

Community Planning Association of Southwest Idaho

COMMUNITY PLANNING ASSOCIATION
EXECUTIVE COMMITTEE MEETING
January 7, 2004– 3:30 pm
800 S. Industry Way, Suite 100, Meridian, Idaho

****AGENDA****

- * **A. Approve November 24, 2003, Executive Committee Meeting Minutes**
A copy of the draft minutes is attached. (5 minutes)

- * **B. Establish January 26, 2004, COMPASS Board Meeting Agenda**
Staff's proposed agenda items for the regularly scheduled January meeting are attached. (15 minutes)

- * **C. Implement a Method to Identify Smaller Cities' Representatives on the Executive Committee for 2004**
The attached memorandum provides a staff recommendation for how to identify 2004 nominees for the smaller cities' representatives on the Executive Committee. (5 minutes)

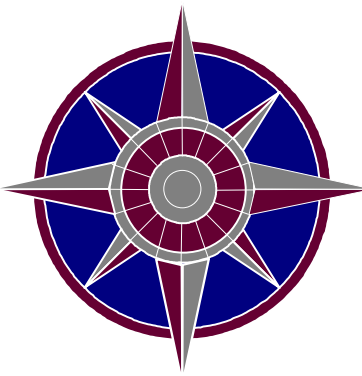
- D. Establish a February Board Education and Relationships Workshop**
Incoming Board Chair, Judy Peavey-Derr, recently proposed to staff that COMPASS set aside a day in February or March to have a full-day, facilitated workshop to improve Board members' understanding of COMPASS and to continue efforts to establish effective working relationships among Board members. Unbeknownst to Judy, staff was working on a similar proposal. Judy will review both ideas with the Executive Committee and seek formal establishment of such a meeting and direction to staff to engage a facilitator to implement it. (20 minutes)

- * **E. Reconsider Proposed Language Regarding Status of Boise State University, the Idaho Transportation Department and ValleyRide for Intra-County Voting**
The Executive Committee, at its last meeting, directed staff to prepare language for a Bylaws amendment that would not permit Boise State University, the Idaho Transportation Department or ValleyRide to vote on Intra-County votes at COMPASS Board meetings. The attached memorandum provides a retrospective assessment that this may have unintended consequences and requests further discussion of the matter. (10 minutes)

- * F. Consider a Staff Proposal to Reduce Complexity and Length of Board Packets**
Staff has, at the Executive Committee's direction, been considering alternative ways to reduce the size of Board packets and the postage requirements to mail them. A specific set of proposals is outlined in the attached memorandum. (10 minutes)
- G. Review Progress on Idaho Transportation Department Proposals**
The Department's proposal, adopted at the October 20th COMPASS Board meeting, is progressing as two separate proposals: 1) Access to I-84 at Ten Mile Road; and 2) 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. Matt Stoll will be present to discuss status of both projects, funding for them, and a specific proposal being readied by staff for consideration at the January Board meeting. (15 minutes)
- * H. Review Legal Opinion Regarding Electronic Meeting Potential**
Ken McClure provided a written assessment of his advice that the State of Idaho's recently implemented electronic meeting law applies to COMPASS' Board and committee meetings. A copy of that opinion is attached. (5 minutes)
- I. Other (5 minutes)**
- J. Adjourn (5:00 p.m.)**

*** Enclosure**

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Community Planning Association of Southwest Idaho

**Community Planning Association of Southwest Idaho
COMPASS Executive Committee
November 24, 2003
COMPASS Conference Room**

*****Minutes*****

ATTENDEES: Clair Bowman, Executive Director, Community Planning Association
Keith Bird, Councilman, for Bob Corrie, Mayor, City of Meridian, **Secretary/Treasurer**
Tom Dale, Mayor, City of Nampa
Gail Glasgow, Mayor, City of Star
Sherry Huber, Commissioner, Ada County Highway District
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**
Carolyn Terteling-Payne, Mayor, City of Boise

MEMBERS ABSENT: Bob Flowers, Mayor, City of Parma, **Vice-Chair**

OTHERS: Nancy Brecks, Community Planning Association
Tammy de Weerd, Councilwoman, City of Meridian
Randy Kyrias, ValleyRide
Hal Simmons, City of Boise
Dennis Stegenga, Councilman, City of Star
Matt Stoll, Community Planning Association
Cindy Thiel, Community Planning Association
Jeanne Urlezaga, Community Planning Association

CALL TO ORDER

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

APPROVE AGENDA

Tom Dale moved and Frank McKeever seconded approval of the November 24, 2003, Executive Committee meeting agenda as presented. Motion passed unanimously.

A. Approve October 29, 2003, Executive Committee Meeting Minutes

Frank McKeever moved and Tom Dale seconded to approve the October 29, 2003, Executive Committee meeting minutes as presented. Motion passed unanimously.

B. Establish December 15, 2003, COMPASS Board Meeting Agenda

Clair reviewed staff proposed agenda Items 1-20 for the December 15, 2003, COMPASS Board meeting.

Clair noted that Item 11 – Adopt Proposed Change in Language to the Bylaws Article III Section 2. Authority to Vote-included actions to ensure Board members who are not appointed to a subcommittee cannot vote at the subcommittee meetings. It also addresses termination of membership, or actions to take in that direction, when a member does not pay dues. There was discussion of whether a member would be required to pay prior years delinquent dues to be considered current, and whether the member should be allowed to receive benefits free of charge such as mapping services, which are included in membership dues. Staff was directed to include wording in the amendment to the Bylaws to the effect that, if a member's dues are not current, members will be charged for services such as mapping. This item would be presented as an Information item at the December 15th meeting thereby providing notice of intent to take action to amend the Bylaws at the January 26th meeting.

Item 12 – Approve Memorandum of Understanding with the Idaho Transportation Department Regarding Metropolitan Planning. This was changed to an Information Item in December with action being requested in January.

Item 15 – Consider Two Alternate Staff Suggestions for Reprogramming the Remainder of FY2003 STP-Urban (Ada) Funds. This will be discussed by Ada County members at a separate meeting to be scheduled immediately after the December 15, 2003, Board meeting.

Item 16 – Establish a Board Position on a Five-Mile Interchange for the Three Cities River Crossing Study. Staff was directed to prepare a letter for Chair Nancolas' signature, requesting official clarification from Scott Frey confirming that the Federal Highway Administration would not approve the Five Mile Interchange based on cost restraints according to the Washington Group's findings.

Item 19 – Consider Establishing an Emission Trading Program. This was postponed until the January 26, 2003, Board meeting so that new Board members can be present for the discussion.

An Information Item was added as Item 20-A to allow Kate Kelly of the Department of Environmental Quality to present a draft response plan for air quality emergencies. Staff was directed to review the plan for costs to and involvement of COMPASS before any action by the COMPASS Board. The letter also would express to the Department of Environmental Quality the Executive Committee's concern that neither the COMPASS Board nor staff was involved in the development of the plan.

An Executive Session for personnel issues was added to the December agenda as Item 20-B.

Item 22 – Confirm New Board Officers: Chair, Chair-Elect, Vice-Chair. Elect Secretary-Treasurer. Clair stated the Bylaws address that the Board officers rotate between the counties, but it does not address whether Board officer positions are based on the person or the entity. **Tom Dale moved and Gail Glasgow seconded that notice be given to amend the Bylaws to memorialize that Board officer positions alternate between counties and the position is based on the person not the entity.**

A roll call vote was called for. The following Executive Committee members were present and voted yea: Tom Dale, Gail Glasgow, Frank McKeever and Garret Nancolas. The following Executive Committee members were present and voted nay: Keith Bird for Bob Corrie, Sherry Huber, Judy Peavey-Derr and Carolyn Terteling-Payne. Motion failed in a tie vote of four yeas to four nays.

After discussion, Chair Nancolas asked if there were any objections to Items 1-11, 13-14, 16-18, 20, 20A and 20B as the agenda items for the December 15, 2003, Board meeting. Hearing no objections, Chair Nancolas so ordered.

C. Consider Whether Proxy Voting can be Utilized on the Executive and Finance Committees

Clair Bowman noted this item is included as part of Agenda Item 11 – Adopt Proposed Changes in Language to the Bylaws Article III Section 2. Authority to Vote, which was approved as an agenda item for the December 15, 2003, Board meeting.

D. Establish a Policy to Select Small Cities' Representatives on the Executive Committee

Clair Bowman explained the Bylaws currently state that there be two small city representatives on the Executive Committee. When Canyon County joined COMPASS, it was interpreted to mean one from each county, but the Bylaws do not state that. Currently there are six small cities – two in Canyon County and four in Ada County. Staff's proposed language provides a way for two representatives to be selected by the small cities mayors, regardless of what county they represent. Garret agreed there is merit in the small cities picking their own representatives.

After general discussion, Chair Nancolas directed Clair Bowman to draft language to the Bylaws stating if a Board officer is from a small city, then they are to be counted as one of the two representatives from the small cities on the Executive Committee.

E. Consider a Specific Proposal to Support Direct Costs for the Idaho Task Force on Public Transportation

Clair Bowman stated Susan Eastlake, Chair of the Finance Committee, asked for verification by the Executive Committee to move \$5,000 in Revision 2 of the FY2004 Unified Planning Work Program and Budget from Task 661- Regional Long Range Plan to Task 671 – Public Transportation Support as a direct expense item to support the Idaho Task Force on Public Transportation. Clair confirmed with COMPASS legal counsel that using these funds to support the Idaho Task Force meetings, i.e., travel expenses for Clair or legislators to attend the meetings and/or refreshments would not be considered lobbying. **After general discussion, Chair Nancolas asked for any objection to the transfer of \$5,000 from Task 661 to Task**

671 in Revision 2 subject to full Board approval. Hearing no objection, Chair Nancolas so ordered.

F. Consider How to Program STP-Urban (Ada) Dollars Included in the FY2004 Budget but not Programmed in the Work Program

As directed by the Board at the November 17, 2003, Board meeting, staff has scheduled a meeting of the Ada County members regarding this item on December 15, 2003, following the Board meeting.

G. Consider Status of Boise State University, the Idaho Transportation Department and ValleyRide when Intra-County Voting Occurs

After discussion, **Gail Glasgow moved and Sherry Huber seconded that Boise State University, the Idaho Transportation Department and ValleyRide should not vote on intra-county issues. The Bylaws will be changed to reflect this action. Motion passed unanimously.**

H. Establish a Policy Enabling Formal Decision-Making Via E-mail or Telephone Conference Call

After discussion, Chair Nancolas directed Clair Bowman to seek a legal opinion from Ken McClure on whether COMPASS fits within the Idaho Code rule regarding formal decision-making via e-mail and telephone conference calls and if so, does COMPASS need to adopt the Idaho Code as policy.

I. Establish a Policy Concerning Periodic Reviews of Memorandums of Understanding

After general discussion, Chair Nancolas directed staff to provide copies of current Memorandums of Understanding for Board review on an annual basis.

J. Consider Whether COMPASS General Membership Dues Invoices are Submitted Quarterly or Semi-Annually

After general discussion, Chair Nancolas asked for any objection to general membership dues being invoiced on a quarterly basis. Hearing none, Chair Nancolas so ordered.

K. Other

Clair Bowman stated Capital City Development Corporation has requested a letter of support from COMPASS for a Brownfield Application Grant. **After general discussion, Chair Nancolas asked for any objection to denying Capital City Development Corporation's request for a letter of support from COMPASS regarding the Brownfield Application Grant, as it does not fit within the mission of COMPASS. Hearing no objection, Chair Nancolas so ordered.**

ADJOURNMENT

**Todd Lakey moved and Carolyn Terteling-Payne seconded to adjourn at 3:15 p.m.
Motion passed unanimously.**

Dated this 7th Day of January 2004.

APPROVED:

**By: _____
Garret Nancolas, Chair
Community Planning Association**

ATTEST:

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

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EXECUTIVE COMMITTEE WORKSHEET FOR COMPASS BOARD AGENDA

ITEM B

ID #	Title/Description	Mandatory¹	Policy Implications/Requirements	Agenda Type²	Time (minutes)	Presenter(s)	Proposed Agenda
1.	Approve Minutes from most recent Board Meeting	Yes	Meets Idaho Code and various grant requirements.	Consent Agenda	N/A	N/A	Monthly
2.	Receive Minutes from most recent Executive Committee Meeting	Yes	Meets Idaho Code and various grant requirements.	Consent Agenda	N/A	N/A	Monthly
3.	Receive Minutes from most recent Finance Committee Meeting	Yes	Required by the Board's mission statement for the Committee.	Consent Agenda	N/A	N/A	As Appropriate
4.	Status Report – Finance Committee Update	No	Susan Eastlake, Finance Committee Chair, will provide an oral Status Report.	Information/ Discussion	10	Susan Eastlake	Monthly
5.	Receive Staff Activity Report	Yes	Meets Bylaws requirement - Article IV, Section 5; Also satisfies federal reporting requirements.	Ex. Dir. Report	N/A	N/A	Monthly
6.	Status Report – Current Air Quality Issues	No	Jay Witt will provide a monthly report of current air quality issues.	Ex. Dir. Report	N/A	N/A	Monthly
7.	Status Report – Current Transportation Project Information	No	Linda Ritter will provide a monthly report of current transportation facility usage and projects.	Ex. Dir. Report	N/A	N/A	Monthly
8.	Status Report – Current Variance Report	No	A one-page summary of the most recent Variance Report will be provided to the Board.	Ex. Dir. Report	N/A	N/A	Monthly
CURRENT MONTH AGENDA ITEMS							
9.	Receive Approved FY2003 Audit	Yes	The Executive Committee is authorized to approve the yearly audits with confirmation by the full Board. The management letter is attached. A copy of the full audit is available on the COMPASS website.	Consent Agenda	N/A	N/A	January
10.	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	Yes	COMPASS Bylaws require the Board annually at the first meeting of the year to confirm the existing Chair-Elect as Chair, the Vice-Chair as Chair-Elect and the Secretary/Treasurer as Vice-Chair. A new Secretary/Treasurer is then nominated from the floor. In the event one of the first three is not available to move forward, COMPASS Bylaws direct the Board to elect a new person to that position.	Action	5	Garret Nancolas	January
11.	Adopt Proposed Change in Language to the Bylaws Article VI Section 2. Executive Committee, B. Membership	Yes	Proposed modifications to the Bylaws were provided to the Board at the December 15 th Board meeting. The Executive Committee requests Board adoption of the modification.	Action	5	Garret Nancolas	January

¹ No, Yes, N/A (Not Applicable)

² Action; Consent Agenda; Executive Director's Report; Information; Special Item; Committee Reports; Open Discussion/Announcements

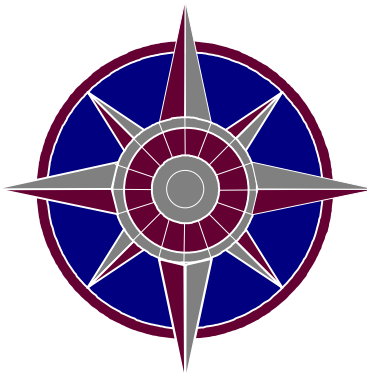
ID #	Title/Description	Mandatory¹	Policy Implications/Requirements	Agenda Type²	Time (minutes)	Presenter(s)	Proposed Agenda
12.	Confirm Non-Elected Board Alternates and Ex Officio Members	Yes	COMPASS Bylaws require the Board annually at the first meeting of the year approve all non-elected Board alternates and ex officio members.	Action	5	Judy Peavey-Derr	January
13.	Confirm Executive Committee Representative(s) for Cities under 25,000 in Population	Yes	COMPASS Bylaws provide Executive Committee representation for two mayors of general members that are incorporated cities with a current population of 25,000 or fewer. Pending the above actions (#s 10 & 11) one or more smaller city representatives may need to be elected.	Action	5	Judy Peavey-Derr	January
14.	Support Submittal of Legislation to Establish a Voter-Approved, Dedicated Funding Source for Public Transportation	No	The Idaho Task Force on Public Transportation is drafting a formal statement of its conclusions, one of which will be that public transportation needs a legislatively enabled funding option. COMPASS Board endorsement of the Task Force's proposal will be an important component of its ultimate success.	Action	10	Ken McClure	January
15.	Approve Feasibility Study for a Treasure Valley Emissions Trading Program	No	This item was deferred from the November 17 meeting. Rob Sterling, Micron, will provide a presentation regarding establishing an Emissions Trading Program for the Treasure Valley. A specific proposal for next steps will be discussed.	Action	30	Matt Stoll/ Rob Sterling	January
16.	Adopt Recommendation from the Board Officers Regarding Clair Bowman's Annual Review	No	The Board officers presented their recommendation to the full Board in Executive Session at the December 15, 2004, Board meeting. Formal Board action to concur must occur as a regular Board item.	Action	5	Garret Nancolas	January
17.	Adopt a Statement of Intent with respect to a joint COMPASS/ Idaho Transportation Department Long Range Transportation Planning Process	No	COMPASS staff recommend that the 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 broad picture of transportation needs in the middle of the 21 st century.	Action	15	Matt Stoll	January
18.	Present Geographic Information System capabilities	No	The Geographic Information System provides COMPASS with increasing capabilities to analyze and graphically portray land use and transportation issues. Staff will demonstrate some examples.	Information	25	Charles Trainor/Ross Dodge	January

ID #	Title/Description	Mandatory¹	Policy Implications/Requirements	Agenda Type²	Time (minutes)	Presenter(s)	Proposed Agenda
19.	Review Memorandum of Understanding with the Idaho Transportation Department regarding metropolitan planning	Yes	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. This item will come back to the Board in February for adoption.	Ex. Dir. Report	N/A	N/A	January
20.	Review Memorandums of Understanding	No	The Executive Committee at its November 24, 2003, meeting directed staff to make copies of Memorandums of Understanding available for review by the Board. Copies can be accessed on the COMPASS website at www.compassidaho.org/policies.htm	Ex. Dir. Report	N/A	N/A	January
21.	Special Meeting Announcement: Educational Workshop	No	Staff is proposing to the Executive Committee that a Board Renewal and Education Workshop be held on February 19 in addition to the regularly scheduled February 23 rd Board meeting.	Ex. Dir. Report	N/A	N/A	January
22.	Review Demographic Forecasts for Use in the Regional Long Range Transportation Plan	Yes	The Demographic Advisory Committee has endorsed area of impact level forecasts for 2005 through 2030. These will be the basis for traffic analysis zone level allocations based on the scenarios approach approved by the Board in early 2003. The scenarios will provide better information for long-range regional transportation plan decisions.	Ex. Dir. Report	N/A	N/A	January
23.	Review List of Local Government's Transportation Priority Projects	Yes	Each year staff meets with transportation committees of local governments in Ada and Canyon Counties to review the status of transportation projects requested in previous years and to develop a new list of projects for inclusion in the annual Transportation Improvement Program.	Ex. Dir. Report	N/A	N/A	January
24.	Notification of a Revision to the Federal 2010 Functional Classification for Urbanized Areas	No	After Federal Highway Administration review, a minor revision was identified and agreed upon to meet federal requirements.	Ex. Dir. Report	N/A	N/A	January

ID #	Title/Description	Mandatory¹	Policy Implications/Requirements	Agenda Type²	Time (minutes)	Presenter(s)	Proposed Agenda
25.	Correspondence: Letter to and response from Steve Moreno, Federal Highway Administration	No	The letter to the Federal Highway Administration requesting a formal position on the feasibility of a Five Mile Interchange and the associated response are included per COMPASS Board directive at the December 15, 2003 Board meeting.	Ex. Dir. Report	N/A	N/A	January
26.	Correspondence: Letter to Steve Allred, Department of Environmental Quality	No	The COMPASS Board at its December 15, 2003, meeting approved this letter be sent to Steve Allred regarding COMPASS Board support of the Idaho Department of Environmental Quality's application for an U.S. Environmental Protection Agency grant to conduct an ozone saturation study in the Treasure Valley.	Ex. Dir. Report	N/A	N/A	January
27.	Correspondence: Letter from Kate Kelly, Department of Environmental Quality and Governor's Conference on Air Quality Conference Summary	No	Kate Kelly's letter and the associated summary of the Governor's Conference on Air Quality are included per COMPASS Board request at the December 15, 2003 Board meeting.	Ex. Dir. Report	N/A	N/A	January
28.	Correspondence: Letter to Larry Falkner, Idaho Transportation Department Regarding Amendments to the FY2004-2008 Boise and Nampa Urbanized Areas Transportation Improvement Programs	No	COMPASS staff requested the Idaho Transportation Department's incorporation of a Board approved July 2003 amendment as part of the FY2004-2008 Statewide Transportation Improvement Program. The COMPASS Board requested amendment was not included in the FY2003-2007 Statewide Transportation Improvement Program due to the Federal Transit Administration's inability to complete its approval process before adoption of the FY2004-2008 Statewide Transportation Improvement Program.	Ex. Dir. Report	N/A	N/A	January
UPCOMING AGENDA ITEMS							
29.	Approve Demographic Forecasts for Use in the Regional Long Range Transportation Plan	Yes	Demographic forecasts for 2005 through 2030, based on the three approved scenarios, are needed to begin work on identifying future transportation issues during the Regional Transportation Plan update process.	Action	30	Charles Trainor	February/ March

ID #	Title/Description	Mandatory¹	Policy Implications/Requirements	Agenda Type²	Time (minutes)	Presenter(s)	Proposed Agenda
30.	Approve Memorandum of Understanding with the Idaho Transportation Department regarding metropolitan planning	Yes	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.	Action	10	Matt Stoll	February
31.	Approve the Transportation Improvement Program Protocol and Procedures Manual	Yes	A formal process is required to insure that all participating agencies know the schedule and participate fully in this very complex task. The Manual defines timelines, expectations and procedures that all are expected to follow.	Action	10	Matt Stoll	February
32.	Update on the Triennial Review	Yes	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. Toni Tisdale will provide a summary of the requirements for COMPASS.	Information	10	Toni Tisdale	February
33.	Status Report: COMPASS' Use of the Transportation, Economic, and Land Use (TELUS) Database	No	The TELUS database has been developed to promote a consistent, accessible database for transportation projects. The capabilities of this package will be demonstrated for the Board.	Information	20	Charles Trainor or Matt Stoll	February
34.	Consider Revision 2 of the Unified Planning Work Program and Budget	No		Information	10	Clair Bowman	February
35.	Review Memorandum of Understanding with ValleyRide regarding metropolitan planning	Yes	This Memorandum of Understanding is needed to clarify each agency's roles, minimizing duplication of effort and maximizing utilization of planning funds.	Ex. Dir. Report	N/A	N/A	February
36.	Approve Memorandum of Understanding with ValleyRide regarding metropolitan planning	Yes	This Memorandum of Understanding is needed to clarify each agency's roles, minimizing duplication of effort and maximizing utilization of planning funds.	Action	15	Charles Trainor	March
37.	Establish Priorities for Transportation Enhancement Projects	Yes		Action	10	Matt Stoll	March
38.	Approve the Federal 2010 Functional Classification Map Updates for Rural Areas	Yes	The Regional Technical Advisory Committee will recommend changes to the Federal 2010 Classification for rural areas, as per a request from the Idaho Transportation Department and the Federal Highway Administration. The public	Action	20	Toni Tisdale	March

ID #	Title/Description	Mandatory¹	Policy Implications/Requirements	Agenda Type²	Time (minutes)	Presenter(s)	Proposed Agenda
			comment period should be complete in time for Board action in March.				
39.	Approve Update to the 2025 Functional Classification Maps	No	Dues to changes that arose during the Federal update processes, updates need to be made to the 2025 maps	Action	20	Toni Tisdale	March
40.	Approve Proposed Dues Structure for FY2005	Yes		Action	10	Susan Eastlake	March
41.	Approve Changes to the Ada 2025 Functional Classification Map in the Urbanized Areas	No	During the update process for the Federal 2010 Functional Classification map, the Regional Technical Advisory Committee recommended some changes to the Ada 2025 Functional Classification Map.	Action	15	Toni Tisdale	TBD
42.	Adopt Revised Memorandum of Understanding Governing the Urban Balancing Committee	No	The addition of two new Metropolitan Planning Organizations in Idaho and a Transportation Management Area designation for the Boise Urbanized Area necessitates this revision.	Action	10	Clair Bowman	TBD
43.	Update on the Rail Corridor Feasibility Study	No	Kelli Fairless will provide an update on the Rail Corridor Feasibility Study	Information	5	Kelli Fairless	TBD



Community Planning Association of Southwest Idaho

MEMORANDUM

TO: COMPASS Executive Committee
FROM: Clair M. Bowman, Executive Director
DATE: December 29, 2003
RE: Implement a Method to Identify Smaller Cities' Representatives on the Executive Committee for 2004

Action Requested:

Implement a method to identify smaller cities' representatives on the Executive Committee for 2004.

Background:

The COMPASS Bylaws provide for an Executive Committee structured as follows:

1. All four Board Officers;
2. The mayor of each General Member that is an incorporated city with a current population greater than 25,000 according to the most recent population estimates adopted by the Board;
3. The chair of each county commission;
4. The president of each single county-wide highway district commission; and
5. Two (2) mayors of General Members who are incorporated cities with a current population of 25,000 or fewer according to the most recent population estimates adopted by the Board and who shall annually be selected by the representatives of the cities who fit into that classification.

Status:

The fifth provision (members from smaller municipalities) has been implemented in several, typically informal, ways over the past three years. And there is an action agenda item proposed by staff for the January 26 Board meeting that, if adopted, will impact the number of smaller city representatives.

Therefore, I propose that the Board Chair establish an ad hoc committee for the purpose of bringing nominees for smaller city representatives to the full Board meeting on January 26 and that the ad hoc committee consist of all the smaller city mayors in office after January 10, 2004. This process could apply only to the upcoming Board meeting, or it could be cast in a way to apply to all future years. Thank you.

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Community Planning Association of Southwest Idaho

MEMORANDUM

TO: COMPASS Executive Committee

FROM: Clair M. Bowman, Executive Director

DATE: December 29, 2003

RE: Reconsider Proposed Language Regarding Status of Boise State University, the Idaho Transportation Department and ValleyRide when Intra-County Voting Occurs

Action Requested:

Reconsider last month's action on proposed language regarding status of Boise State University, the Idaho Transportation Department and ValleyRide when intra-county voting occurs.

Background:

The Executive Committee, at its last meeting, directed staff to prepare language for a Bylaws amendment that would not permit Boise State University, the Idaho Transportation Department or ValleyRide to vote on Intra-County votes at COMPASS Board meetings. The motion, approved unanimously, reads as follows: *Boise State University, the Idaho Transportation Department and ValleyRide should not vote on intra-county issues.*

Status:

Discussions with several individuals subsequent to the adoption of this motion highlighted at least 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 separately developed for each county and approved by intra-county voting. Both agencies have requested a further discussion and reconsideration of the earlier action.

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Community Planning Association of Southwest Idaho

MEMORANDUM

TO: COMPASS Executive Committee

FROM: Clair M. Bowman, Executive Director

DATE: December 29, 2003

RE: Consider a Staff Proposal to Reduce Complexity and Length of Board Packets

Action Requested:

Consider the following proposal and, if desired, adopt all or a portion of it.

Background:

Board packets routinely run 50 pages in length and occasionally have been as large as 90-100 pages. Generally, about one-half of the pages consist of meeting minutes and Executive Director Report items. The Executive Committee has already suggested (and approved) reducing the number of such packets that are mailed by curtailing the mailing list and making greater use of the COMPASS website for packet distribution to non-Board members. However, even after implementing that effort, monthly Board packets are mailed to more than sixty individuals and Board agendas/minutes are mailed to an additional 80+ individuals.

Costs in staff time and out-of-pocket costs are significant to do such a large mailing and have it out on schedule every month. Further complicating this effort are two recent actions: 1) In the current budget, we have eliminated one of COMPASS' clerical positions; and 2) We have added another Board committee (Finance Committee) for which substantial clerical support is needed.

Status:

Staff proposes a further modification to the existing practice, its goal being a further reduction in the volume and number of documents mailed via the US Postal Service. Specifically, staff suggests the following changes:

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.

The Executive Committee may, of course, adopt all, none, or some of the above items. Staff recommends all for adoption.