASS Board in January. At that time COMPASS staff was directed to prepare a more in-depth analysis of the advantages and disadvantages to COMPASS of that proposal and to prepare written answers to a number of questions raised by Board members.

**Status:**

The attachment to this memorandum fulfills (at least, it is intended to fulfill) the Board's January directions to staff. As noted in this attachment, COMPASS staff believes there are significant advantages to COMPASS by engaging in this joint effort. The actions proposed above are intended to provide one more in-depth review by the COMPASS Board.

Attachment

T:\900supsvs\board\Clair's Memos\ITD-COMPASS Joint Planning Memo.doc

## **ITD-COMPASS Joint Planning Proposal February 11, 2004**

COMPASS staff believes there are significant advantages to COMPASS by engaging in this joint effort. And yes, there are some potential disadvantages. The purpose of this paper is to identify both for the COMPASS Board. Staff's analysis is presented in four sections:

- I. Requirements of the current federal surface transportation act;
- II. Brief overview of the joint planning proposal;
- III. Advantages and potential disadvantages of engaging in or not engaging in this proposal; and
- IV. Answers to specific questions raised during and since the January 26 COMPASS Board meeting.

### **I. Requirements of the current federal surface transportation act:**

Section 134 of Title 23, USC addresses metropolitan planning requirements for the Federal Highway Administration. Its very first subsection contains a broad purpose statement that sheds much light on why COMPASS exists and how it is supposed to interact with the state's transportation department:

*Sec. 134. Metropolitan planning*

*(a) General Requirements.--*

- (1) Findings--It is in the national interest to encourage and promote the safe and efficient management, operation, and development of surface transportation systems that will serve the mobility needs of people and freight and foster economic growth and development within and through urbanized areas, while minimizing transportation-related fuel consumption and air pollution.*
- (2) Development of plans and programs.--To accomplish the objective stated in paragraph (1), metropolitan planning organizations designated under subsection (b), in cooperation with the State and public transit operators, shall develop transportation plans and programs for urbanized areas of the State.*
- (3) Contents.--The plans and programs for each metropolitan area shall provide for the development and integrated management and operation of transportation systems and facilities (including pedestrian walkways and bicycle transportation facilities) that will function as an intermodal transportation system for the metropolitan area and as an integral part of an intermodal transportation system for the State and the United States.*

Subsequent sections in Title 23 provide more specifics and extend this language to the Federal Transit Administration. Section 450 of the Code of Federal Regulations provides even more detail. Through them all runs a common thread: state and local transportation planning agencies must work together to plan a regional transportation system.

State and local agency staffs in Idaho have a long history of working well together. Indeed, the quality of the interaction between COMPASS staff and Idaho Transportation Department staff is the envy of many others around the country. As a Transportation Management Area, however, the need to work closely together is greater than it has ever been before. Subsection (i) of Section 134 contains specific language about this relationship:

*Within a transportation management area, transportation plans and programs shall be based on a continuing and comprehensive transportation planning process carried out by the metropolitan planning organization in cooperation with the State and transit operators.*

In other words, within the local Transportation Management Area (all of Ada County and most of eastern Canyon County) the primary transportation planning responsibility is on the shoulders of COMPASS as the metropolitan planning organization. And COMPASS must cooperate with others in carrying out that responsibility. Embracing this new planning role is why COMPASS staff spent considerable time working with the Idaho Transportation Department Director and his staff to review and understand what is contained in and intended by this proposal.

## **II. Brief overview of the joint planning proposal:**

This proposal, at its simplest level, is an effort to accomplish five objectives:

1. Develop better data about future external impacts on the Ada-Canyon transportation system from regions of southwest Idaho currently outside the borders of those two counties but likely to be within the metropolitan planning organization boundaries within fifty years.
2. Interpret and apply those data in light of the Idaho Transportation Department's recent visioning process and COMPASS' desire to develop a better long-range transportation plan for the two counties than has ever been done before.
3. Complete planning for *Communities in Motion*, the new regional long-range transportation plan for Ada and Canyon counties.
4. Establish a single, joint process for prioritizing future project selection and implementation throughout the two-county area.
5. Produce a single final report, in cooperation with the Idaho Transportation Department and satisfactory to the COMPASS Board, that constitutes the new long-range transportation plan for Ada and Canyon counties (*Communities in Motion*) and includes one chapter each summarizing the results of objectives 1, 2 and 4 above.

## **III. Advantages and potential disadvantages of engaging in or not engaging in this proposal**

COMPASS staff, in cooperation with Idaho Transportation Department staff, attempted to identify advantages and disadvantages of entering into this proposal. In the process, we all realized there are also potential advantages and disadvantages to COMPASS of not entering into this proposal. And there are some considerations that do not fall into any of these categories. Therefore, staff's analysis is reported in five subsections:

1. Potential advantages of this joint effort
  2. Potential disadvantages of this joint effort
  3. Potential advantages of not participating in this joint effort
  4. Potential disadvantages of not participating in this joint effort
  5. Other concerns that need to be addressed
- 
1. Potential advantages of engaging in this proposal. Obviously, COMPASS staff thinks this proposal is a good idea and has worked hard to help others understand why it was brought to the COMPASS Executive Committee and Board with staff's "do-pass" recommendation. This section contains staff's thinking as we worked through our understanding of the proposal and how it would benefit COMPASS and local governments in Ada and Canyon counties. Yes, it may need

some tweaking. And it may need some written assurances that better define what is noted below. All in all, however, staff supports this proposal for the following reasons:

- a. This proposal better implements the new Transportation Management Area metropolitan planning requirements than any other option staff has considered – much better, indeed, than the current long-range transportation planning process proposed by staff and adopted by the Board last summer.
- b. This proposal moves COMPASS’ long-range transportation planning process even further toward a true regional plan than what is contemplated in the current planning process. In other words, COMPASS staff proposed the best planning process we could envision last summer, given staffing and funding constraints. Idaho Transportation Department’s contribution of \$500,000 in additional resources allows COMPASS’ planning process to move even further toward an already-desired planning goal: a vision of the transportation system, its key corridors, its inter-modal needs, and so forth as opposed to our past plans, essentially twenty-year lists of projects that lacked an explicit guiding vision.
- c. This proposal significantly improves COMPASS’ and the Idaho Transportation Department’s ability to jointly coordinate all future transportation system expansion and improvement decisions. In other words, a single, integrated planning process is the only way a true joint implementation effort can be accomplished.
- d. This proposal significantly improves the quality of information available to COMPASS staff regarding likely external impacts on the Ada-Canyon transportation system that are the product of transportation and land-use decisions of cities and counties around us.
- e. This proposal can have enormous financial benefits to the two-county area if it is able to build broad-based support among the state and local governments for helping the Idaho Transportation Department seek special Congressional funding for the highest-rated project(s) via a new “mega-project” funding category contemplated in the current transportation re-authorization process. With the support of Director Ekern and his staff, there is an opportunity here to dream bigger than ever before and potentially realize those dreams. Instead of having COMPASS’ number-one priority for discretionary funding in the Treasure Valley be a project costing \$20 million, it could be several hundred million dollars...with a chance of getting it!
- f. This proposal has potential financial benefits inside the State of Idaho, as well. Staff anticipates that results of a closely-coordinated, joint planning effort will help the Idaho Transportation Board be more aware of and responsive to the needs of the urbanized areas of Ada and Canyon counties.
- g. This proposal builds upon and supports the extension of regional activities already underway or proposed by the State of Idaho, local Chambers of Commerce and others.

- h. This proposal includes full incorporation of a peak hour model in the planning process, a feature that is important to better determine and plan for the effects of public transportation.
  - i. This proposal provides a greater opportunity to build support within the Idaho Transportation Department staff and Board for the needs of public transportation.
  - j. Entering into this proposal effectively adds a significant amount of financial support for doing better what the Board and staff have already said they want to do: improve the long-range transportation planning process and resulting plan itself.
2. Potential disadvantages of engaging in this proposal. Entering into this proposal is not without risks for the COMPASS Board. Again, the following represents staff's effort to identify and describe potential disadvantages of a Board commitment to the proposal.
- a. The issue area that looms largest in staff's mind as a potential negative has to do with relative roles of participants and committees. Entering into this proposal without some process assurances regarding the relative roles of the Idaho Transportation Department, COMPASS and the steering committee may lead to one of those groups injecting itself unnecessarily and undesirably into decisions that are rightly the province of another.
  - b. Judging from questions asked by Board members, another non-trivial area of concern has to do with where and how COMPASS staff would spend their time and effort. COMPASS' Joint Powers agreement allows the organization to be involved in planning efforts virtually anywhere in southwestern Idaho, provided the Board is aware and concurs. Entering into this proposal without having some greater clarity on COMPASS staff responsibilities and role risks violating either the awareness or concurrence criteria or both.
  - c. Potential cost overruns and how to handle them presents a third area of potential concern. The project is perceived as a fixed-price contract with very specific deliverables and costs for them. Entering into this proposal without proper up-front, written agreements on the handling of either cost over-runs or the funding of scope of work modifications would be tantamount to malfeasance.
  - d. Some differences in philosophy, orientation and organizational cultures have existed in the past between the Idaho Transportation Department and Ada Planning Association/COMPASS (e.g., the role of multi-modal options in solving transportation system deficiencies). If such differences persist, they have the potential to de-rail a joint planning process. Although these differences cannot be ignored, Director Ekern brings a new outlook to the Idaho Transportation Department – one that the COMPASS Board should feel comfortable will persist throughout this planning effort before it finally enters into this effort.

3. Potential advantages of not participating in this joint effort. A fair analysis of this proposal requires that the Board be aware of advantages and disadvantages of not doing it. This section includes staff's analysis of the first of the two sides of the consequences of not participating.

COMPASS would be free to implement its long-range transportation planning process without having to attend to differences between COMPASS and the Idaho Transportation Department in philosophical orientation, organizational culture or modal orientation. (Parenthetically, staff notes, however, that such differences are merely external versions of similar differences of opinion and orientation already present within the COMPASS Board.)

4. Potential disadvantages of not participating in this joint effort. Finally, what potential disadvantages accrue to COMPASS if the Board opts not to participate in this joint effort? Staff suggests that the best way to list these is to start with the inverse of the advantages list of Section III.1. Truly, this represents the best way to describe what staff sees as disadvantages of non-participation. Staff recognizes, however, that Board members who question one or more of the "advantages" in Section III.1 will find them more persuasive as "disadvantages" to be highlighted in this section.

There are two disadvantages of non-participation that staff wishes to identify separately and in addition to the above paragraph:

- a. The Idaho Transportation Department Board and Director are fully vested in their own commitment to developing regional plans for each of the six transportation regions in the State of Idaho. Region 3 (southwest Idaho) is merely the first of what will be a series of plans developed for the Department. Indeed, the Idaho Transportation Board funded a second effort on the same day it agreed to \$500,000 for the Region 3 effort.

Staff strongly believes that the level of investment by the Department in its Idaho Transportation Board-approved planning effort will be implemented in Region 3, specifically including Ada and Canyon counties, even if the COMPASS Board opts not to participate in this joint effort. The negative consequences could be catastrophic for the transportation system: two separate visions attempting to be implemented by two competing agencies within the same geographic area. In effect, establishing systemic conflict between local and state transportation planning agencies comparable to most other urbanized areas in the country and creating an overall dysfunctional transportation system in southwest Idaho.

- b. COMPASS' transportation planning efforts are subject to annual certification by the State of Idaho on behalf of the US Department of Transportation.

5. Other concerns that need to be addressed. Merely listing advantages and disadvantages does not encompass all the ramifications of the questions posed by Board members nor implied within the above lists of advantages and disadvantages. The

following items fall into that category. They are reviewed here because of staff's perception of their direct relevance to the Board's decision-making process.

- a. The above lists are silent with respect to the July, 2005 renewal deadline for the existing long-range transportation plan for Ada County, *Destination 2025*. Staff was already reviewing this issue before the January 26 Board meeting and initiated specific discussion of its concerns at the Executive Committee meeting on February 4.

Specifically, staff has come to the conclusion that delays already experienced in implementing the currently adopted approach for the plan update make it impossible to complete it by July 2005. These delays have been incremental and are of multiple origins. Two are reviewed here:

- *Potential conflicts of interest in having local elected officials be participants in professional service contracts.* Staff was ready last fall to move forward with one of the largest components of the currently-adopted plan update and, through a Request for Proposals process, selected a contracting group. Within days thereafter, one of the principals in that group announced his candidacy for a Boise City Council seat. Staff's decision to wait until the election to move forward seemed reasonable at first, although his involvement in a run-off election extended any closure on that issue to early December.
- *Parallel processing delays as a result of Board action.* In the meantime, the Board began dealing with the "Ten-Mile interchange issue" in October. The joint ITD-COMPASS proposal on the table today is essentially the product of a four-month metamorphosis of that topic initiated by the COMPASS Board's action on October 20. Staff has not pursued vigorously additional work on the current planning process as long as this joint planning effort is unresolved.

Staff is already exploring alternatives to meet the July, 2005 deadline in another way or to defer the deadline. First preference of staff is to meet it another way in order to accommodate the needs of COMPASS member agencies. The decision on how to resolve this issue is independent, however, from the question of whether or not to enter into this joint planning process with the Idaho Transportation Department.

Staff anticipates bringing a proposal to the Executive Committee for comment on February 25 with subsequent consideration by the Board anticipated in March or April.

- b. Several questions from Board members on January 26 seemed to revolve around relative roles and responsibilities of the Idaho Transportation Department and COMPASS. The existing proposal does not address this subject. Staff wants to assure the COMPASS Board that we anticipate the need for a written memorandum of understanding/agreement about the execution of this joint venture, if approved by the COMPASS Board.

Typically, such documents are prepared and approved by staff. However, for a project of this magnitude and of such great interest, staff anticipates the Board will desire more direct involvement, perhaps through the Executive Committee or Board participation in reviewing the document.

**IV. Answers to specific questions raised during and since the January 26 COMPASS Board meeting**

The following questions represent staff's attempt to capture all the questions asked at the COMPASS Board meeting on January 26 as well as questions raised both before and since that Board meeting. Specific wording represents an effort to reduce multiple versions of a similar question to a single common denominator. Wherever possible, staff has attempted to direct the reader to the lists of advantages and disadvantages presented above.

1. *Please review what is being proposed as simply as you can. Can the Board be provided a 30-second, "elevator ride" sketch of the proposal?*

Response: See Item II, Brief overview of the proposal.

2. *Why is it a good idea to approve this proposal? What are its advantages for local governments in Ada and Canyon Counties? What will COMPASS' members gain specifically from the additional dollars and the one-year delay in project completion compared to the current two-county long-range transportation planning project?*

Response: See Item III.1, Potential advantages of this joint effort.

3. *Why might it not be a good idea to approve this proposal? What are local governments in Ada and Canyon Counties giving up if they reject this proposal?*

Response: See Item III.2, Potential disadvantages of this joint effort.

4. *What happens if this proposal is not approved? Why not let ITD do its own study and COMPASS do its own study?*

Response: See Item III.3, Potential advantages of not participating in this joint effort, and Item III.4, Potential disadvantages of not participating in this joint effort.

5. *What is the proposed project's schedule, total cost budget (including consultant and ITD and COMPASS staff time), sources of funds, and deliverables? And who pays for cost overruns if there are any?*

Response: This is a level of detail that is not yet available. However, staff's recommended action for the COMPASS Board specifically anticipates developing

this level of detail and involving the Regional Technical Advisory Committee in its review and recommendation to the COMPASS Board for further action.

6. *Which agency will be responsible for what part of the project? And under what authority will they operate (i.e., Does COMPASS have the authority to do planning outside of Ada-Canyon Counties?)?*

Response: This will truly be a joint planning effort, although definition of specific roles is necessary as a part of an anticipated written working agreement between the Idaho Transportation Department and COMPASS. As for COMPASS' authority outside Ada-Canyon Counties, COMPASS' Joint Powers Agreement specifically contemplates this possibility:

“The purpose of any cooperative agreement authorized under this Sub-section shall be to permit the Association to address problems of a regional nature in southwest Idaho, but which may transcend County boundaries, to facilitate joint planning on a regional level and to provide for the administration of contracts with the Federal government or other funding sources for regional planning.” (Joint Powers Agreement, Section 6.1.3.B.3, November 15, 1999)

7. *How do you propose to resolve the current July 2005 renewal requirement for Ada County's long-range plan if this proposal is adopted? (Not meeting this date may place Ada County projects in jeopardy. Is it possible to insure that these priorities are not put on hold because of the added time this project will require?)*

Response: See Item III.5.a.

8. *How will you insure COMPASS' priorities are not secondary to ITD's priorities in this planning process? How will the procedural differences between the agencies and differences in values and philosophy be reconciled?*

Response: See Item III.5.b.

9. *How does COMPASS plan to address air quality conformity requirements in Ada County inside this bigger plan?*

Response: The “bigger plan” will not adversely impact COMPASS' ability to conduct the required transportation conformity analyses for Ada County. In fact, the “bigger plan” would potentially provide COMPASS with improved data for inclusion into travel demand model. Thus, COMPASS staff could produce a more representative air quality conformity analysis for Ada County.

10. *Is a peak-hour traffic-forecasting model necessary? Can the issue of a peak hour model (and ValleyRide's interest in this model enhancement) be separated from the decision on the joint planning proposal with ITD?*

Response: Yes, the peak-hour traffic model is necessary for Ada and Canyon Counties. The peak-hour model will better serve member agencies and consultants for issues surrounding roadway design, system deficiencies, ACHD's Impact Fee Program, Congestion Management System and air quality analysis at a sub-regional level (hot-spot). Yes, the peak-hour and mode-choice models can be separated from the joint planning proposal. Currently, the COMPASS Model covers only Ada and Canyon Counties, however, it does not ignore the surrounding counties' impact on the Treasure Valley. Trips to and from these counties are accounted for by using the county-level population and household data, current and forecasted, developed by John Church. But, the joint planning proposal does open the door to start collecting better demographic and travel data for the surrounding counties and thereby, improving the model.

*11. Does the ITD portion of the proposed project deal just with the state and federal roadway system? How would the level of detail in a final product differ from Ada-Canyon Counties to the other counties?*

Response: The answer to the first question is "Yes." For the second, see Item II.

*12. Why should COMPASS manage the contract for this project rather than ITD?*

Response: See Item I.

*13. What will be the role of other agencies such as ValleyRide?*

Response: ValleyRide will be a full and active partner in the process, as will highway districts and other implementing agencies.

*14. This proposal wasn't vetted with the COMPASS technical committees before it came to the board level. Is it ready for prime time?*

Response: The proposal on the table, and the current level of commitment to it are policy matters that the COMPASS Board directed be brought back to the Board for further consideration and acceptance/rejection. Staff's recommended action for the COMPASS Board on February 23 specifically anticipates direct involvement of the Regional Technical Advisory Committee in reviewing a detailed scope of work (yet to be developed) and formulating an action recommendation to the COMPASS Board.

*15. Will the COMPASS Board have to be expanded if this proposal is approved? Will there be additional multi-county voting? How will you insure proportionate representation of all constituencies with only a six to ten member policy committee?*

Response: No. The proposed policy committee will serve in an advisory role regarding current and proposed development patterns and the associated

expectations of the transportation systems in the planning area. The actual decision-making body will be the COMPASS Board.

*16. What counties will be included? More specifically, will Elmore County be included?*

Response: Counties already invited to participate include Ada, Boise, Canyon, Gem and Payette. No discussions have yet taken place with other counties, such as Elmore, Owyhee, and Washington, although all will be invited to serve on the advisory committee.

*17. Would accepting this proposal constitute “mission creep” for COMPASS?*

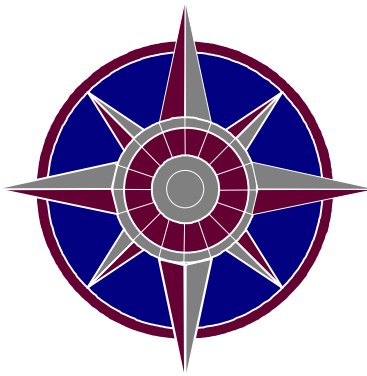
Response: No. See Item I, Item III.2.b and Question 6 for further elaboration.

*18. Would accepting this proposal result in COMPASS funds being expended outside the boundaries of Ada and Canyon counties?*

Response: No To the contrary, staff anticipates that there would be additional funds available within Ada and Canyon Counties to better accomplish already-established planning goals.

*19. What other approaches have been/should be explored that will offer the same advantages to Ada and Canyon counties and cost less time and/or money?*

Response: Staff believes the current proposal is the best alternative to accomplish COMPASS’ planning objectives in the best manner possible. That assumes, of course, that the disadvantages noted in Item III.b are minimized through proper safeguards included in a detailed Scope of Work, a Memorandum of Agreement with the Idaho Transportation Department and any other necessary form.



# Community Planning Association of Southwest Idaho

## MEMORANDUM

**TO:** Community Planning Association Board of Directors

**FROM:** Matthew J. Stoll, Director, Transportation/Air Quality Planning

**DATE:** February 10, 2004

**RE:** Approve Memorandum of Understanding with the Idaho Transportation Department Regarding Metropolitan Planning

**Action Requested:**

Approve Memorandum of Understanding with the Idaho Transportation Department regarding metropolitan planning.

**Background:**

The attached document was prepared in its original draft form late last summer by Erv Olen on behalf of COMPASS and Ron Kerr on behalf of the Idaho Transportation Department. The Finance Committee has reviewed it, and its recommended changes were implemented. Legal counsel for both agencies reviewed and approved it. The Regional Technical Advisory Committee reviewed the document and did not provide comment due to its administrative and policy nature. The Executive Committee reviewed it and indicated that it was ready for full Board review; it was subsequently placed in the January 26 Board packet for comment.

**Status:**

Staff and members of the Executive Committee believe this Memorandum of Understanding is ready for final approval by the COMPASS Board.

Attachment

T:\600transup\601transup\Cover Memo for ITD MOU.doc

1 **Memorandum of Understanding 04-01**  
2 **Operation and Financing of the Metropolitan Planning Organization**  
3 **in the Boise and Nampa Urbanized Areas**  
4

5 This Memorandum of Understanding (MOU) is entered into by the State of Idaho Transportation  
6 Department, hereinafter referred to as "ITD", and the Community Planning Association of  
7 Southwest Idaho, a joint powers entity, hereinafter referred to as "COMPASS", in accordance  
8 with Section 1203 of the Transportation Equity Act for the 21<sup>st</sup> Century, Title 23 of the United  
9 States Code (23 USC 134), and Section 450.310 (a) of the Code of Federal Regulation (23 CFR  
10 450).

11  
12 The purpose of this MOU is to identify and define the process by which COMPASS and ITD will  
13 implement the requirements of the referenced Federal regulations for a comprehensive  
14 transportation planning process in COMPASS' area and the financing of metropolitan planning  
15 activities. This MOU serves as a statement of the transportation planning, programming and  
16 fiscal relationship between ITD and COMPASS. As such, it supersedes and replaces any  
17 existing memorandums of understanding, except for elements that may be incorporated by  
18 explicit reference elsewhere in this MOU.  
19

20 **Chapter 1**  
21 **Basis for Organization and Boundaries**  
22

23 **1.1 Basis for Organization**  
24

25 COMPASS, a joint powers entity, is the single Metropolitan Planning Organization (MPO)  
26 designated by the Governor of Idaho for the Boise and Nampa Urbanized Areas encompassing  
27 northern Ada County and the expanded urbanized area in Canyon County, including the Cities of  
28 Nampa, Caldwell and Middleton. COMPASS is designated as a Transportation Management  
29 Area (TMA) for the Metropolitan Planning Boundary. COMPASS also serves the City of  
30 Parma, the Highway Districts in each county, ValleyRide as the regional public transportation  
31 authority, and the Idaho Transportation Department. COMPASS' separate legal status is as a  
32 joint powers entity in accordance with title 67, chapter 23, Idaho Code.  
33  
34

35 **1.2 Ability to Contract and Receive Grants**  
36

37 COMPASS under the authority of title 67, chapter 23, Idaho Code and the Second Restated and  
38 Amended Joint Powers Agreement and Articles of Reformation and Organization of the  
39 Community Planning Association of Southwest Idaho, a Nonprofit Association, dated November  
40 15, 1999, is empowered to make and enter into contracts in its own name and to accept grants,  
41 gifts, donations and other monies to carry out its purpose and functions.  
42

43 **1.3 Federal Metropolitan Planning Area Boundaries**  
44

45 COMPASS' Metropolitan Planning Area Boundary, for purposes of 23 USC Section 134 and 23

1 CFR Part 450.308, shall consist of the area defined in Exhibit “A”, and includes all of Northern  
2 Ada County and the area of impact boundaries for the cities of Nampa, Caldwell and Middleton  
3 in Canyon County.

4 **Chapter 2**  
5 **Metropolitan Planning**  
6

7 **2.1 Long Range Transportation Plan**  
8

9 COMPASS will prepare a Long Range Transportation Plan (LRTP) in accordance with 23 USC  
10 134(g), 23 CFR 450 and 49CFR 5303(f). The LRTP will be directed at achieving a coordinated  
11 and balanced metropolitan and regional intermodal transportation system. The LRTP will be  
12 developed with full cooperation and participation of all affected or interested agencies, including  
13 ITD, public transportation service providers, member agencies, air quality agencies, the public  
14 and the private sector. The LRTP must be financially constrained, have at least a 20-year  
15 planning horizon, meet the federally required schedule for updating, and meet air-quality  
16 conformity determinations.

17  
18 To achieve these ends, COMPASS and ITD will each inform and invite participation by the other  
19 in their various planning activities. ITD will participate in the development of the LRTP and will  
20 coordinate its state LRTP process with that of COMPASS.

21  
22 **2.2 Unified Planning Work Program/Budget (UPWP)**  
23

24 COMPASS will prepare an annual Unified Planning Work Program/Budget (UPWP) in  
25 cooperation with ITD and ValleyRide, the regional public transportation agency. The purpose of  
26 the UPWP is to serve as a work plan to identify, guide, and manage transportation planning  
27 activities and to identify planning priorities facing the metropolitan planning area. The UPWP  
28 will document planning activities to be performed with funds provided under Title 23, U.S.C.  
29 and the Federal Transit Act and describe transportation and transportation related air quality  
30 planning studies regardless of funding source or agency conducting activities.

31  
32 COMPASS may, from time to time, submit amendments to the UPWP to ITD to reflect changes  
33 in local priorities, add/delete funds and planning activities or adjust costs. The UPWP, as  
34 amended, shall be the official COMPASS budget for the fiscal year. Additions in funding,  
35 changes in planning activities, or cumulative transfers in the budget that exceed \$100,000 or 10%  
36 of the UPWP budget are not effective until the submitted change is forwarded to ITD and  
37 approved in writing by FHWA.

38  
39 **2.3 Congestion Management System Plan (CMS)**  
40

41 A Congestion Management System (CMS) is a systematic approach to improving existing and  
42 future traffic congestion. A CMS includes (a) identification of transportation facilities that are  
43 experiencing or projected to experience congestion; (b) devising strategies to minimize  
44 congestion; development of a realistic implementation plan, and (c) monitoring regularly the

1 performance of the transportation system to evaluate the effectiveness of implemented strategies.

2  
3 Federal transportation regulations require that the Metropolitan Planning Process in TMAs  
4 include a CMS. Furthermore, “in federally-designated air quality non attainment TMAs”, any  
5 proposed project that would result in a significant increase in capacity for single occupancy  
6 vehicles (SOVs), such as adding general purpose lanes to an existing highway or constructing a  
7 new highway, must be analyzed to assure that travel demand reduction and operational  
8 management strategies cannot fully satisfy the need for additional capacity.”

9  
10 COMPASS will develop and maintain a CMS in accordance with 23 CFR Part 450, 500 and 626,  
11 Vol. 61, No. 245, pages 67155 to 67175.

### 12 13 **Chapter 3** 14 **Programming**

#### 15 16 **3.1 Metropolitan Transportation Improvement Program**

17  
18 COMPASS, in cooperation with ITD and affected public transportation service providers, will  
19 develop a Metropolitan Transportation Improvement Program (MTIP) for both the Boise and Nampa  
20 urbanized areas in accordance with 23 USC 134(h) and 49 USC 5304. The MTIPs will be consistent  
21 with the metropolitan area transportation plan and meet air quality conformity requirements in Ada  
22 County. Once adopted, the MTIPs will be updated at least once every two years. The preparation of  
23 the MTIPs will involve community interest groups and will include reasonable opportunity for public  
24 comment.

25  
26 ITD and COMPASS will jointly develop a schedule and format for preparation and coordination  
27 of the MTIP with the Statewide Transportation Improvement Program (STIP).

28  
29 ITD will provide COMPASS with pertinent data and information regarding programming  
30 policies and procedures. ITD will provide COMPASS with estimates of available federal and  
31 state funds, planned projects and cost estimates to be used in developing financially constrained  
32 MTIPs. COMPASS and ITD will work cooperatively through the respective Surface  
33 Transportation Program (STP) balancing committee process to prioritize the funding and  
34 programming of STP state and local funded projects within the metropolitan planning area.

35  
36 COMPASS will submit for approval, a “draft” and “final” MTIPs and amendments when  
37 required, to ITD (as the Governors’ representative for approving MTIPs). ITD will incorporate  
38 without modification, directly or by reference, the “final” approved MTIPs into the STIP. ITD  
39 will notify COMPASS and appropriate federal agencies when the MTIPs including projects  
40 under the jurisdiction of these agencies has been included in the STIP.

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26

**Chapter 4**  
**Partnership/Coordination**

27  
28  
29  
30  
31

**4.1 Formal Public Participation**

COMPASS agrees to adopt and implement a proactive public involvement process in accordance with 23 USC 134 and 23 CFR 450.316(b). ITD agrees to participate in this program for purposes of STIP adoption and amendment.

32  
33  
34  
35  
36  
37  
38  
39  
40  
41  
42

**4.2 Public Transportation Providers' Role in UPWP**

COMPASS will develop a separate Memorandum of Understanding with ValleyRide, the regional public transportation authority for Ada and Canyon Counties.

**4.3 State Role and Responsibilities**

ITD will provide its transportation plans, program information and funding estimates to COMPASS. ITD will cooperate and coordinate with COMPASS in the state long-range transportation planning process, corridor planning, the STIP and other statewide and regional transportation planning and environmental processes. ITD will participate in development of COMPASS' transportation plans and programs in accordance with CFR 450.210 and respond to COMPASS in a timely manner.

27  
28  
29  
30  
31  
32  
33  
34  
35  
36  
37  
38  
39  
40  
41  
42

**Chapter 5**  
**Financing**

The United States Department of Transportation (USDOT), under Title 23 USC and Title 49 USC, provides funds for transportation planning activities within metropolitan planning areas. Whereas COMPASS is the designated MPO to accomplish these activities, it is recognized that COMPASS is eligible for such funds.

**5.1 Consolidated Planning Grant**

The Federal Transit Administration (FTA), through ITD as the designated state agency responsible for the administration of Consolidated Planning Grant (CPG) funds, will make available Metropolitan Planning funding from FHWA PL funds and FTA Section 5303 funds for transportation planning and programming tasks, administrative tasks and products as outlined in an approved UPWP for the given year. ITD will apportion the funds to COMPASS and the other Idaho MPOs on an urbanized area population basis or other future formula as agreed by ITD and the MPOs within Idaho, or funds may be apportioned based on demonstrated special needs as approved by the MPOs within Idaho. COMPASS will receive the apportionment for both the Nampa and Boise Urbanized Areas, and said apportionments will be separately identified in COMPASS' UPWP.

1 The CPG funds are governed by a separate agreement that will annually be entered into between  
2 ITD and COMPASS. The agreement will identify the amount of CPG funds to be made available  
3 to COMPASS subject to compliance with the provisions and requirements contained within the  
4 agreement including the applicable Certifications and Assurances for FTA Assistance Programs.

5  
6 The parties understand that:

- 7 a) COMPASS is eligible for its share of PL funds under Title 23 USC 104 (f) and FTA 5303
- 8 funds under Title 49 USC Section 5303.
- 9 b) These funds must be apportioned by FHWA and FTA to the states.
- 10 c) The transportation planning and programming services and products must be included in
- 11 the UPWP approved by ITD and FHWA before work may commence.

12  
13 Annually, during the preparation of the draft UPWP, ValleyRide and other potential sub-  
14 recipients of CPG funds will be invited by COMPASS to submit requests to it and participate in  
15 identifying planning activities proposed for the UPWP for that year.

## 16 17 **5.2 Surface Transportation Program Funds**

18  
19 Title 23 USC Section 133 allows STP funds to be used for planning programs. COMPASS can  
20 program STP funds in the MTIP for its planning program. These funds must be included in the  
21 UPWP and separated from PL funds. STP funds will be tracked separately for the Boise TMA  
22 and the Nampa Urbanized Area in the accounting systems, and will be billed according to the  
23 provisions of Section 5.5 below. STP funds will be administered by ITD as any other PL or  
24 Section 5303 funds.

## 25 26 **5.3 Fiscal**

27  
28 COMPASS will accomplish the metropolitan transportation planning process and related  
29 services of 23 USC Section 134 for the Boise and Nampa Urbanized Areas according to the  
30 following provisions:

31  
32 5.3.1 The work to be performed shall be as specified in the annually approved federal fiscal  
33 year Unified Planning Work Program (UPWP).

34  
35 5.3.2 ITD or other agencies of the government shall be held harmless from all claims and  
36 liabilities due to COMPASS' negligent acts or the negligent acts of its subcontractors, agents, or  
37 employees.

38  
39 5.3.3 Subcontracts initiated by COMPASS to accomplish approved UPWP activities which  
40 exceed \$25,000 in cost shall be subject to the provisions of Office of Management and Budget,  
41 49 CFR Part 18 (Common Rule), Section 36.

42  
43  
44 5.3.4 ITD, COMPASS member agencies, FHWA and FTA are authorized to review and inspect

1 study activities. Reviews and inspections by FHWA or FTA shall be arranged as needed by ITD.

2  
3 5. 3.5 COMPASS and its subcontractors shall maintain all books, documents, papers,  
4 accounting records, and other evidence pertaining to costs incurred, and shall make such  
5 materials available at their respective offices at all reasonable times during the contract period  
6 and for at least three years from the date of final payment for the contract. Such materials shall be  
7 available for audit by authorized representatives of the State of Idaho or the United States and  
8 copies thereof shall be furnished if requested.

9  
10 5. 3.6 Procurement and management of property acquired for the program, including the  
11 disposition of property if the program is discontinued, will be in accordance with the property  
12 management standards set forth in the Common Rule.

13  
14 5. 3.7 COMPASS shall be free to copyright material developed under this contract using  
15 federal funds with the provisions that ITD, FHWA and FTA reserve a royalty-free, nonexclusive,  
16 and irrevocable license to reproduce, publish, or otherwise use, and to authorize others to use, the  
17 work for government purposes.

18  
19 5. 3.8 COMPASS shall document the results of all U.S. Department of Transportation  
20 sponsored work to the satisfaction of ITD and the U.S. Department of Transportation. This will  
21 include, as appropriate, the preparation of progress and final reports covering task elements of the  
22 approved UPWP, plans, specifications and estimates, or similar evidence of attainment of  
23 contract objectives.

24  
25 5. 3.9 All required reports published by COMPASS shall contain a credit reference to ITD and  
26 the U.S. Department of Transportation such as 'prepared in cooperation with the Idaho  
27 Transportation Department and U.S. Department of Transportation.' However, the following  
28 disclaimer shall be placed in the report for the U.S. Department of Transportation and any other  
29 parties not desiring to subscribe to the findings of conclusions: "The opinions, findings, and  
30 conclusions expressed in this publication are those of the authors and not necessarily those of the  
31 (excluded party [ies]) and the U.S. Department of Transportation."

32  
33 5. 3.10 COMPASS' administrative procedures shall meet the requirements of the Common Rule,  
34 and will follow policies and procedures for administration of activities undertaken by States and  
35 their subrecipients, including MPOs, with FHWA and FTA metropolitan planning funds relating  
36 to the activities and studies funded as part of a recipient's or subrecipient's UPWP or as separate  
37 Federal-aid projects not included in a UPWP, and also applies to the approval and authorization  
38 of research, development, and technology transfer (RD&T) work programs. The requirements in  
39 23 CFR Part 420 supplement those in the Common Rule that are applicable to administration of  
40 these funds. Events having significant impact on the UPWP(s) (i.e., problems, delays, or adverse  
41 conditions that will materially affect the ability to attain program objectives) are to be reported as  
42 soon as they become known.

43  
44 5. 3.11 In consideration of the terms and obligations of this MOU, ITD hereby agrees to

1 compensate COMPASS for the work performed in accordance with the approved UPWP. Costs  
2 applicable to this MOU shall be determined according to the principles and standards given in  
3 Office of Management and Budget Circular A-87, Cost Principles for State, Local, and Indian  
4 Tribal Governments (A-87). For purposes of this MOU, the following descriptions of allowable  
5 costs are paraphrased from A-87:  
6

- 7 a) Payroll Costs - The services of staff personnel shall be compensated on the basis of actual  
8 salaries paid in direct labor during the course of this work. Reasonable salary increases,  
9 normal pay raises, etc. shall also be allowed. This item shall also include fringe benefits  
10 allocable to such salaries. The amount of fringe benefits shall be based on the actual  
11 amount contributed by the employer.  
12
- 13 b) General and Administrative Costs - These costs are applicable to the direct labor  
14 described in Paragraph (a) above, Payroll Costs. Such costs can include, but are not  
15 limited to: administrative, clerical and unallocated labor; employee bonuses and incentive  
16 awards; depreciation; dues and subscriptions; equipment rental; freight; general business  
17 insurance; accident and life insurance; legal and accounting; office, drafting room and  
18 laboratory supplies; professional fees and contract labor; recruiting; rent; building and  
19 equipment repairs and maintenance; taxes and licenses; telephone; general travel and  
20 employee relocation; utilities and janitorial services; and office miscellaneous expenses.  
21 Specifically excluded are bad debts, interest on borrowed capital, and State and Federal  
22 income taxes.  
23
- 24 c) Out-of-Pocket Costs - Out-of-pocket expenses directly related to the UPWP shall be  
25 reimbursed at cost. They shall include allowable travel and subsistence, copying costs,  
26 computer equipment, and any unusual costs associated with a UPWP project. It shall also  
27 include the cost of an outside audit, the scope of such to be determined by ITD. Costs of  
28 insurance required to carry out the program are also allowable. Out-of-Pocket Costs shall  
29 not include regular office expense such as rent, lights, normal equipment and similar  
30 expenses. Compensation for travel and subsistence is allowed and shall be at the current  
31 allowed rate for meals, lodging, incidental expense and transportation established by  
32 COMPASS, but shall not exceed rates used by ITD as established by the Idaho State  
33 Board of Examiners.  
34
- 35 d) Indirect Costs - Indirect costs are those: (a) incurred for a common or joint purpose  
36 benefiting more than one cost objective, and (b) not readily assignable to the cost  
37 objectives specifically benefited, without effort disproportionate to the results achieved.  
38 Any indirect costs will be based on an indirect cost rate supported by an ITD-accepted  
39 indirect cost allocation plan. The ITD Office of Internal Review shall review each indirect  
40 cost allocation plan proposed by COMPASS prior to its acceptance. ITD will reimburse  
41 only those indirect costs that are covered by the approved indirect cost allocation plan.  
42 Requirements for development and submission of the cost allocation plan and indirect  
43 cost rate proposal are contained in Attachment E of Circular A-87. The indirect cost rate  
44 proposal and related documentation must be retained for audit in accordance with the

1 records retention requirements contained in the Common Rule, Circular A-87 and Office  
2 of Management and Budget Circular A-133 Audits of States, Local Governments, and  
3 Non-Profit Organizations (A-133).  
4

5 5. 3.13 Payment for Services - Payments shall be made for the services performed as the work  
6 under this MOU progresses; such payments to be made monthly or quarterly and based on the  
7 itemized statement, invoices or other evidences of performance furnished by COMPASS and  
8 approved by ITD. All claims for payment will be submitted in a form compatible with current  
9 practices and acceptable to the Financial Services Section of ITD. Payments will include payroll  
10 costs, general and administrative costs, out-of-pocket costs and indirect costs as detailed in  
11 Section 5.3.1.2 of this MOU.  
12

13 a) Payment will be made at the current rate established by federal guidelines. COMPASS  
14 will follow administration and/or management of funds as referenced in the Common  
15 Rule, which details the requirements and responsibilities of ITD and its subgrantees for  
16 accounting, administrative practice and procedure, grant programs, grants administration,  
17 insurance, reporting and record keeping requirements. Grant funds may only be used for  
18 allowable costs. State and local government grantees and their subgrantees are  
19 responsible for obtaining audits in accordance with A-133 and the Single Audit Act  
20 Amendments of 1996. Grantees and sub grantee may re-budget within the approved direct  
21 cost budget to meet unanticipated requirements and may make limited program changes  
22 to the approved budget. Grantees and sub grantees shall obtain prior, written approval of  
23 the awarding agency when any of the following changes is anticipated:  
24

- 25 i. Need for additional funding
- 26 ii. Cumulative transfers expected to exceed \$100,000 or 10%
- 27 iii. Revision to the scope or objectives
- 28 iv. Changes in key persons where specified  
29

30 b) Title to equipment acquired under a grant/subgrant vests with the grantee or sub grantee.  
31 States and their subgrantees will use, manage and dispose of equipment in accordance  
32 with State laws and procedures. Title to supplies acquired under a grant vests with the  
33 grantee or sub grantee. Non-expendable items acquired to perform work must be  
34 identified in the UPWP as direct costs and approved as part of the UPWP. For direct  
35 purchase of equipment with CPG funds, equipment must be identified in the UPWP.  
36 Property management of equipment should be in accordance with the Common Rule. For  
37 depreciation methods of billing when CPG funds are not involved in the direct purchase  
38 of equipment, charges should be made using cost principles for State and local  
39 governments, in accordance with A-87.  
40

41 c) COMPASS shall be responsible for the remaining local share of the actual allowable  
42 costs. ITD shall make full payment of the value of such documented services as verified  
43 on the quarterly statement. Payments may be made at closer intervals if mutually agreed  
44 by ITD and COMPASS. If, at any time, ITD determine(s) that work is not progressing as

1 scheduled or satisfactorily, ITD may refuse to make full progress payments, and may  
2 withhold any progress payment or payments, such sums as are considered necessary.  
3

4 5. 3.14 Bills - All bills shall be supported by payrolls, time record invoices and vouchers,  
5 evidencing the nature of the charges and their eligibility for payment under A-87.  
6

7 5. 3.15 Accounting and Audits - COMPASS shall establish and maintain, within its accounting  
8 system, a separate account for each work element in the UPWP. All accounting records shall  
9 provide a current breakdown of costs charged to each element and, together with supporting  
10 documents, shall be kept separate from other documents and records. COMPASS understands  
11 that in work performed by COMPASS under the UPWP, which is to be partially or fully paid for  
12 by Federal funds, regardless of the granting agency, that COMPASS shall maintain an accounting  
13 system, records and reports in accordance with uniform standards established by the Idaho State  
14 Controller, ITD and the Common Rule. All fiscal and accounting records and other supporting  
15 papers shall be maintained for a minimum of three years following the close of the fiscal year's  
16 final billing statement submitted to ITD. Further audits may be conducted by Federal, State, or  
17 local agencies if deemed necessary. All records, reports and documents are to be made available  
18 at COMPASS' business office and its subcontractors' business offices for audit and inspection as  
19 needed by State and Federal agencies.  
20

## 21 **Chapter 6**

### 22 **Standard Requirements**

23

24 The parties understand that in performing work under the UPWP that is paid for by Federal  
25 funds, regardless of the granting agency, the following additional considerations apply:  
26

#### 27 **6.1 Civil Rights**

28

29 During the performance of work covered by the MOU, COMPASS for itself, its assignees and  
30 successors in interest, agrees as follows:  
31

32 6.1.1 Compliance with Regulations. COMPASS shall comply with all regulations relative to  
33 nondiscrimination in federally-assisted programs of the Department of Transportation, Title 49,  
34 CFR 21, as they may be amended from time to time, which are herein incorporated by reference  
35 and made a part of this MOU.  
36

37 6.1.2 Nondiscrimination. COMPASS, with regard to work performed by COMPASS during  
38 the term of this MOU, shall not discriminate against any employee or applicant for employment;  
39 subcontractor or solicitations for subcontract including procurement of materials and equipment;  
40 or any other individual or firm providing or proposing services based on race, color, sex, national  
41 origin, age or non job-related disability.  
42

43 6.1.3 Solicitations for Subcontracts, Including Procurement of Materials and Equipment. In all  
44 solicitations, either by bidding or negotiation, made by COMPASS for work or services  
45 performed under subcontract, including procurement of materials and equipment, each potential

1 subcontractor or supplier shall be made aware by COMPASS of the obligations of this MOU and  
2 regulations relative to nondiscrimination based on the grounds of race, color, sex, national origin,  
3 age or non job-related disability.

4  
5 6.1.4 Information and Reports. COMPASS shall provide all information and reports required  
6 by regulations and/or directives issued pursuant thereto and shall permit access to all its sources  
7 of information and its facilities as may be determined by ITD or the Federal Highway  
8 Administration to be pertinent to ascertain compliance with such regulations or directives.  
9 COMPASS will be required to retain all records for a period of three (3) years after the final  
10 payment is made under the agreement.

11  
12 6.1.5 Sanctions for Noncompliance. In the event COMPASS is in noncompliance with the  
13 nondiscrimination provisions of this MOU, ITD shall impose such sanctions as it or the Federal  
14 Highway Agency may determine to be appropriate, including, but not limited to:

- 15  
16 a. Withhold progress payments until it is determined that COMPASS is found in  
17 compliance;  
18 b. Suspend the MOU, in whole or in part, until COMPASS is found to be in compliance  
19 with no progress payments being made during this time and no time extension made;  
20 c. Cancel or terminate the MOU for cause in accordance with section 108.08 of the Contract  
21 Specifications;  
22 d. Assess against COMPASS' final payment or any progress payments on current or future  
23 Idaho federal-aid projects an administrative remedy by reducing the final payment or  
24 future progress payment in an amount equal to 10% of the contract or \$7,700, whichever  
25 is less.

26  
27 6.1.6 Incorporation of Provisions. COMPASS shall include the provision of paragraphs 6.1.1  
28 through 6.1.5 in every subcontract of \$25,000 or more, including the procurement of materials  
29 and leases of equipment, unless exempt by the regulations, or directives issued pursuant thereto.  
30 COMPASS shall take such action with respect to any subcontract or procurement as ITD or the  
31 Federal Highway Agency may direct as a means of enforcing such provisions, including  
32 sanctions for noncompliance, provided, however, that in the event COMPASS becomes involved  
33 in, or is threatened with litigation with a subcontractor or supplier as a result of such direction,  
34 COMPASS may request ITD to enter into such litigation to protect the interests of the State, and  
35 in addition, COMPASS may request the Department of Transportation to enter into such  
36 litigation to protect the interests of the United States.

37  
38 **6.2 Disadvantaged Business Enterprise.**

39  
40 COMPASS will meet the requirement of 49 CFR Part 26, dealing with Disadvantaged Business  
41 Enterprises and will follow the procedures for COMPASS set forth in any ITD program to  
42 implement it.

43  
44 **6.3 Restrictions on Lobbying.**

1 By signing this document, COMPASS certifies to the best of their knowledge and belief that:

- 2
- 3 a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the
- 4 undersigned, to any person for influencing or attempting to influence an officer or
- 5 employee of any agency, a Member of Congress, an officer or employee of Congress, or
- 6 an employee of a Member of Congress in connection with the awarding of any Federal
- 7 contract, the making of any Federal grant, the making of any Federal loan, the entering
- 8 into of any cooperative agreement, and the extension, continuation, renewal, amendment
- 9 or modification of any Federal contract, grant, loan or cooperative agreement.
- 10
- 11 b) If any funds other than Federal appropriated funds have been paid or will be paid to any
- 12 person for influencing or attempting to influence an officer or employee of any agency, a
- 13 Member of Congress, an officer or employee of Congress or an employee of a Member of
- 14 Congress in connection with this Federal contract, grant, loan or cooperative agreement,
- 15 the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to
- 16 Report Lobbying", in accordance with its instructions.
- 17
- 18 (c) COMPASS agrees that the language of this certification shall be included in all lower tier
- 19 subcontracts, which exceed \$100,000, and that all such sub-recipients shall certify and
- 20 disclose accordingly.
- 21

#### 22 **6.4 Drug-Free Workplace Requirements**

- 23
- 24 a) COMPASS will develop a Drug Free Workplace policy to carry out the Drug-Free
- 25 Workplace Act of 1988. COMPASS and all sub-recipients agree to abide by the stated
- 26 policy.
- 27
- 28 b) COMPASS certifies that it will provide a drug-free workplace.
- 29

#### 30 **6.5 Environmental Protection and Energy Efficiency**

31

32 COMPASS agrees to comply with all applicable standards, orders or requirements issued under

33 Section 306 of the Clean Air Act (42 USC 1857[h]); Section 508 of the Clean Water Act (33

34 USC 1368); Executive Order 11738 and Environmental Protection Agency Resolutions (40 CFR,

35 part 15); and, Transportation Conformity under the Idaho Administrative Procedures Act 58-

36 0101 (563-574). COMPASS further agrees to report violations to ITD. All such documents,

37 photographs, calculations, programs and other data prepared or used under this MOU shall be

38 used by ITD without restriction or limitation of further use.

39

### 40 **Chapter 7**

### 41 **Certification**

42

43 In urbanized areas with a population less than 200,000, the MPO annually provides a self-

44 certification of its metropolitan transportation planning process to the state department of

1 transportation. The state department of transportation then certifies to FHWA and FTA that the  
2 MPO's metropolitan transportation planning process satisfactorily meets all applicable federal  
3 requirements. The certification process in TMAs, however, includes an additional review process  
4 called the Triennial Review.  
5

6 According to federal regulations [23 USC, 134 (I)(5) and 23 CFR, 450.334], FHWA and FTA  
7 must, at least every three years, jointly certify that the transportation planning process in TMAs is  
8 carried out in accordance with federal law. The Triennial Review consists of the following steps:  
9

- 10 1. Federal agencies review COMPASS' transportation planning documents;
- 11 2. A federal team arrives in the area to meet with COMPASS officials and to discuss  
12 compliance with the requirements of the metropolitan transportation planning process;
- 13 3. COMPASS holds a public meeting to solicit comments on its transportation planning  
14 activities, preferably during the time that the federal team is in the town.
- 15 4. The federal agencies develop a report on COMPASS' compliance for presentation to the  
16 COMPASS Board of Directors;
- 17 5. The federal agencies close out the process by declaring one of the following scenarios:
  - 18 a. COMPASS meets all or substantially meets applicable federal requirements.
  - 19 b. COMPASS substantially meets the requirements, if it takes some suggested steps  
20 (a conditional approval).
  - 21 c. COMPASS does not meet requirements and, therefore, 20% of all federal dollars  
22 will be withheld until such time that it is in full compliance.

23  
24 COMPASS will comply with and participate in this Triennial Review process and will  
25 coordinate the process with the federal agencies and ITD.  
26

## 27 **Chapter 8** 28 **General Provisions**

### 29 **8.1 Amendment**

30  
31  
32 This MOU is valid until terminated or changed. Either party can propose changes at any time.  
33 Any changes to one or more of the terms and conditions of this MOU shall not be valid unless  
34 made in writing and agreed to by all parties prior to change implementation. Additional  
35 agreement may be incorporated as amendments or addenda as may be jointly determined by ITD  
36 and COMPASS, provided such agreements are consistent with the purpose of this MOU and  
37 agreed to in writing with an effective date.  
38

### 39 **8.2 Termination**

40  
41 The parties understand that the purpose of this MOU is to establish, on a part of both parties and  
42 the members of local government members of COMPASS, a single transportation planning  
43 process to serve the interests of all government agencies with responsibilities in the region. Either  
44 party may terminate this understanding by providing written notice at least thirty (30) days prior

1 to the effective data of termination and specifying the effective date of termination.

2  
3 **8.3 Remedies**

4  
5 Action inconsistent with the terms and conditions of this MOU shall be grounds for termination  
6 of the MOU by the other party upon serving appropriate notice to that effect.

7  
8 **8.4 Limitations**

9  
10 Nothing in this MOU shall be construed as limiting or expanding the statutory or regulatory  
11 responsibilities of any involved individual in performing functions granted to them by law; or as  
12 requiring either entity to expend any sum in excess of its respective appropriation. Each and  
13 every provision of this memorandum is subject to the laws and regulations of the State of Idaho  
14 and the United States.

15  
16 Nothing in this MOU shall be construed as expanding the liability of either party. In the event of  
17 a liability claim, each party shall defend their own interests. Neither party shall be required to  
18 provide indemnification of the other party except as herein stated.

19  
20  
21  
22 IN WITNESS WHEREOF, the parties hereto have caused this MOU to be executed by their  
23 respective officers, duly authorized:

24  
25 For the Idaho Transportation Department

26  
27  
28 \_\_\_\_\_  
29 Date

\_\_\_\_\_

CHARLES M. ROUNTREE,  
Transportation Planning Administrator

30  
31  
32 \_\_\_\_\_  
33 Attest

34  
35  
36 Approved as to form:  
37  
38 \_\_\_\_\_  
39 Deputy Attorney General

40  
41  
42 For the Community Planning Association of Southwest Idaho

1  
2  
3  
4  
5  
6  
7  
8

\_\_\_\_\_

Date

\_\_\_\_\_

JUDY PEAVEY-DERR, Chair,  
COMPASS Board of Directors

\_\_\_\_\_

Attest

T:\policies\MOU04-01 with ITD, 02-11-2004.doc

## JANUARY 2004 - STAFF ACTIVITY REPORT

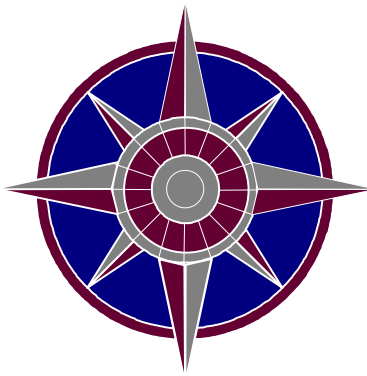
TASK	PROJECT	LEAD STAFF
601	<b>TRANSPORTATION/AIR QUALITY SUPPORT</b> <ul style="list-style-type: none"> <li>• Attended regular staff meetings and prepared monthly status reports.</li> <li>• Coordinated the monthly meeting of the Regional Technical Advisory Committee.</li> <li>• Met with representatives from City of Meridian, Idaho Transportation Department, Ada County Highway District, Federal Highway Administration, and a developer to necessary steps to obtain a change of access on Interstate 84 for a Ten-Mile Interchange.</li> <li>• Developed a draft scope of work for the City of Middleton in response to a request from the Mayor for staff support on a project to revitalize the downtown business core.</li> <li>• Attended annual meeting of the Transportation Research Board in Washington, DC from January 11-15, 2004.</li> </ul>	<b>MATT STOLL</b>
610	<b>SH 44 CORRIDOR PRESERVATION</b> <ul style="list-style-type: none"> <li>• Conducted field review with ITD District 3 planner.</li> </ul>	<b>MATT STOLL</b>
611	<b>US 20/26 CORRIDOR PRESERVATION</b> <ul style="list-style-type: none"> <li>• Conducted field review with ITD District 3 planner.</li> </ul>	<b>MATT STOLL</b>
612	<b>MIDDLETON ROAD EXTENSION ALTERNATIVES</b> <ul style="list-style-type: none"> <li>• No activity.</li> </ul>	<b>MATT STOLL</b>
636	<b>REGIONAL TRANSPORTATION MODELING</b> <ul style="list-style-type: none"> <li>• Continued supporting consultants, public and member agencies in providing traffic forecast estimates and roadway impacts as needed to support regional transportation planning activities.</li> <li>• Provided traffic projections in Ada and Canyon counties to the Idaho Transportation Department upon request.</li> <li>• Spoke with Ron Milam, Fehr and Peers, about assisting COMPASS in developing a comprehensive list of needs for a Peak and Mode Choice Model.</li> <li>• Met with Ada County Highway District staff regarding modeling needs for the next update of the impact fee ordinance.</li> <li>• Met with Ada County Highway District staff regarding modeling needs for the Three Cities River Crossing study.</li> <li>• Drafted a preliminary COMPASS Transportation Modeling Project Timeline including tasks associated with developing peak hour and mode choice model capabilities.</li> <li>• Reviewed the draft policy to guide COMPASS staff receiving special model run requests and performed research as to how other areas handle special model run requests from non-member agencies.</li> <li>• Represented COMPASS' modeling interests at Downtown Boise Mobility Study meetings.</li> <li>• Provided several special model runs to support the Ada County Highway District's Three City River Crossing Study.</li> </ul>	<b>MARYANN WALDINGER</b>
640	<b>TRANSPORTATION LIAISON</b> <ul style="list-style-type: none"> <li>• Participated on the Board of the Meridian Development Corporation</li> <li>• Attended and participated in a joint ACHD/Meridian City meeting</li> <li>• Attended swearing-in ceremonies for newly-elected officials in Boise, Meridian, Kuna, Caldwell and Nampa</li> <li>• Attended Caldwell State-of-the-city address</li> <li>• Attended the following highway district commission meetings: Ada County Highway District.</li> <li>• Attended Nampa public meeting on proposed urban renewal program.</li> </ul>	<b>MATT STOLL</b>

TASK	PROJECT	LEAD STAFF
	<ul style="list-style-type: none"> <li>• Attended portions of the Idaho Transportation Board meeting in January.</li> </ul>	
<b>642</b>	<p><b>CONGESTION MANAGEMENT</b></p> <ul style="list-style-type: none"> <li>• Developed project ranking criteria for inclusion into the Regional Technical Advisory Committee's FY 2005-2009 Transportation Improvement Program project ranking system.</li> <li>• Developed congestion mitigation "toolbox" for inclusion into the Congestion Management System.</li> </ul>	<b>JAY WITT</b>
<b>645</b>	<p><b>AIR QUALITY CONFORMITY DEMONSTRATION</b></p> <ul style="list-style-type: none"> <li>• No activity</li> </ul>	<b>JAY WITT</b>
<b>651</b>	<p><b>AIR QUALITY PLANNING</b></p> <ul style="list-style-type: none"> <li>• Organized and facilitated a work group focused on the potential development of an innovative, voluntary, and viable air emissions trading program for the Treasure Valley.</li> <li>• Provided transportation-related air emissions data to the Ada County Highway District and the Ada County Highway District's Commuteride program.</li> <li>• Supported Desert Research Institute's initial round of field work/data collection for the B20 Biodiesel study.</li> <li>• Met with Joint School District #2 bus drivers to collect feedback on Desert Research Institute's data collection efforts and communicate the future needs of the B20 Biodiesel study.</li> </ul>	<b>JAY WITT</b>
<b>661</b>	<p><b>REGIONAL LONG-RANGE TRANSPORTATION PLAN</b></p> <ul style="list-style-type: none"> <li>• Participated in staff meetings regarding the development of a Regional Long-Range Transportation Plan for the Boise and Nampa Urbanized Areas.</li> <li>• Researched regional long-range transportation plans from other metropolitan planning organizations.</li> <li>• Participated in meetings with senior Idaho Transportation Department officials regarding the potential integration of the Department's proposed scope of work for a five county transportation plan with COMPASS' regional long-range transportation planning efforts. Integration of Idaho Transportation Department's proposed scope of work depends upon the COMPASS Board's approval.</li> <li>• Delayed further negotiations with the selected consultants for the engineering and financial studies for the Regional Long-Range Transportation Plan until COMPASS Board decision on Idaho Transportation Department proposal for Regional Long-Range Transportation Plan.</li> <li>• Participated in monthly Regional Technical Advisory Subcommittee meeting discussing issues pertaining to the Regional Long-Range Transportation Plan.</li> <li>• Provided staff support to the Regional Transportation Task Force and its subcommittees.</li> <li>• Participated on the Steering Committee for the Regional Transportation Task Force.</li> <li>• Provided primary staff support for the Funding subcommittee of the Regional Transportation Task Force.</li> </ul>	<b>MATT STOLL</b>

<b>TASK</b>	<b>PROJECT</b>	<b>LEAD STAFF</b>
<b>671</b>	<b>PUBLIC TRANSPORTATION SUPPORT</b>	<b>MATT STOLL</b>
	<ul style="list-style-type: none"> <li>• Participated as a member of the Project Coordinating Team and Technical Committee for the Downtown Boise Mobility Study.</li> <li>• Participated as a member of the following ValleyRide subcommittees: Management and Coordinating Council, Operations, Ways and Means.</li> <li>• Provided staff support for the final report of the Idaho Task Force on Public Transportation. Also provided support for developing the final packets of information that will be presented to the Idaho Legislature in February.</li> <li>• Continued participation on the steering committee for the Idaho Public Transportation Task Force and a task force meeting.</li> <li>• Served as a speaker on the Idaho Environmental Forum's annual forum to present the case for local option support for public transportation.</li> </ul>	
<b>685</b>	<b>TRANSPORTATION IMPROVEMENT PROGRAM</b>	<b>MATT STOLL</b>
	<ul style="list-style-type: none"> <li>• Completed initial revisions to the Transportation Economic and Land Use Model (TELUS), which will support the Transportation Improvement Program.</li> <li>• Supported member inquiries about Congestion Mitigation/Air Quality and Enhancement applications.</li> <li>• Worked on draft Transportation Improvement Program policy guide.</li> <li>• Assisted member agencies with preparation of Transportation Enhancements applications.</li> </ul>	
<b>686</b>	<b>MAXIMIZE TRANSPORTATION FUNDS</b>	<b>CLAIR BOWMAN</b>
	<ul style="list-style-type: none"> <li>• Met with Ada County Highway District staff to prepare for a Transportation Management Area Balancing meeting.</li> </ul>	
<b>710</b>	<b>DEVELOPMENT MONITORING</b>	<b>MARYANN WALDINGER</b>
	<ul style="list-style-type: none"> <li>• Entered building permits received from Ada and Canyon Counties and cities.</li> <li>• Reviewed existing report design in terms of expanded use of graphics and maps to improve understanding of construction trends.</li> </ul>	
<b>720</b>	<b>DATA RESOURCES AND FORECASTING</b>	<b>CHARLES TRAINOR</b>
	<p><i>Ada/Canyon</i></p> <ul style="list-style-type: none"> <li>• Researched and distributed census data upon request.</li> <li>• Held a meeting with the Demographic Advisory Committee on January 21.</li> <li>• Continued work on developing forecasts. Completed allocation of housing, population, and employment by area of impact. Initiated process of allocating growth to traffic analysis zones.</li> <li>• Continued development of a preliminary plat inventory for both counties.</li> <li>• Completed inventory of sewer and water capacity to meeting anticipated growth. A white paper report will be prepared.</li> </ul>	

TASK	PROJECT	LEAD STAFF
760	<p><b>AUTOMATED INFORMATION SYSTEMS</b></p> <p><i>Ada</i></p> <ul style="list-style-type: none"> <li>• Participated in the monthly Ada County Special Interest Group cooperative mapping meeting.</li> <li>• Convened a meeting of the Ada County Geographic Advisory Board on January 16.</li> <li>• Maintained various countywide geographic data layers.</li> <li>• Provided monthly map updates to Public Safety and Boise City Planning &amp; Zoning.</li> <li>• Distributed the monthly Data Dissemination compact disks to subscribers.</li> <li>• Continued work with 3Di West to update orthophotography for Ada County.</li> <li>• Sold approximately 28 ortho-photo sections.</li> <li>• Generated an analysis of floodway population on behalf of Garden City.</li> <li>• Generated an analysis of foothill drainage population on behalf of Ada County Emergency Services.</li> </ul> <p><i>Canyon</i></p> <ul style="list-style-type: none"> <li>• Maintained various countywide geographic data layers.</li> <li>• Continued editing the Canyon County centerline file with street names and address range. This will allow a future geo-coding capability in Canyon County.</li> <li>• Generated an analysis of population for the Proposed Ten Davis Recreational District at request of Canyon County Clerk.</li> </ul> <p><i>Regional</i></p> <ul style="list-style-type: none"> <li>• Produced approximately 17 maps for general public and 214 maps for member agencies.</li> <li>• Supported planning activities by providing approximately 24 mapping and data exchange requests.</li> <li>• Assumed responsibility of maintaining the official 2010 functional classification map observed by the Idaho Transportation Department and Federal Highway Administration.</li> </ul>	<b>ROSS DODGE</b>
900	<p><b>OPERATIONS</b></p> <p><i>Regional</i></p> <ul style="list-style-type: none"> <li>• Met or spoke individually or in small groups with eighteen board members, seven other elected officials and sixteen senior staff of member agencies.</li> </ul>	<b>CLAIR BOWMAN</b>
960	<p><b>COMPUTER SYSTEMS MANAGEMENT</b></p> <ul style="list-style-type: none"> <li>• Configured new server.</li> <li>• Installed new server backup system.</li> <li>• Moved data from old systems to new server.</li> </ul>	<b>HARLEY PARSON</b>
990	<p><b>DIRECT SUPPORT</b></p> <ul style="list-style-type: none"> <li>• Initiated weekly Directors meetings to enhance systematic communication among senior staff.</li> </ul>	<b>CLAIR BOWMAN</b>
991	<p><b>INDIRECT SUPPORT</b></p> <ul style="list-style-type: none"> <li>• Oversaw general administration and personnel.</li> <li>• Participated in the Finance Committee meeting</li> <li>• Continued working with Jae Hallet on the findings of Phase I of the Internal Controls Engagement. Began Phase II scope of work.</li> <li>• Updated COMPASS Cafeteria plan documents with the assistance of Bosch, Daw and Ballard, attorneys.</li> <li>• Recruited for Assistant Planner.</li> <li>• Continued work to finalize 2003 Audit.</li> </ul>	<b>JEANNE URLEZAGA</b>

T:\900supsvs\board\Staff Activity Report\2004 Staff Activity Reports\January2004.doc



# Community Planning Association of Southwest Idaho

## MEMORANDUM

**TO:** Community Planning Association Board of Directors  
**FROM:** Jay Witt, Modeling Principal Planner  
**DATE:** February 3, 2004  
**RE:** Status Report – Current Air Quality Efforts

### Action Requested:

None. Information only.

### Background:

The information below provides a monthly update on COMPASS' air quality efforts.

### Status:

#### **AIR QUALITY MONITORING**

- The Department of Environmental Quality reported Treasure Valley pollutant levels in the moderate range for six days during January 2004. The pollutant of concern on each of the six days was PM<sub>2.5</sub>. Burn bans were not requested on any of the moderate PM<sub>2.5</sub> days. Canyon County monitors recorded the highest PM<sub>2.5</sub> concentration five of the six days.

#### **ADA**

- Provided transportation-related air emissions data to the Idaho Department of Environmental Quality for use in a Congestion Mitigation/Air Quality Grant Application for the Ada County Highway District.
- Provided transportation-related air emissions data to the Ada County Highway District's Commuteride program for use in public service announcements.

#### **BIODIESEL**

- Supported Desert Research Institute's initial round of field work/data collection for the B20 Biodiesel study.
- Met with Joint School District #2 bus drivers to collect feedback on Desert Research Institute's data collection efforts and communicate the future needs of the B20 Biodiesel study.

#### **EMISSIONS TRADING**

- Staff organized and facilitated a work group focused on the potential development of an innovative, voluntary, and viable air emissions trading program for the Treasure Valley. The workgroup participants included staff from Boise City, Boise State University, Canyon County, COMPASS, the Department of Environmental Quality and Micron Technology. The products of the work group were presented to the COMPASS Board at its January 26, 2004 meeting.



# Community Planning Association of Southwest Idaho

**MEMORANDUM**

**TO:** Community Planning Association Board of Directors

**FROM:** Linda Ritter, Assistant Planner

**DATE:** February 6, 2004

**RE:** Status Report – Current Transportation Projects

**Action Requested:**

None. Information only.

**Background:**

The information below provides a monthly update on transportation trends, issues, and current project status.

**Status:****TRANSPORTATION TRENDS**

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

<b>Boise Air Terminal</b>	<b>December 2003</b>	<b>December 2002</b>	<b>% Change</b>
Monthly Air Passengers (Inbound and Outbound)	241,161	258,558	-6.7%
Monthly Air Freight (Inbound and Outbound) (tons)	3,978	3,997	-0.5%

<b>Public Transportation Monthly Ridership</b>	<b>December 2003</b>	<b>December 2002</b>	<b>% Change</b>
ACHD VanPool	12,042	10,010	20.3%
ValleyRide/BUS	77,275	95,059	-18.7%
Treasure Valley Metro/Transit	10,952	9,705	12.8%
<b>Total</b>	<b>100,269</b>	<b>114,774</b>	<b>-12.6%</b>

## **STATUS OF PROJECTS**

### **ADA COUNTY**

#### ***I-84/I-184, WYE Interchange Stage 2***

*Eric Shannon, Idaho Transportation Department – 334-8303*

Scheduled work for February 2004 includes construction of the eastbound noise wall between Maple Grove Road and Five Mile Road on the south side of the Interstate. Night traffic lane closures will be in effect from 10:00 PM to 5:00 AM as needed for the duration of the project.

#### ***I-84, Orchard Street to Gowen Road Corridor Study***

*Eric Shannon, Idaho Transportation Department – 334-8303*

Concept level design work continues on developing alternatives for interchange types. Work continues on drafting a scope of work to collect and analyze occupancy, as well as other data for a High Occupancy Vehicle study.

#### ***I-84, Orchard Street to Isaac Canyon***

*Eric Shannon, Idaho Transportation Department – 334-8303*

Plans are being finalized for the pavement transitions to Interstate overpasses that cannot withstand full depth overlays. Preliminary design plans have been submitted to the Idaho Transportation Department, District 3 for review.

#### ***I-84, Union Pacific Railroad Bridge to Gowen Road Overpass, Boise***

*Eric Shannon, Idaho Transportation Department – 334-8303*

Scheduled work for February 2004 includes column and deck work. Traffic control will consist of lane closures on I-84 and a 2-week ramp closure. Right lane closures for the night traffic will commence from 11:00 PM to 6:00 AM for the project as needed.

#### ***Off System, Ada County Highway District Seal Coats***

*Eric Shannon, Idaho Transportation Department – 334-8303*

The project was submitted to the Idaho Transportation Department Headquarters for advertisement on September 4, 2003 with an opening bid date of January 27, 2004.

Bids for this project were opened on January 27, 2004. The apparent low bidder is Kleopfer, Inc. of Paul, Idaho with a bid at approximately \$308,231.67.

#### ***SH-16, Improvement Study***

*Eric Shannon, Idaho Transportation Department – 334-8303*

The Idaho Transportation Department and the Federal Highway Administration are discussing whether or not the Federal Highway Administration will participate in funding frontage roads in currently undeveloped areas of this project. Federal Highway Administration suggested that the Idaho Transportation Department purchase all access to the highway rather than purchase land for future frontage roads. A recent cost estimate, however, shows that purchasing access would be the more expensive of the two options. The revised Cultural Report (4f and 106) is being

reviewed by the Idaho Transportation Department Headquarters. The remaining revised Environmental Discipline reports were sent back to the consultant for updating.

***SH-55, Eagle Road Traffic Study***

*Eric Shannon, Idaho Transportation Department – 334-8303*

A workshop will be held to develop an action plan for transforming Eagle Road into a “Technology Parkway”. Attendees will include specialists in the fields of Intelligent Traffic Systems, Landscape Architecture, and Context Sensitive Design. Staff members from Idaho Transportation Department, Ada County Highway District, and Community Planning Association will conduct the workshop. Other agencies participating in the workshop include staff members from the cities of Boise, Meridian, and Eagle.

***US-20/26, Cloverdale Road to Hewlett Packard Main Entrance and US-20/26, Hewlett Packard Main Entrance to Joplin Road***

*Eric Shannon, Idaho Transportation Department – 334-8303*

The right-of-way plans for these two projects have been approved by the Idaho Transportation Department Headquarters. The right-of-way acquisition is estimated to take approximately eight months. The Idaho Transportation Department District 3 received final design review plans and scheduled a review meeting for the month of February. Currently, the Cloverdale Road to Hewlett Packard Main Entrance project is scheduled for construction in fiscal year 2004. However, based on the anticipated right-of-way schedule, the Idaho Transportation Department District 3 will recommend delaying the Cloverdale Road to Hewlett Packard Main Entrance project until fiscal year 2005.

**CANYON COUNTY**

***I-84, Karcher Interchange, Nampa***

*Eric Shannon, Idaho Transportation Department – 334-8303*

The final design review was held January 28, 2004 and January 29, 2004. The right-of-way process is ongoing. The Idaho Transportation Department Headquarters’ Traffic section, and the Federal Highway Administration staff have concurred with the Idaho Transportation Department District 3’s recommendation to build a right-in only movement into the old Karcher Road rather than creating a cul de sac as previously proposed in the concept. The public involvement process revealed general public concern about the cul de sac option.

***I-84B, Garrity Boulevard, Nampa City Limits to Garrity Interchange***

*Eric Shannon, Idaho Transportation Department – 334-8303*

The contractor is waiting for better weather before finishing the soil nail walls. Excavation for the new lanes between the existing roadway and walls has been completed. The roadway has been paved with temporary paving to allow traffic usage of the outside lanes. Excavation has begun in the middle of Garrity Boulevard, which includes installing a sanitary sewer, storm drain, and water lines. Estimated completion of the utilities for this project is four weeks. The ballast section and temporary paving will follow this process.

**Middleton Road Bridge, Boise River (South of Middleton)**

Eric Shannon, Idaho Transportation Department – 334-8303

The 15 Mile Creek Bridge is now open to traffic. Deck placement on the Boise River Bridge is scheduled for completion in late February depending on weather. A detour has been developed to slow traffic to 25 mph.

**SH-55, Marsing Road to Sunnyslope Road**

Eric Shannon, Idaho Transportation Department – 334-8303

Stipulation of possession has been obtained for the last remaining right-of-way parcel to be obtained. A 4(f) environmental evaluation is required for the impacts to the Deer Flat Low Line canal. An existing farmstead site that was previously determined to be eligible for the National Historic Register is being re-evaluated and may also require a 4(f) environmental evaluation. The design consultant is currently working on the final revisions.

**Traffic Circulation**

Paul Raymond, City of Nampa - 468-4422

The City of Nampa is continuing the process of upgrading and coordinating the traffic signals in and around the downtown area.

**Roads to be Rebuilt 2003-2004**

Casey Bequeath, Canyon Highway District #4- 454-8135

**Road**

D&S Purple Sage Ranchettes – Ranch Road extension	.13 miles	
Middle Road, from Pride Lane to District Line	.50 miles	
Apricot Lane, from Pride Lane to Chicken Dinner Road	.50 miles	
Symms Road, from Chicken Dinner Road to the first corner	.50 miles	
Chicken Dinner Road, from Lowell Road to Symms Road	1.00 miles	
Foothill Road, from Blessinger Road to Kingsbury Road	1.00 miles	
Galloway Road, from Middleton Road to Cemetery Road	1.00 miles	
Lansing Lane, from State Highway 44 to Purple Sage Road	2.25 miles	
Can-Ada Road, from U.S. 20/26 to Ustick Road	2.00 miles	
Kimpton Acres Subdivision, from Cemetery Road to Purple Sage Road	<u>1.59 miles</u>	overlay
	<b>Total</b>	<b>9.47 miles</b>

**Bridgework**

Pride Lane	Mora Canal, 2 <sup>nd</sup> bridge south of Highway 55
Orchard Avenue	Phyllis Canal, east of Lake Avenue
Homedale Road	Deer Flat Caldwell Canal, west of 10 <sup>th</sup> Avenue
KCID Road	Box south of Linden Road
Midland Road	Mason Creek, 42’ south of Linden Road



# Community Planning Association of Southwest Idaho

## MEMORANDUM

**TO:** Community Planning Association Board of Directors

**FROM:** Toni Tisdale, Principal Planner

**DATE:** February 3, 2004

**RE:** Update on the Triennial Review

**Action Requested:**

None. Information only.

**Background:**

In the past, COMPASS has provided an annual self-certification to the Federal Highway Administration to ensure compliance with federal regulations. With Ada County's population surpassing 200,000 and obtaining Transportation Management Area (TMA) status, new regulations apply in addition to the annual self-certification. The Nampa Urbanized Area is also considered in the new certification criteria. Federal regulation requires inclusion of the entire planning area of the metropolitan planning organization.

The new certification process is completed every three years and is often referred to as a "Triennial Review." The certification review is intended to provide a formalized oversight of the day-to-day planning process throughout a metropolitan planning organization. Representatives of the Federal Highway Administration and the Federal Transit Administration conduct the review.

The federal representatives begin the certification review process with a notice in the Federal Register, followed by a letter to the agency requesting documentation of specific and very detailed information. The federal representatives then plan an on-site visit including an opportunity for public input in the review process. The on-site visit normally takes two to three days. No outcomes should be expected until the final report is presented. The entire process from the initial letter to the final report typically takes about six months. If there are complex or controversial issues, the review could take much longer.

Four rating options are available to the review team:

- Full certification – allows federally funded programs and projects of any type to be approved in the metropolitan transportation improvement program (TIP) over the next three years in accordance with the continuing planning process.
- Certification subject to specified corrective actions – allowing all projects to move forward in the process as the corrective actions are taken; this option may take the form of a temporary certification (six months or a year, rather than three years as under full certification).
- Limited certification – allowing only certain specified categories of program and project funding to move forward while corrective actions are being taken.
- Withheld certification – stopping federal approval of funding in whole or in part for funds that are “attributed” by formula for use in the metropolitan area until deficiencies in the planning process are corrected. The law states that any withheld funds be restored to the agency once corrective actions have been made.<sup>1</sup>

**Status:**

Staff expects the COMPASS compliance review to occur in the summer of 2005. Staff has started preparing for the review, to anticipate any necessary changes early enough to avoid a negative report.

In this memorandum, Board members were provided a very brief overview of the Triennial Review process; however, there is much more information available on the subject. Please let me know if you would like more detailed information about the Triennial Review.

pc: 601.01, 601.02

TT:MS:dw T:\600transup\605 Triennial\040203 BD TR update.doc

---

<sup>1</sup> *Improving Regional Transportation Decisions: MPOs and Certification*, A Discussion Paper Prepared for The Brookings Institution Center on Urban and Metropolitan Policy, Dr. Bruce D. McDowell, AICP, Intergovernmental Management Associates, , September 1999.



# Community Planning Association of Southwest Idaho

## MEMORANDUM

**TO:** Community Planning Association Board of Directors

**FROM:** Charles Trainor, Land Use Resources Director

**DATE:** February 11, 2004

**RE:** Review Memorandum of Understanding with ValleyRide Regarding Transit Planning

### Action Requested:

No action is requested this month. Please review the attached Memorandum of Understanding with ValleyRide regarding transit planning. This Memorandum of Understanding is needed to clarify each agency's roles, minimizing duplication of effort and maximizing utilization of planning funds. This item will come back to the Board in March for adoption.

### Background:

Community Planning Association, as the MPO for the Boise and Nampa Urbanized Areas, receives federal funding under PL and 5303 grants, collectively referred to as Consolidated Planning Grant funds (CPG) to support transportation planning activities. While COMPASS IS the only authorized recipient of these funds, transit providers may use them to support transit-planning activities under agreement with the MPO.

ValleyRide is the duly established entity for providing and coordinating public transportation services in Ada and Canyon Counties under Idaho Code 40-21. As such, ValleyRide is encouraged under FTA regulations to participate in the MPO process, and the MPO process must include representation by the transit providers on its policy board and technical committees.

Federal regulations under 23 CFR 450.10b state that "There shall be an agreement between the MPO and operators of publicly owned transit services which specifies cooperative procedures for carrying out transportation planning (including corridor and subarea studies) and programming as required by this subpart." The Unified Planning Work Program (UPWP) is the nexus for cooperative planning. All significant transportation planning activities must be included in the UPWP, regardless of funding source.

Finally, 5307 funds may be used for planning activities under guidelines promulgated by FTA. Both ValleyRide and COMPASS have used 5307 funds for planning. One stipulation by FTA is

that such funding be "...for technical studies of special interest to the operator, such as maintenance plan development, operational service planning, and management and operation planning studies; for example, the public transportation management system" rather than routine MPO planning activities.

**Status:**

The attached Memorandum of Understanding addresses these requirements and issues. It has been developed between COMPASS and ValleyRide staff.

The Board is requested to review the Memorandum of Understanding, which will be presented to the Board in March for approval. ValleyRide staff will seek the approval of the ValleyRide Board concurrently.

Attachment

CT: T:\600transup\601transup\Federal\mou\_04\_02\_memo.doc

File 601.01 Transportation Support - Ada  
601.02 Transportation Support - Canyon

1 **MOU04-02**

2 **Memorandum of Understanding**

3 **Transit Planning Responsibilities and Coordination within Ada and Canyon Counties**

4  
5 The Community Planning Association of Southwest Idaho, a joint powers entity, hereinafter  
6 referred to as “COMPASS”, and ValleyRide, the authorized regional public transportation  
7 authority, hereinafter referred to as “ValleyRide”, hereby enter into this Memorandum of  
8 Understanding (MOU) in accordance with Section 23 CFR 450.10b of the United States Code of  
9 Federal Regulations.

10  
11 The purpose of this MOU is to identify and define the process by which COMPASS and  
12 ValleyRide will coordinate and conduct public transportation planning within Ada and Canyon  
13 Counties.

14  
15 This MOU supersedes and replaces any existing memorandums of understanding, except for the  
16 elements that may be incorporated by reference elsewhere in this MOU.

17 **Basis for Organization and Boundaries**

18  
19 **1.1 Basis for Organization**

20  
21  
22 COMPASS is the single Metropolitan Planning Organization (MPO) designated by the Governor  
23 of Idaho for the Boise and Nampa Urbanized Areas encompassing northern Ada County and the  
24 expanded urbanized area in Canyon County, including the Cities of Nampa, Caldwell and  
25 Middleton. COMPASS has legal status as a joint powers entity in accordance with Chapter 23  
26 Title 67 Idaho Code.

27  
28 ValleyRide is the duly established entity for providing and coordinating public transportation  
29 services in Ada and Canyon Counties under Idaho Code 40-21. It was established following a  
30 public referendum in November 1998. IC 40-21 gives ValleyRide exclusive jurisdiction  
31 regarding the coordination of public transportation services within Ada and Canyon Counties.  
32 ValleyRide is the sole designated recipient for Section 5307 funding for the Boise and Nampa  
33 Urbanized Areas.

34  
35 **1.2 Ability to Contract and Receive Grants**

36  
37 COMPASS is empowered to make and enter into contracts in its own name and to accept grants,  
38 gifts, donations and other monies to carry out its purpose and functions. These powers are  
39 authorized under Chapter 23, Title 67 of Idaho Code and the Second Restated and Amended  
40 Joint Powers Agreement and Articles of Reformation and Organization of the Community  
41 Planning Association of Southwest Idaho, a Nonprofit Association, dated November 15, 1999.

42  
43 ValleyRide is empowered under Chapter 21, Title 40 of Idaho Code (40-2108) to raise and  
44 expend funds and to enter into contracts.

45  
46 **1.3 Planning Area Boundaries**

47  
48 The area covered by this agreement shall include the entire area of Ada and Canyon Counties,  
49 including all municipalities in the two counties.

1 **Funding for Public Transportation Planning**

2 **2.1 Consolidated Planning Grant**

3 The United States Department of Transportation (USDOT), under Title 23 U.S.C. and Title 49  
4 U.S.C., provides funds for transportation planning activities within metropolitan planning areas.  
5 Metropolitan planning funds from Title 23 (the Federal Highways Administration {FHWA}  
6 planning program {PL}) and Title 49 (the Federal Transit Administration {FTA} Section 5303  
7 program) may be consolidated together to create a single, more flexible category of planning  
8 funds. When funds are thereby consolidated, the resulting funding is titled a Consolidated  
9 Planning Grant (CPG). COMPASS is the designated MPO to accomplish transportation planning  
10 activities and has elected, in coordination with the Idaho Transportation Department (ITD), to  
11 consolidate PL and Section 5303 funds.

12 FTA, through ITD as the designated State agency responsible for administering CPG funds, will  
13 make available CPG funds for transportation planning and programming tasks, administrative  
14 tasks and products as outlined in an approved Unified Planning Work Program/Budget (UPWP)  
15 for the given year. COMPASS will receive the apportionment for both the Nampa and Boise  
16 Urbanized areas, and said apportionments will be separately identified in COMPASS' UPWP.

17  
18 **2.2 Use of Section 5307 Funds For Planning**

19  
20 Urbanized Area Formula Program funds, commonly referred to as Section 5307 funds, are  
21 available for contracts and grants for the planning, engineering design and evaluation of transit  
22 projects and for other technical transportation-related studies. Eligible activities include, but are  
23 not limited to, studies relating to management, operations, capital requirements and economic  
24 feasibility; preparation of engineering and architectural surveys, plans and specifications;  
25 evaluation of previously funded projects; and other similar or related activities prior to and in  
26 preparation for the construction, acquisition, or improved operation of transit systems, facilities,  
27 and equipment. Planning assistance is available at the 80/20 Federal/local share ratio.

28  
29 The basic comprehensive transportation planning program--including pass-through to transit  
30 operators for work activities best performed by the operators--should continue to be funded  
31 through the FTA formula planning program, Metropolitan Planning, authorized by Title 49  
32 U.S.C. Section 5303. However, Section 5307 funds may be used to supplement these planning  
33 activities. Use of Section 5307 funds is encouraged for technical studies of special interest to the  
34 operator, such as maintenance plan development, operational service planning, and management  
35 and operation planning studies when Section 5303 is insufficient to meet such needs. Similarly,  
36 where a high-cost study is proposed, such as one for major capital investments, Section 5307  
37 funds may be used to supplement available Section 5303 and PL funds.  
38

1 **Metropolitan Planning Documents and Required Activities**

2  
3 **3.1 Long-Range Regional Transportation Plan**

4  
5 COMPASS will prepare a Regional Long-Range Transportation Plan (RLTP) in accordance with  
6 Title 23 USC 134(g), 23 CFR 450 and 49 CFR 5303(f). The RLTP will be directed at achieving a  
7 coordinated and balanced metropolitan and regional intermodal transportation system. The RLTP  
8 will be developed with full cooperation and participation of all affected or interested agencies,  
9 including ValleyRide, member agencies, air quality agencies, the public, and the private sector.  
10 The RLTP must be financially constrained, have a minimum of a 20-year planning horizon, meet  
11 required schedule for updating, and meet Air Quality conformity determinations within Northern  
12 Ada County (due to its status as a former non-attainment area).  
13

14 **Coordination**

15 To achieve these ends, COMPASS and ValleyRide will each inform and invite participation by  
16 the other in their various planning activities. The UPWP will identify the review and approval  
17 process needed to achieve consistency between ValleyRide’s plans and studies and the goals and  
18 objectives in the RLTP.  
19

20 If needed to ensure consistency between the RLTP and a plan or study prepared by ValleyRide, a  
21 joint panel of COMPASS and ValleyRide Board members may be convened to make  
22 recommendations to the respective Boards.  
23

24 **3.2 Unified Planning Work Program/Budget (UPWP)**

25  
26 COMPASS will prepare an annual UPWP in cooperation with ValleyRide. The purpose of the  
27 UPWP is to serve as a work plan to identify, guide, and manage transportation planning activities  
28 and to identify planning priorities facing the metropolitan area. The UPWP will document  
29 planning activities to be performed with funds provided under Title 23, U.S.C. and Title 49,  
30 U.S.C. Additionally, the UPWP must contain all significant transportation planning projects,  
31 regardless of funding source or agency conducting such studies. COMPASS will include all such  
32 projects whether funded by CPG, Section 5307, STP, other federal programs, state, or local  
33 funds. FTA Circular C 8100.1B states that the level of detail for projects funded by other sources  
34 should be the same as that for work elements or activities for which CPG assistance is sought.  
35

36 COMPASS may, from time to time, submit amendments to the UPWP to reflect changes in local  
37 priorities, add/delete funds and/or projects or adjust project costs. The annual UPWP, as  
38 amended, shall be the official COMPASS budget for the fiscal year. COMPASS will provide an  
39 annual schedule with monthly deadlines for submitting requests for UPWP amendments.  
40

41 **Coordination**

42  
43 COMPASS and ValleyRide will meet and agree on a UPWP calendar with critical milestones  
44 and the acceptable format for ValleyRide to submit project information that will need to be  
45 incorporated into the UPWP. Annually, the COMPASS Board will approve a process that  
46 includes these milestones. This process will include early opportunities for COMPASS and  
47 ValleyRide to discuss public transportation planning needs for the next fiscal year, define  
48 planning responsibilities, expected products, and estimated costs.  
49

50 During preparation of the draft UPWP, COMPASS will solicit planning projects for CPG funds.  
51 This process will identify lead agencies for each project and whether funding will be passed  
52 through COMPASS to the lead agency.  
53

1 COMPASS and ValleyRide will coordinate during the UPWP process on the need for 5307 funds  
2 to supplement CPG funds for planning projects. Determination of need will be based on the  
3 adequacy of CPG funds to cover the costs of the required transportation planning program  
4 activities of COMPASS and the costs of any proposed special studies. The projects funded with  
5 5307 will be consistent with the guidance in FTA Circular C9030.1C.  
6

7 COMPASS and ValleyRide will enter into project agreements for each project to be funded by  
8 pass-through CPG and other pass-through federal funds regarding financial reporting and  
9 controls, including details and supporting documentation needed in invoices.  
10

### 11 **3.3 Congestion Management System Plan (CMS)**

12  
13 Federal transportation regulations require that the Metropolitan Planning Process in a TMA  
14 include a Congestion Management System (CMS). Furthermore, “in nonattainment TMAs, any  
15 proposed project that would result in a significant increase in capacity for single occupancy  
16 vehicles (SOVs), such as adding general purpose lanes to an existing highway or constructing a  
17 new highway, must be analyzed to assure that travel demand reduction and operational  
18 management strategies cannot fully satisfy the need for additional capacity.”  
19

20 CMS is a systematic approach to improving existing and future traffic congestion. A CMS  
21 includes (a) identification of transportation facilities that are experiencing or projected to  
22 experience congestion; (b) devising strategies to minimize congestion; development of a realistic  
23 implementation plan, and (c) monitoring regularly the performance of the transportation system  
24 to evaluate the effectiveness of implemented strategies.  
25

#### 26 **Coordination**

27 ValleyRide participates as a voting member in the Congestion Management Team, which is  
28 preparing a congestion management plan to implement CMS in the region. ValleyRide will be  
29 provided opportunities to participate in the on-going evaluation of the CMS and the  
30 determination of project prioritization and congestion mitigation strategies at a level equal to  
31 other implementing agencies.  
32

### 33 **3.4 Metropolitan Transportation Improvement Program**

34  
35 COMPASS, in cooperation with ValleyRide and other affected transportation service providers, will  
36 develop a Transportation Improvement Program (TIP) for both the Boise and Nampa urbanized areas  
37 in accordance with Title 23 U.S.C. 134(h) and Title 49 U.S.C. Section 5304. The TIP will be  
38 consistent with the RLTP and meet air quality conformity requirements in Ada County. Once  
39 adopted, the TIP will be updated at least once every two years. The preparation of the TIP will  
40 involve community interest groups and will include reasonable opportunity for public comment.  
41

#### 42 **Coordination**

43 ValleyRide participates in the TIP process as a member of the Regional Transportation Advisory  
44 Committee and as a member of the COMPASS Board. The TIP process provides opportunity for  
45 ValleyRide to recommend projects and comment upon projects proposed by others.  
46

47 ValleyRide agrees to follow procedures and protocols adopted by the COMPASS Board of  
48 Directors regarding TIP development and amendments. COMPASS agrees to develop the time  
49 schedule in cooperation with ValleyRide to assure that key milestones can be met within the  
50 meeting structure of each board.  
51

1  
2 **Coordination Guidelines**  
3

4 COMPASS and ValleyRide will establish the lead agency responsibility for transit planning  
5 activities and the role for the remaining entity, along with other public and private entities, during  
6 the UPWP process. As a general guide, the following principles are to be used:  
7

8 **4.1 Short-range Service planning (1-3 year time frame)**  
9

10 ValleyRide will be the lead agency for short-range service planning with COMPASS providing  
11 support as requested. Such projects are typically related to operations planning and  
12 implementation and do not generally involve system-wide or long-term changes. The COMPASS  
13 Board will receive status reports as needed but will have no approval role regarding the products.  
14 The ValleyRide Board will retain sole approval power on such products. Examples of such short-  
15 range projects include:

- 16 • Route changes
- 17 • Transit stop locational studies
- 18 • Market plans focused on promoting existing and proposed services
- 19 • Ridership and other surveys
- 20 • Capital and equipment related to service implementation

21  
22 **4.2 Transit Development Plan (3-5 years)**  
23

24 ValleyRide will be the lead agency for developing a Transit Development Plan (TDP) focusing  
25 on planning/design of specific routes and new services, evaluating the need for facilities, rolling  
26 stock and equipment, fare policies, and other medium-range policies.  
27

28  
29 **4.3 Other public transportation planning (3-5 years)**  
30

31 Lead agency status for other planning projects will be specified in the UPWP.  
32 COMPASS will participate as needed in public transportation planning projects along  
33 with other agencies. The COMPASS Board and the ValleyRide Board will have joint review and  
34 approval power when needed to assure consistency with the RLTP. Examples of such medium-  
35 range projects include:

- 36 • Financial capacity evaluations
- 37 • Corridor planning for fixed-guideway systems as identified in the RLTP

38  
39 Preparation and approval of the TIP will remain within COMPASS.  
40

41 **4.3 Long-range issues (6-20+ years)**  
42

43 The major product is the RLTP. Goals are established in the RLTP that will affect medium-range  
44 planning and programming documents such as the TDP. COMPASS is responsible for long-  
45 range transportation planning activities and for developing and maintaining the travel demand  
46 model. The ValleyRide Board as part of the MPO process will review plans, but the COMPASS  
47 Board will have sole authority to approve the plans. Examples of long-range projects include:

- 48 • Long-range regional transportation plans required in urbanized areas
- 49 • Preparation of land use and demographic forecasts
- 50 • Major investment studies or similar studies

1 **General Provisions**

2  
3 **5.1 Amendment**

4  
5 The establishment of this MOU constitutes an understanding, expression of desire for, and a  
6 means of accomplishing the general requirement for a comprehensive transportation planning  
7 process in COMPASS' area. This MOU is valid until terminated or changed through written  
8 agreement between the parties. Either party can propose changes at any time. Any changes to one  
9 or more of the terms and conditions of this MOU shall not be valid unless made in writing and  
10 agreed to by all parties prior to change implementation. Additional terms and conditions may be  
11 incorporated as amendments or addenda as may be jointly determined by ValleyRide and  
12 COMPASS, provided such agreements are consistent with the purpose of this MOU and agreed  
13 to in writing with the effective date.  
14

15 **5.2 Termination**

16  
17 The parties understand that the purpose of this MOU is to establish, on a part of both parties and  
18 the members of local government of COMPASS, a single transportation planning process to  
19 serve the interests of all government agencies with responsibilities in the region. Either party may  
20 terminate this understanding upon notice of the other by providing notice at least thirty (30) days  
21 prior to the effective date of termination and specifying the effective date of termination.  
22

23 **5.3 Remedies**

24  
25 Action inconsistent with the MOU terms of conditions shall be grounds for termination of the  
26 MOU by the other party upon serving appropriate notice to that effect.  
27

28 **5.4 Limitations**

29  
30 The following limitations shall apply:

- 31 • Nothing in this Memorandum of Understanding between ValleyRide and COMPASS  
32 shall be construed as limiting or expanding the statutory or regulatory responsibilities of  
33 any involved individual in performing functions granted to them by law; or as requiring  
34 either entity to expend any sum in excess of its respective appropriation.
- 35 • Each and every provision of this memorandum is subject to the laws and regulations of  
36 the State of Idaho and the United States.
- 37 • Nothing in this Memorandum of Understanding shall be construed as expanding the  
38 liability of either party. In the event of a liability claim, each party shall defend their own  
39 interests.
- 40 • Neither party shall be required to provide indemnification of the other party except as  
41 herein stated.
- 42 • Provisions concerning lead agency authority will be waived for projects underway by  
43 either party at the time of this agreement. Review and approval processes for such  
44 projects will be considered on a case-by-case basis.  
45

1 IN WITNESS WHEREOF, the parties hereto have caused this MOU to be executed by their  
2 respective officers, duly authorized:

3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26

**For ValleyRide**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chair, Board of Directors

\_\_\_\_\_  
Attest

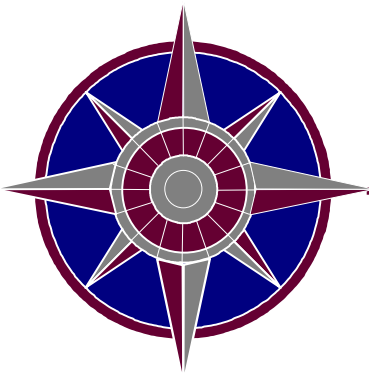
**For the Community Planning Association of Southwest Idaho**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chair, Board of Directors

\_\_\_\_\_  
Attest

T:\900supsvs\Agreements\MOU04-02\_transit\_planning\_draft.doc



# Community Planning Association of Southwest Idaho

<b>2004 COMPASS BOARD MEETING DATES/LOCATIONS</b> (COMPASS Board meetings are scheduled for the third Monday of each month unless the third Monday is a holiday, then they move to the fourth Monday. Meetings are scheduled to start at 1:30 p.m.)	<b>2004 COMPASS EXECUTIVE COMMITTEE MEETING DATES/LOCATIONS</b> (Executive Committee meetings are scheduled nineteen calendar days before Board meetings. Meetings are scheduled to start at 1:30 p.m., unless it is the first Wednesday of the month, then the meetings start at 3:30 p.m.)	<b>2004 COMPASS FINANCE COMMITTEE MEETING DATES/LOCATIONS</b> (Finance Committee meetings are scheduled on the Friday before each monthly COMPASS Board meeting. Meetings are scheduled to start at 2:30 p.m.)
January 26, 2004 @ 1:30 p.m. Boise City Hall  February 23, 2004 @ 1:30 p.m. Canyon County Courthouse  March 15, 2004 @ 1:30 p.m. Ada County Courthouse  April 19, 2004 @ 1:30 p.m. Canyon County Courthouse  May 17, 2004 @ 1:30 p.m. Ada County Courthouse  June 21, 2004 @ 1:30 p.m. Canyon County Courthouse  July 19, 2004 @ 1:30 p.m. Ada County Courthouse  August 16, 2004 @ 1:30 p.m. Canyon County Courthouse  September 20, 2004 @ 1:30 p.m. Ada County Courthouse  October 18, 2004 @ 1:30 p.m. Canyon County Courthouse  November 15, 2004 @ 1:30 p.m. Ada County Courthouse  December 20, 2004 @ 1:30 p.m. Canyon County Courthouse	January 7, 2004 @ 3:30 p.m. COMPASS Conference Room  February 4, 2004 @ 3:30 p.m. COMPASS Conference Room  February 25, 2004 @ 1:30 p.m. COMPASS Conference Room  March 31, 2004 @ 1:30 p.m. COMPASS Conference Room  April 28, 2004 @ 1:30 p.m. COMPASS Conference Room  June 2, 2004 @ 3:30 p.m. COMPASS Conference Room  June 30, 2004 @ 1:30 p.m. COMPASS Conference Room  July 28, 2004 @ 1:30 p.m. COMPASS Conference Room  September 1, 2004 @ 3:30 p.m. COMPASS Conference Room  September 29, 2004 @ 1:30 p.m. COMPASS Conference Room  October 27, 2004 @ 1:30 p.m. COMPASS Conference Room  December 1, 2004 @ 3:30 p.m. COMPASS Conference Room	February 18, 2004 @ 2:00 p.m. COMPASS Conference Room  March 12, 2004 @ 2:30 p.m. COMPASS Conference Room  April 16, 2004 @ 2:30 p.m. COMPASS Conference Room  May 14, 2004 @ 2:30 p.m. COMPASS Conference Room  June 18, 2004 @ 2:30 p.m. COMPASS Conference Room  July 16, 2004 @ 2:30 p.m. COMPASS Conference Room  August 13, 2004 @ 2:30 p.m. COMPASS Conference Room  September 17, 2004 @ 2:30 p.m. COMPASS Conference Room  October 15, 2004 @ 2:30 p.m. COMPASS Conference Room  November 12, 2004 @ 2:30 p.m. COMPASS Conference Room  December 17, 2004 @ 2:30 p.m. COMPASS Conference Room