



Community Planning Association of Southwest Idaho

**Community Planning Association of Southwest Idaho
Board of Directors Meeting
May 17, 2004
Ada County Courthouse
Boise, Idaho**

*****MINUTES*****

ATTENDEES:

A.J. Balukoff, Independent School District of Boise City
David Bieter, Mayor, City of Boise
Keith Bird, Councilman, City of Meridian
Vernon Bisterfeldt, Councilman, City of Boise
Clair Bowman, Executive Director, Community Planning Association, Ex-Officio
Alan Brock, Commissioner, Golden Gate/Notus-Parma Highway Districts
Tom Dale, Mayor, City of Nampa, **Secretary/Treasurer**
Tammy de Weerd, Mayor, City of Meridian, **Vice-Chair**
Mark Dunham, Boise State University
Susan Eastlake, Commissioner, Ada County Highway District
David Eberle, Councilman for Elaine Clegg, Councilwoman, City of Boise
Ted Ellis, Mayor, Garden City
Kelli Fairless, ValleyRide
Bob Flowers, Mayor, City of Parma, **Chair-Elect**
John Franden, Commissioner, Ada County Highway District
Kathy Holley, Central District Health, Ex-Officio
Phil Kushlan, Capital City Development Corporation
Todd Lakey, Commissioner, Canyon County
Jeff Lang, Councilman, City of Kuna
Pamela Lowe, Idaho Transportation Department
Mike McGown, Idaho Department of Environmental Quality, Ex-Officio
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
Fred Tilman, Commissioner, Ada County
Mike Vuittonet, Joint School District #2
Dave Wynkoop, Commissioner, Ada County Highway District
Rick Yzaguirre, Commissioner, Ada County

MEMBERS ABSENT: Matt Beebe, Commissioner, Canyon County
Gordon Law, City of Caldwell
Ralph Little, Commissioner, Canyon Highway District #4
Martin Thorne, Councilman, City of Nampa
Robert Vasquez, Commissioner, Canyon County

OTHERS: Beth Baird, City of Boise
Nancy Brecks, Community Planning Association
James Grunke, Boise Metro Area Economic Development Council
Leonard Herr, Idaho Department of Environmental Quality
Don Kostelec, Ada County Highway District
Kathleen Marie Lacey, City of Boise
Bob Little, Garden City Police Department
Patricia Nilsson, Community Planning Association
Dean Obray, Mayor, City of Kuna
June Ramsdell, Idaho Department of Environmental Quality
Jade Riley, City of Boise
Terri Schorzman, Community Planning Association
J. Schweitzer, Ada County Highway District
Hal Simmons, City of Boise
Matt Stoll, Community Planning Association
Toni Tisdale, Community Planning Association
Charles Trainor, Community Planning Association
Jeanne Urlezaga, Community Planning Association
Jay Witt, Community Planning Association

CALL TO ORDER

Chair Judy Peavey-Derr called the meeting to order at 1:30 p.m.

OPEN DISCUSSION/ANNOUNCEMENTS

Chair Peavey-Derr announced Clair Bowman's retirement and read for the record his letter stating his intention to retire no later than April 2005, but he may choose with the Board's concurrence to leave earlier than next April. Contact Nancy Brecks at COMPASS for a copy of the letter in its entirety. Judy stated that the Board officers met on Thursday, May 13, 2004, to discuss one agenda item: Clair's tenure with COMPASS and the process to seek his replacement. Garret Nancolas was unable to attend, but was invited as immediate past Board Chair. Judy read for the record the process that will be followed to seek Clair's replacement through a national search:

1. We agreed to work with Clair to effect a smooth leadership transition.
2. Since a search for an Executive Director can take several months, we thought the search should start immediately.
3. Hence, we suggested adding this item to today's Board meeting agenda.

4. We propose a six-person selection committee made up of the four Board officers, the immediate past Board Chair and a representative of the highway districts. We suggest that John Franden, as President of the Ada County Highway District, be the highway districts' representative, joining Judy Peavey-Derr, Bob Flowers, Tammy de Weerd, Tom Dale and Garret Nancolas.
5. We intend to have a job description and position announcement agreed to by the selection committee within two weeks.
6. We intend to post the job announcement on COMPASS' website and on other selected national organizations' websites, including at least the National Association of Regional Councils, the Association of Metropolitan Planning Organizations and the American Planning Association.
7. We intend to e-mail the position announcement to selected Metropolitan Planning Organizations throughout the US by June 4.
8. We intend to publish notice of the position availability in several northwest regional newspapers.
9. Applications would be accepted until approximately June 25th.
10. Preliminary screening by the selection committee would be completed by July 2 with the identification of a group of at least three candidates to be interviewed.
11. Interviews would be scheduled during approximately the week of July 19th.
12. Negotiation of a letter agreement with the preferred candidate and an effective starting date would be targeted for completion by the end of the first week in August.

Judy stated that the Board officers request the Board's concurrence with the makeup of the selection committee and the intended schedule. She stated that Garret was appointed as the chair of the committee.

Dave Wynkoop moved and Nancy Merrill seconded to add to the agenda for action the request from the Board officers for a discussion on proceeding with a selection committee and the intended schedule. Motion passed unanimously.

Dave Wynkoop moved and Nancy Merrill seconded to approve the process for the selection of a new Executive Director in accordance with the contents of the memorandum as read into the record. Motion passed unanimously.

Charles Trainor announced that the Idaho Department of Health and Welfare is soliciting letters of intent due by May 31, 2004, from governments who are interested in pursuing a "Steps to a Healthier U.S." grant. Copies of the announcement were distributed to Board members.

CONSENT AGENDA

- A. Approve April 19, 2004, COMPASS Board Meeting Minutes**
- B. Receive Approved March 31, 2004, Executive Committee Meeting Minutes and April 7, 2004, Executive Committee Conference Call Minutes**
- C. Received Approved March 12, 2004, Finance Committee Meeting Minutes.**

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

ACTION ITEMS

- A. Approve Revision in the Regional Technical Advisory Committee Bylaws**

Toni Tisdale reviewed the revised Regional Technical Advisory Committee Bylaws.

Chair Peavey-Derr directed staff to distribute an attendance list of Regional Advisory Committee members to the member agencies for review. Matt Stoll added that a monthly attendance status report would be provided in the Executive Director's Report in the COMPASS Board packets.

After discussion, **Nancy Merrill moved and Tammy de Weerd seconded approval of the revision in the Regional Technical Advisory Committee Bylaws as presented by staff. Motion passed unanimously.**

B. Reconfirm Members of Standing Committees

Clair Bowman stated staff is requesting this item be delayed until the June 21, 2004, Board meeting.

C. Approve Amendment to the FY2004-2008 Transportation Improvement Programs – ValleyRide (Northern Ada County and Nampa Urbanized Area)

Patricia Nilsson presented the amendment to the FY2004-2008 Transportation Improvement Programs.

After discussion, **Bob Flowers moved and Tom Dale seconded approval of the amendment to the FY2004-2008 Transportation Improvement Programs – ValleyRide (Northern Ada County and Nampa Urbanized Area) as presented. Motion passed unanimously.**

D. Establish an Updated COMPASS Board Policy for Transportation Related Air Quality Efforts

Matt Stoll presented a proposed COMPASS Air Quality Mission statement and objectives for transportation related air quality efforts.

After discussion, **Tammy de Weerd moved and Nancy Merrill seconded to form a committee to revise the proposed COMPASS Air Quality Mission statement as proposed by staff. Motion passed unanimously.**

Nancy Merrill, David Eberle, Garret Nancolas, and Vern Bisterfeldt volunteered to sit on the committee.

DISCUSSION/INFORMATION

A. Status Report - Finance Committee Update

Susan Eastlake reported the Finance Committee had made revisions to the Finance Committee Bylaws, the COMPASS Finance Manual and had approved a special members dues structure at its May 14, 2004, meeting.

Dave Bieter requested Boise City Councilwoman Elaine Clegg be added as a member of the Finance Committee. Chair Peavey-Derr directed that the request be submitted in writing to the Finance Committee.

B. Review the Idaho Transportation Department District 3's Requested and Proposed Project List for Funding in Northern Ada County and Nampa Urbanized Area

Matt Stoll reviewed the purpose of the item. Matt highlighted Pam Lowe's request for Idaho Transportation Department staff to present details of several key projects at the June 21st COMPASS Board meeting.

C. Review Transportation Study Coordination

Charles Trainor discussed the status and future direction of the transportation study coordination effort. The Regional Technical Advisory Committee will develop a matrix of key dates and project summaries will be posted on the COMPASS website with links to agencies' websites responsible for each project.

ADJOURNMENT

Bob Flowers moved and Dave Wynkoop seconded to adjourn the meeting at 2:45 p.m. Motion passed unanimously.

Dated this 21st day of June 2004.

APPROVED:

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

ATTEST:

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

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