

# Community Planning Association

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## of Southwest Idaho

COMMUNITY PLANNING ASSOCIATION  
EXECUTIVE COMMITTEE MEETING  
February 4, 2004 – 3:30 pm  
800 S. Industry Way, Suite 100, Meridian, Idaho

**\*\*AGENDA\*\***

- \* **A. Approve January 7, 2004, Executive Committee Meeting Minutes**  
*A copy of the draft minutes is attached.*
- \* **B. Establish February 23, 2004, COMPASS Board Meeting Agenda**  
*Staff's proposed agenda items for the regularly scheduled February meeting are attached.*
- \* **C. Review Travel Demand Forecast Model Policy**  
*Staff and the Transportation Model Advisory Committee drafted a Travel Demand Forecast Model Policy to provide guidance to member and nonmember agencies requesting model data or special model runs. The policy is intended to clarify the appropriate use of the COMPASS travel demand model and modeling resources. Staff request the draft policy be reviewed for any required Board action.*
- \* **D. Establish Guidance for Preparation, Review and Adoption of the Annual Unified Planning Work Program and Budget**  
*Developing the Unified Planning Work Program and Budget is an annual requirement. How to accomplish this requirement has varied considerably from year to year and must once again, be reconsidered in light of creating the Finance Committee. The attached memorandum suggests a series of steps to develop the FY2005 Unified Planning Work Program and Budget. It also provides, for each step, a time schedule and identifies committee and Board responsibilities.*
- \* **E. Respond to the Regional Technical Advisory Committee's Request For Guidance**  
*The Regional Technical Advisory Committee recently considered several proposed changes to its Bylaws, specifically including its purpose and member participation. Committee members deferred action, requesting that the Executive Committee provide some guidance on the Board's expectations before the Committee reconsiders this item.*

**\* F. Review Existing Guidelines for Executive Director's Authority to Commit Staff Time for Requests by Individual Board Members**

*The Finance Committee referred this item to the Executive Committee. The attached memorandum provides some background requested by the Finance Committee to facilitate this discussion.*

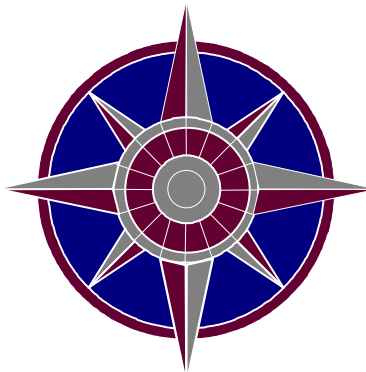
**\* G. Discussion of Change to Bylaws, Article VI, Section 2. Executive Committee Membership**

*The Board at its January 26, 2004, meeting approved the change to the Bylaws to eliminate the possibility of more than two "smaller city" mayors on the Executive Committee. Commissioner Yzaguirre requested the Executive Committee consider similar language to eliminate the potential for two members of a single county commission or two members of a single county-wide highway district commission serving simultaneously on the Executive Committee. The attached memorandum provides proposed language for consideration.*

**H. Other**

**\* Enclosure**

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# Community Planning Association

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## *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**

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**EXECUTIVE COMMITTEE WORKSHEET FOR COMPASS BOARD AGENDA**

**ITEM B**

<b>ID #</b>	<b>Title/Description</b>	<b>Mandatory<sup>1</sup></b>	<b>Policy Implications/Requirements</b>	<b>Agenda Type<sup>2</sup></b>	<b>Time (minutes)</b>	<b>Presenter(s)</b>	<b>Proposed Agenda</b>
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
<b>CURRENT MONTH AGENDA ITEMS</b>							
9.	Present Geographic Information System Capabilities	No	The Board at its January 26, 2004, meeting deferred this item until the February meeting.	Special Item	20	Charles Trainor/Ross Dodge	February
10.	Adopt a Statement of Intent with Respect to a Joint COMPASS/Idaho Transportation Department Long Range Transportation Planning Process	No	The Board at its January 26, 2004, meeting directed staff to come back in March to allow time for a more in-depth discussion of this matter and receive answers to questions posed by the Board.	Action	90	Matt Stoll / David Ekern	February

<sup>1</sup> No, Yes, N/A (Not Applicable)

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



<b>ID #</b>	<b>Title/Description</b>	<b>Mandatory<sup>1</sup></b>	<b>Policy Implications/Requirements</b>	<b>Agenda Type<sup>2</sup></b>	<b>Time (minutes)</b>	<b>Presenter(s)</b>	<b>Proposed Agenda</b>
11.	Reconfirm Members of Standing Committees and Provide Guidance to Regional Technical Advisory Committee Regarding Membership	Yes	The COMPASS Board at its January 26, 2004, meeting deferred this item to the February meeting to allow time for staff to verify members of the standing committees. There are currently more than 35 members of the Regional Technical Advisory Committee. Several agencies have multiple representatives; and many members do not attend, making it difficult to achieve quorum on a regular basis. The committee has requested guidance from the COMPASS Board on reducing its size. Staff suggests these two items be addressed simultaneously.	Action	10	Clair Bowman	February
12.	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
13.	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.	Ex. Dir. Report	N/A	N/A	February
14.	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
<b>UPCOMING AGENDA ITEMS</b>							
15.	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 will be available on the COMPASS website.	Consent Agenda	N/A	N/A	March
16.	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	Action	10	Patricia Nilsson	March

<b>ID #</b>	<b>Title/Description</b>	<b>Mandatory<sup>1</sup></b>	<b>Policy Implications/Requirements</b>	<b>Agenda Type<sup>2</sup></b>	<b>Time (minutes)</b>	<b>Presenter(s)</b>	<b>Proposed Agenda</b>
			Manual defines timelines, expectations and procedures that all are expected to follow.				
17.	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.	Action	30	Charles Trainor	March
18.	Establish an Updated Board Policy For Transportation-Related Air Quality Efforts of COMPASS Staff	No	The last formal Board statement on air quality is many years old and focused primarily on carbon monoxide reductions. A newer, broader policy statement is needed that will guide and focus staff effort in this arena. There will be two additional items brought into this discussion: the IDEQ airshed review and follow up on the January 26 Board action regarding feasibility of a Treasure Valley emissions trading program.	Action	150	Clair Bowman	March/April
19.	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
20.	Establish Priorities for Transportation Enhancement Projects	Yes	COMPASS' top priority project in each county gets additional points in the Idaho Transportation Department's Transportation Enhancement Committee ratings for funding recommendation.	Action	10	Matt Stoll	March
21.	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 comment period should be complete in time for Board action in March.	Action	20	Toni Tisdale	March
22.	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
23.	Approve Proposed Dues Structure for FY2005	Yes		Action	10	Susan Eastlake	March

<b>ID #</b>	<b>Title/Description</b>	<b>Mandatory<sup>1</sup></b>	<b>Policy Implications/Requirements</b>	<b>Agenda Type<sup>2</sup></b>	<b>Time (minutes)</b>	<b>Presenter(s)</b>	<b>Proposed Agenda</b>
24.	Consider Revision 2 of the Unified Planning Work Program and Budget	No		Information	10	Clair Bowman	March
25.	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	Patricia Nilsson	March
26.	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
27.	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
28.	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

The logo is a circular compass rose with a blue and maroon color scheme. It features a central circle with radiating lines and eight points extending outwards, resembling a compass rose.

# Community Planning Association of Southwest Idaho

## MEMORANDUM

**TO:** COMPASS Executive Committee

**FROM:** Jay Witt, Modeling Principal Planner

**DATE:** January 28, 2004

**RE:** Review Travel Demand Forecast Model Policy

**Action Requested:**

Review travel demand forecast model policy.

**Background:**

Traditionally, the travel demand model is mainly used for transportation and air quality planning. However, the travel demand model and its forecasts are also being used to help with determining the traffic impacts associated with various development projects as well as establishing Ada County Highway District's traffic impact fees. As a result, staff are responding to increased requests for model runs by COMPASS member agencies and private sector parties (non-members) that are above and beyond those needed for COMPASS' core planning tasks.

The broader application of modeled traffic forecasts has opened the model input data, modeling assumptions, and modeling results to increased scrutiny. In 1997, the COMPASS Board established a Transportation Model Advisory Committee comprising local model experts, member agency representatives, and private consulting firms to provide guidance to COMPASS staff on the reasonability of input data, assumptions, and model results. However, the Transportation Model Advisory Committee has not been given any direction by the Board to set COMPASS model policies.

**Status:**

COMPASS staff and the Transportation Model Advisory Committee drafted the attached *Travel Demand Forecast Model Policy* (Attachment 1) to provide guidance for member and non-member agencies requesting model data or additional model runs. The policy outlines the purpose of COMPASS' travel demand model. In addition it addresses the role of the Transportation Model Advisory Committee, the assumptions made to conduct model runs, the conditions under which COMPASS staff will conduct requested model runs, resolve conflict, and how the model results and input data will be classified.

The Executive Committee is requested to review and provide comment on the attached policy. Staff recommends the policy be brought to the COMPASS Board for consideration of adoption as a Board policy.

Attachment

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pc: File 636.03 Travel Model-Regional

**Attachment 1**  
**Travel Demand Forecast Model Policy**  
**Draft – January 29, 2004**

1. Statement of Purpose for the Travel Demand Model.

The purpose of the Transportation Modeling Advisory Committee is to assist COMPASS staff in maintaining and improving the regional transportation forecast model. The Travel Demand model is intended for the following purposes, listed in order of descending priority.

  - 1.1. Support to long-range regional transportation plans, transportation studies authorized in the annual unified planning work program, transportation improvement programs, and air quality planning or conformity findings.
  - 1.2. Support to member agencies of COMPASS in evaluating transportation, land use, or financial issues.
  - 1.3. Support to non-member entities upon special request and as staff time is available, and as limited by the COMPASS Board policy.
  
2. Use of the Transportation Model Advisory Committee.
  - 2.1. The COMPASS Board may use the Transportation Model Advisory Committee (TMAC) for purposes of special transportation projects and/or analyses. These can include, but are not limited to, review and/or comment on model results for major development proposals, capacity related questions, and other special studies as needed.
  - 2.2. TMAC will provide guidance on appropriate uses of the Travel Demand Model to COMPASS staff.
  
3. Assumptions in the Travel Demand Model.
  - 3.1. TMAC will oversee base model assumptions, other pertinent input data and model outputs on a periodic basis to recommend improvements to the modeling process. The basis of evaluation will be the adequacy of the model with regard to regional planning activities. Specifically, TMAC shall develop and maintain the speed/capacity matrix of the model.
  - 3.2. TMCA shall certify the model output and assumptions for air quality conformity.
  
4. Conditions under which COMPASS would do special runs.
  - 4.1. Written/email requests from member or non-member entities will be required and a completed COMPASS Special Model Run Request Form from non-member entities. (A sample form is attached.) A request for performing special model runs is not the same as a public records request. Special model run requests are considered new studies, not existing work. As such, there is no obligation on the part of COMPASS to provide special model runs.
  - 4.2. Special model runs will be evaluated in terms of the purposes listed above in Section 1.
  - 4.3. TMAC will establish criteria under which staff may perform special runs without TMAC review. TMAC review of assumptions is required for all other special runs.

- 4.4. There is no implication of COMPASS endorsement for special model runs. Special model runs will be issued with the following disclaimer in writing to the requestor:  
*These projections are based on assumptions made by the consultant or member agency and therefore, are not endorsed by the Community Planning Association, its member agencies or the Transportation Model Advisory Committee.*
- 4.5. Consultants working for member agencies must have authorization for special model run requests (name/nature of project, start/end dates, and other limitations specified).
- 4.6. Cost reimbursement will be required for non-member requests. The minimum charge will be two (2) hours at the established rate per request.
- 4.7. COMPASS reserves the right to deny special requests from non-members for any reason.
5. Public information status of model data.
  - 5.1. Model results and assumptions for official model runs are public information.
  - 5.2. Model results and assumptions from special model runs, once performed by COMPASS, will be treated as public records. However, requests for information from special model runs may be coordinated with the original requesting member or non-member entity. Requests for information from special model runs must be made in writing, including email, fax or other formats.
6. Dispute Resolution
  - 6.1. If the dispute is regarding model input assumptions about demographics, the appeal must be submitted to the Demographic Advisory Committee.
  - 6.2. Disputes regarding all other input assumptions must be submitted to the Transportation Model Advisory Committee.
  - 6.3. Disputes regarding a decision not to perform a special model run must be submitted to the Transportation Model Advisory Committee. The Transportation Model Advisory Committee may recommend the dispute be submitted to the COMPASS Executive Committee for a decision.
7. Trade Secret Information
  - 7.1. COMPASS considers all data associated with special model runs to be subject to the Idaho Public Records Act (Idaho Code, Title 9 Sections 337-350), including input data provided by the person or agency requesting a model run and the output from that run.
  - 7.2. A non-member entity seeking exemption from public disclosure must include in the request for modeling a claim that specified information qualifies for exemption under Idaho code. The non-member entity will then be required to accept conditions established by COMPASS' legal counsel related to exemption from disclosure.
  - 7.3. If a public information request is submitted to COMPASS that involves trade secret information related to such model runs, the submitting non-member entity will be notified of the request and must respond to COMPASS in writing to request denial of the release of information.

**COMPASS Special Model Run Request  
for Non-Member Agency**

Company Name \_\_\_\_\_ Contact Person \_\_\_\_\_

Address \_\_\_\_\_ Email \_\_\_\_\_

Phone Numbers \_\_\_\_\_

Date Submitted \_\_\_\_\_ (Allow 7 working days to complete)\*

Road Name \_\_\_\_\_ or Termini \_\_\_\_\_

Describe Area Needed: (must have north/south and east/west termini)

Format of results \_\_\_\_\_email \_\_\_\_\_paper \_\_\_\_\_mail \_\_\_\_\_pick up

Are you requesting a change be made to the model network? \_\_\_\_\_

\*\*Are you requesting a change made to the model demographics? \_\_\_\_\_

Is any trade secret information per Idaho Code 9-340D being provided for the special model run? \_\_\_\_\_

(if "yes", attach a list of information which is claimed to be a trade secret with an explanation for this claim. Requestor accepts all conditions attached to this form. *(To be completed by COMPASS legal counsel.)*)

Description of requested change:	COMPASS Use Only Adopted Model Inputs:

**Notes:**

DISCLAIMER: These projections and any assumptions made by the consultant or member agency agencies or the Transportation Model Advisory Committee. are not endorsed by the Community Planning Association, or its members.

This form must accompany the model results when submitted to any and all public agencies.

Special model runs for non-member agencies will be charged a two-hour minimum at the established loaded rate for the staff person performing the work.

COMPASS reserves the right to deny special requests from non-member agencies.

\* The completion of a special model run may be delayed if approval is needed by TMAC and / or the COMPASS Board.

\*\*Must provide the Traffic Analysis Zone and the demographic data for each category in Microsoft Excel format.

I have read and accept the above information:

Signature \_\_\_\_\_

Date \_\_\_\_\_



**MEMORANDUM**

**TO:** COMPASS Executive Committee

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

**DATE:** January 28, 2004

**RE:** **Establish Guidance for Preparation, Review and Adoption of the Annual Unified Planning Work Program and Budget**

**Action Requested:**

Establish Guidance for Preparation, Review and Adoption of the Annual Unified Planning Work Program and Budget.

**Background:**

The Unified Planning Work Program and Budget represents one of four or five required documents that the COMPASS Board must adopt annually in order to qualify for the expenditure of US Department of Transportation funds within the urbanized areas of Ada and Canyon counties. COMPASS must prepare this document in cooperation with the Idaho Transportation Department and ValleyRide. Its purpose is to serve as a work plan to identify, guide, and manage transportation planning activities and to identify planning priorities facing the metropolitan planning area. It must document planning activities to be performed with funds provided under Title 23, U.S.C. and the Federal Transit Act and must include transportation and transportation related air quality planning studies regardless of funding source or agency conducting activities.

The Unified Planning Work Program and Budget may, from time to time, be amended. The original and any amendments must be submitted to the Idaho Transportation Department. Once approved in writing by the Federal Highway Administration, it becomes the official COMPASS budget.

Preparation of this document is typically undertaken in early spring. The primary purpose for such an early start is to provide COMPASS' member agencies with accurate information about COMPASS dues prior to the time they begin their budgeting for the next fiscal year.

**Status:**

Staff recommends the following steps to prepare and adopt the FY2005 Unified Planning Work Program and Budget:

1. Estimate April 1, 2004 population by city and county for Ada and Canyon counties. Submit these estimates to the COMPASS Board in March for acceptance. They then become the basis for calculating FY2005 dues for General Members.
2. Establish the rate at which dues are assessed. In FY2004, General Members' dues were calculated as \$0.46 per person for cities and counties and at 65% of \$0.46 for single county-wide highway districts. A formula for Canyon County highway districts has not yet been determined. Staff estimates that this process needs to be completed by April 1 and recommends that the Executive Committee, with participation by a representative of the Canyon highway districts, establish these parameters at its March 31 meeting. At this point, staff will submit FY2005 membership dues calculations to all COMPASS members.
3. Determine the guiding principles that govern preparation of task and project lists for the work program. The February 19 team-building workshop for COMPASS Board members has the potential to provide a broad template within which these guidelines are conceived. Staff recommends that drafting the guiding principles be accomplished by staff based on the February 19 workshop and other policy documents, then presented to the Regional Technical Advisory Committee on March 24 and to the Executive Committee for formal approval at its April 28 meeting.
4. Determine the extent to which each major category of effort in the work program should be task-based or project-based and develop a draft work program structure. Some facets of the required planning efforts of COMPASS fall neatly into project-based categories (the Transportation Improvement Program is one example). Others are more clearly tasks, as opposed to projects (such as meeting the air quality conformity rules, a task which cuts across virtually all projects in which COMPASS staff are engaged). Staff proposes that COMPASS staff prepare this analysis, review it with the Regional Technical Advisory Committee at its March 24 meeting and then present it to the Executive Committee on April 28 for adoption.
5. Prepare an initial revenue assessment for FY2005. This would include likely carryover of funds from FY2004 as well as anticipated revenue for FY2005 based upon Congressional action, the Transportation Improvement Program planning dollars and proposed membership dues. This would be completed by staff and presented to the Finance Committee for review in April.
6. Complete a first-pass effort at matching revenue, staff resources and the task/project list to create a draft work program and budget. Staff would prepare this draft, review it with the Regional Technical Advisory Committee at its May 26 meeting, with the Finance Committee at its June meeting, with the Executive Committee at its June 30 meeting for inclusion in the July 19 COMPASS Board packet.

Collectively, this is a four-month process even if there are no delays. However, the proposed July submittal to the COMPASS Board insures that minor delays will not negatively impact the ability to have the full work program and budget adopted by the COMPASS Board and submitted to approval agencies by late August, 2004.

Staff requests you review this schedule and its task and meeting deadlines, and then accept it as presented or as modified during your discussion. Thank you.



# Community Planning Association of Southwest Idaho

## MEMORANDUM

**TO:** COMPASS Executive Committee

**FROM:** Matthew J. Stoll, Transportation/AQ Director

**DATE:** January 28, 2004

**RE:** Respond to the Regional Technical Committee's Request for Guidance

### Action Requested:

Respond to the Regional Technical Committee's request for guidance on modification of Bylaws addressing function and quorum issues.

### Background:

The Regional Technical Advisory Committee has requested guidance from the Executive Committee on whether or not to modify its Bylaws to address several issues. Staff identifies the issues and possible solutions as follows:

**Issue #1:** COMPASS Bylaws establish the Regional Technical Advisory Committee, Ada Technical Committee, and Canyon Technical Committee. For over the past year, the Regional Technical Advisory Committee has been meeting on a monthly basis in place of the Ada Technical Advisory Committee and Canyon Technical Advisory Committee.

**Possible Solution:** Eliminate references to Ada Technical Advisory Committee and Canyon Technical Advisory Committee in the COMPASS Bylaws. Specify in the Regional Technical Advisory Committee Bylaws that the Regional Technical Advisory Committee can have county specific votes to address non-regional issues as currently exist in the Board Bylaws.

**Issue #2:** The Regional Technical Advisory Committee, Ada Technical Advisory Committee, and Canyon Technical Advisory Committee routinely fail to meet quorum requirements as identified in the Regional Technical Advisory Committee Bylaws. Failure to meet quorum is largely a result of an extremely broad membership and non-participation by several agency representatives.

**Possible Solutions:** (1) Contact member agency Board representatives about staff non-participation; or (2) Restructure agency representation on the Regional Technical Advisory Committee, Ada Technical Advisory Committee, and Canyon Technical Advisory Committee; or (3) Redefine quorum count to agency presence rather than individuals.

**Issue #3:** Representation and associated voting privileges on the Regional Technical Advisory Committee, Ada Technical Advisory Committee, and Canyon Technical Advisory Committee do not mirror Board membership (i.e., COMPASS Staff has one vote each on the Ada Technical Advisory Committee and Canyon Technical Advisory Committee and two votes on the Regional Technical Advisory Committee. However, COMPASS Staff serves in an ex-officio capacity on the Board.)

**Possible Solution:** Restructure membership and voting privileges on the Regional Technical Advisory Committee, Ada Technical Advisory Committee, and Canyon Technical Advisory Committee to reflect Board membership.

**Status:**

Staff requests the Executive Committee provide guidance to the Regional Technical Advisory Committee and staff on which issues, if any, should be considered by the committee for modification of its Bylaws.

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# Community Planning Association of Southwest Idaho

## MEMORANDUM

**TO:** COMPASS Executive Committee  
**FROM:** Clair M. Bowman, Executive Director  
**DATE:** January 27, 2004  
**RE:** Review Existing Guidelines for Executive Director's Authority to Commit Staff Time For Requests by Individual Board Members/Agencies

### Action Requested:

Review this topic and, if changes are desired, provide guidance to the Executive Director on such changes.

### Background:

COMPASS' Operations Frame, adopted by the Board in 2001, contains the following discussion regarding special assistance requests. This is the only formal Board action of which I am aware that addresses this subject.

*VIII. Establish and implement an efficient process to handle special assistance requests that are within parameters established by the Board.*

*A. Define protocols to handle special requests for assistance.*

*A significant number of special requests are made to staff on an annual basis – requests for services not specifically anticipated in the Work Program. Protocols or guidelines are needed by which to determine which are performed and under what conditions.*

#### Recommended Focus Areas:

- 1. The Work Program will specifically identify all staff activities that are anticipated to take a substantial amount of effort.*
- 2. The Work Program should allocate time available for members' special requests with the number of days budgeted being proportional to the dues paid. Each member is expected to reimburse COMPASS for any staff time expended beyond the allocation.*
- 3. The Executive Director is empowered with limited authority to approve special requests providing that the overall intent of the request is within the general scope of the Work Program and Budget and provided that adequate staff time is available to perform it without interrupting other critical tasks.*
- 4. The Executive Director will review with the Executive Committee all requests for special assistance that fall outside the currently-adopted Work Program and all requests for special assistance that require substantial time/staff commitment.*

Internally, I have had a guideline with staff that anything over four workdays of effort has to go to the Board, but we have not followed it religiously. In particular, requests made last summer by Board members collectively consumed a great deal more than four workdays of effort. These requests ranged from background analyses regarding past decisions, to Ada-Canyon comparisons of benefit, to preparing a complete set of new reporting documents (the Variance Report) in the middle of a fiscal year, to answering requests seeking significant amounts of additional information regarding budgets, budgeting practices, accounting practices, fringe benefits, and a number of other similar issues. It would have been imprudent, in my mind, not to have responded affirmatively to these requests, but a side-effect was that we did not complete some other work on the Regional Transportation Plan that was anticipated to be completed in FY2003.

I reviewed this item with the Finance Committee; committee members unanimously agreed that this item is a policy item for the Executive Committee rather than the Finance Committee.

**Status:**

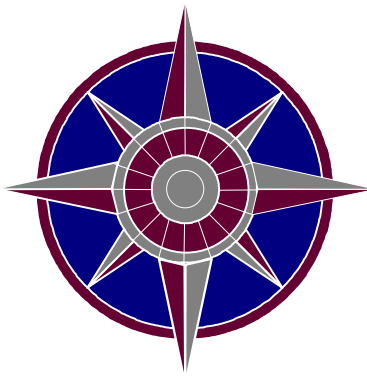
The Finance Committee requested that this item be placed on the Executive Committee agenda for review and discussion and asked that I provide specific examples of requests to which we respond. The following represent a sampling of requests since October 1:

1. *Estimate current population* in current and proposed commissioner districts for Canyon County. Assigned to Ross Dodge. Required approximately two days' staff time.
2. *Estimate current population* in Ada County Highway District commissioner districts. Assigned to Charles Trainor. Required approximately ½ day staff time.
3. *Quantify air quality emission reductions* associated with changes proposed by CommuteRide, ValleyRide, DEQ and other organizations (three to five such requests per quarter). Assigned to Jay Witt. Required approximately 1 day of staff time per request.
4. *Provide assistance, data and guidance* to support IDEQ air quality modeling development. Assigned to Jay Witt. Required approximately six days of staff time in the past quarter.
5. *Facilitate and participate in State Street Corridor Study public meetings*. Assigned to Terri Schorzman. Required approximately six days' staff effort.
6. *Evaluate the feasibility of placing air quality informational signage* at the entrances to Ada County. Assigned to Clair Bowman. Will require one-two days' staff effort by the time it is completed.
7. *Participate in the Three-Cities River Crossing public meeting facilitation*. Assigned to Terri Schorzman. Initial estimate requires four-five days' staff effort.

I am happy to participate in the discussion and offer the following broad options as potential next steps. There are certainly other possibilities; these are posed merely as prompts for discussion:

- A. Make no changes; leave these decisions in the hands of the Executive Director
- B. Agree on specific changes or on specific levels of authority and recommend a specific policy format to the Board for action.
- C. Establish a mechanism to prepare a more formal proposal for re-submittal to the Executive Committee or to the Board.

Thank you.



# Community Planning Association of Southwest Idaho

## MEMORANDUM

**TO:** COMPASS Executive Committee

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

**DATE:** January 27, 2004

**RE:** Discussion of Change to Bylaws, Article VI, Section 2. Executive Committee Membership

### Action Requested:

Determine whether to forward this item to the Board for notice of intent to change the Bylaws.

### Background:

The COMPASS Bylaws provide for amendment of the Bylaws as follows:

#### ARTICLE VII.

#### GENERAL PROVISIONS

*Section 2. Amendment. These Bylaws may be amended or repealed and replaced by the adoption of such new bylaws as may be approved by a two-thirds (2/3) vote of the Board at any regular meeting provided, however, that such amendment(s) shall be introduced at one regular meeting of the Board and may not be voted upon before the next subsequent regular meeting of the Board.*

The COMPASS Bylaws further provide a description of the composition of the Executive Committee as follows:

#### ARTICLE VI.

#### STANDING COMMITTEES

*Section 2. Executive Committee:*

- A. Establishment. An Executive Committee is hereby established as a standing committee of the Board.*
- B. Membership. The Executive Committee shall be composed of the following Voting Directors:*
  - 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, provided, however, that the total number of mayors on the Executive Committee from this grouping of smaller cities shall not exceed two (2).*

Section 2.B.5 is shown as amended on January 26, 2004, to eliminate an unanticipated result under the previous Bylaws language where one of the qualifying mayors is also a Board officer, resulting in there being a total of three “smaller city” mayors on the Executive Committee.

Commissioner Yzaguirre requested at the January 26 Board meeting that similar language be taken to the Executive Committee regarding county commissioners. He correctly inferred that the current Bylaws language allows the circumstance where two commissioners from the same county might be on the Executive Committee. This would occur if one county commissioner were a Board officer and a different county commissioner from the same county were the President/Chairman of the commission.

The same circumstance pertains to single county-wide highway districts: if one highway district commissioner were a Board officer and not the President of the Commission.

**Status:**

The following modification to Article VI Section 2.B.3 is proposed for consideration as a way to eliminate the potential for two members of a single county commission to serve simultaneously on the Executive Committee and to eliminate the potential for two members of a single county-wide highway district commission to serve simultaneously on the Executive Committee:

3. *The chair of each county commission, **provided, however, that the total number of Commissioners on the Executive Committee from any one county shall not exceed one (1);***
4. *The president of each single county-wide highway district commission, **provided, however, that the total number of Commissioners on the Executive Committee from any single county-wide highway district shall not exceed one (1); and***

If the Executive Committee concurs with this proposal, it should be added to the February 23 agenda as an Executive Director Report item announcing the intention to propose a Bylaws amendment at the March meeting. No further action is necessary if the Executive Committee does not concur with this proposal.