

Community Planning Association of Southwest Idaho

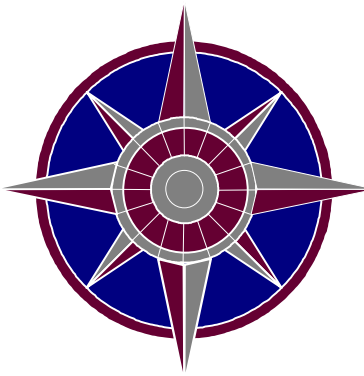
COMMUNITY PLANNING ASSOCIATION
EXECUTIVE COMMITTEE MEETING
February 25, 2004 – 1:30 pm
800 S. Industry Way, Suite 100, Meridian, Idaho

****AGENDA****

- * **A. Approve February 4, 2004, Executive Committee Meeting Minutes**
A copy of the draft minutes is attached.
- * **B. Establish March 15, 2004, COMPASS Board Meeting Agenda**
Staff's proposed agenda items for the regularly scheduled March meeting are attached.
- * **C. Establish a Conflict of Interest Policy for Professional Services Contractors**
COMPASS has no formal conflict of interest policy governing when or whether local elected officials are permitted to bid on or participate in contractual relations with COMPASS. The Executive Committee recently directed staff to prepare draft language for consideration. The attached memorandum provides two alternative languages for Executive Committee consideration.
- * **D. Discussion of Proposed Change to COMPASS' Bylaws, Article VI, Section 2 and 3**
This action concerns Article VI, Sections 2 and 3 of COMPASS' Bylaws: Executive Committee Membership and Other Standing Committees. Suggestions for Section 2 represent changes suggested by the Executive Committee on February 5. Changes proposed to Section 3 eliminate six committees that no longer function. The attached memorandum provides language for both of these proposed modifications.
- E. Review Staff's Initial Suggestions For Updating the Current Long Range Transportation Plan for Ada County, Destination 2025**
Staff has developed a proposal to accomplish this update in a timely fashion. Staff will review specifics of this proposal, seeking Executive Committee discussion of its options as a precursor to placing this item on a subsequent COMPASS Board agenda.
- F. Other**

* Enclosure

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Community Planning Association of Southwest Idaho

**Community Planning Association of Southwest Idaho
COMPASS Executive Committee
February 4, 2004
COMPASS Conference Room**

*****Minutes*****

ATTENDEES:

Keith Bird, Councilman, for Tammy de Weerd, Mayor, City of Meridian, **Vice-Chair**
 Vernon Bisterfeldt, Councilman, for David Bieter, Mayor, City of Boise
 Clair Bowman, Executive Director, Community Planning Association
 Bob Flowers, Mayor, City of Parma, **Chair-Elect**
 Nancy Merrill, Mayor, City of Eagle
 Judy Peavey-Derr, Commissioner, Ada County, **Chair**
 Paul Raymond for Tom Dale, Mayor, City of Nampa, **Secretary/Treasurer**
 Dave Wynkoop, Commissioner, Ada County Highway District

ABSENT MEMBERS:

Todd Lakey, Commissioner, Canyon County
 Garret Nancolas, Mayor, City of Caldwell

OTHERS:

Nancy Brecks, Community Planning Association
 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 Peavey-Derr called the meeting to order at 3:35 p.m.

A. Approve January 7, 2004, Executive Committee Meeting Minutes

Dave Wynkoop moved and Vern Bisterfeldt seconded to approve the January 7, 2004, Executive Committee meeting minutes as presented. Motion passed with three abstentions.

B. Establish February 23, 2004, COMPASS Board Meeting Agenda

Clair Bowman reviewed staff proposed agenda Items 1-14 for the February 23, 2004, COMPASS Board meeting.

After general discussion, **Bob Flowers moved and Vern Bisterfeldt seconded Items 1-14 as presented as the agenda items for the February 23, 2004, Board meeting. Motion passed unanimously.**

C. Review Travel Demand Forecast Model Policy

Clair Bowman stated questions have been raised by members of the Transportation Modeling Advisory Committee on proprietary information that someone might bring to COMPASS when they request a special model run. Does COMPASS have the legal authority to keep it proprietary? COMPASS' legal counsel has advised that we do not. The proposed policy statement anticipates a legal document that would be entered into with anyone requesting a model run claiming that it is exempt from the Public Records Act and they want to defend that claim. In that case, COMPASS' agreement would say that as long as they are actively pursuing the defense, COMPASS would not give out the data until a court has ruled. Clair said that at this time staff is asking the Executive Committee if the proposed policy should be added to the COMPASS Board meeting agenda for Board action.

Dave Wynkoop moved and Keith Bird seconded approving the proposed Travel Demand Forecast Model Policy for the March 15, 2004, COMPASS Board meeting agenda as an action item. Motion passed unanimously.

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

Clair Bowman presented staff recommended steps to prepare the FY2005 Unified Planning Work Program and Budget for adoption.

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 countywide 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.

Nancy Merrill moved and Keith Bird seconded approval of Item D, Establish Guidance for Preparation, Review and Adoption of the Annual Unified Planning Work Program and Budget as presented by staff. Motion passed unanimously.

E. Respond to the Regional Technical Advisory Committee's Request for Guidance

Matt Stoll reviewed the Regional Technical Advisory Committee's request for guidance on whether or not to modify its Bylaws to address several issues and possible solutions to those issues.

Issue #1: COMPASS Bylaws establish the Regional Technical Advisory Committee, Ada Technical Advisory Committee, and Canyon Technical Advisory 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.

Paul Raymond, chair of the Regional Technical Advisory Committee, agreed that the committee needed to be trimmed and that direction from the Executive Committee is needed.

Nancy Merrill moved and Bob Flowers seconded to direct the Regional Technical Advisory Committee to come back to the Executive Committee with a specific proposal further defining Issue 2 to reflect the proposed solution of Issue 3. Motion passed unanimously.

Judy Peavey-Derr recommended notifying agencies with members on the Regional Technical Advisory Committee if their representatives have not been attending the meetings. Matt stated that is a requirement in the Bylaws, but staff has not been diligent in following through.

F. Review Existing Guidelines for Executive Director's Authority to Commit staff time for Requests by Individual Board Members/Agencies

Clair Bowman requested that this item be pulled from the agenda until after Jae Hallett has completed the Internal Controls Engagement. This topic will come up in Jae's recommendations.

Chair Peavey-Derr asked if there were any objections to deferring this item. Hearing no objections, the Chair so ordered.

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

Clair Bowman stated that 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. At that meeting, it was requested that similar language be considered to eliminate the potential for two members of a county commission or a single countywide highway district commission serving simultaneously on the Executive Committee.

Dave Wynkoop questioned if this should not also apply to mayors as well. Clair replied he would draft language to modify Section 2, by adding a subsection “C” that says, “There shall be no more than one representative from any individual agency.”

Nancy Merrill moved and Bob Flowers seconded adding this item to the March 15, 2004, COMPASS Board meeting agenda as an information item and as an action item on the April 19, 2004, COMPASS Board meeting agenda. Motion passed unanimously.

Other

Dave Wynkoop asked if Board had approved a schedule for the Regional Long-Range Transportation Plan. He said it has now slipped by five or six months and the Board was not notified. How is it in staff’s authority to change the schedule?

Clair replied there was no authority or intent by staff to change the schedule. There were a series of what appeared to be best decisions at the moment based on circumstances. COMPASS staff was reduced in September, but the RFQ’s still got out for two of the projects that needed to be done. David Eberle was one of the principals and the winner on one of the two. Because David was running for City Council, a conflict of interest became apparent. Staff anticipated that the issue would be resolved after the election in November, but because of the runoff for the city council seat, it was not clear until December. Because David won the election, the agreement had to be cancelled and redone. Clair pointed out that a potential Board member should not be the principal in a contracting group working for COMPASS. A conflict of interest policy is currently being drafted by COMPASS legal counsel that has come directly out of this issue.

That was only one part of the problem, the second was that even without the conflict of interest issue, COMPASS was short staffed at that time and did not have staff that could have moved the plan forward. Further, at the October Board meeting, discussion began on the Ten Mile Interchange issue and has come back almost every month for another 4 months of discussion. At this point, the Board directed the Idaho Transportation Department and COMPASS staff to develop a scope of work which would identify and prioritize the transportation system needs of Ada and Canyon Counties.

Staff will propose two schedule changes as part of the discussion of the joint COMPASS/Idaho Transportation Department proposal at the February 23 Board discussion. Action will probably need to be taken by the Ada County subset of the Board to reopen *Destination 2025* and get a new trigger date. That may not have to be done if the transportation bill reauthorization gives us four or five years. Clair said it is understood that we cannot afford to wait because of member agencies’ priorities. Clair indicated it could be a simpler process to update the 2025 plan. This could be done in six months and the deadline would then be met and may be improved upon.

Nancy Merrill said Clair needed to clearly express the issues to the COMPASS Board as a discussion item not as a part of the Executive Director's Report.

ADJOURNMENT

Bob Flowers moved and Vern Bisterfeldt seconded to adjourn at 4:45 p.m. Motion passed unanimously.

Dated this 25th 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

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 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.	Approve the Travel Demand Forecast Model Policy	No	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.	Action	10	Jay Witt	March

¹ No, Yes, N/A (Not Applicable)

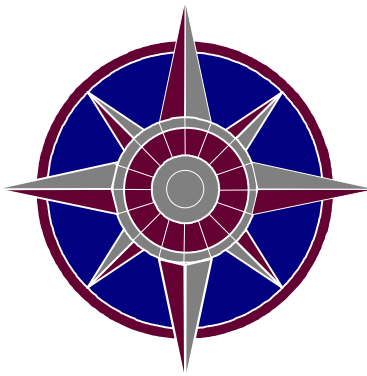
² Action; Consent Agenda; Executive Director's Report; Information; Special Item; Committee Reports; Open Discussion/Announcements

ID #	Title/Description	Mandatory¹	Policy Implications/Requirements	Agenda Type²	Time (minutes)	Presenter(s)	Proposed Agenda
10.	Adopt Resolution Approving the Demographic Forecasts for Use in the Regional Long Range Transportation Plan	Yes	Demographic forecasts for 2005 through 2030 are needed to begin work on forecasting future travel demand. The forecasts are at the area of impact level. The Board is requested to authorize the Demographic Advisory Committee to approve allocations to the traffic analysis zone level.	Action	30	Charles Trainor	March
11.	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/ Kelli Fairless	March
12.	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	Patricia Nilsson	March
13.	Consider Revision 2 of the Unified Planning Work Program and Budget	Yes	Federal metropolitan planning rules require the Metropolitan Planning Organization to produce and maintain the Unified Planning Work Program and Budget. Modification is needed to accommodate changes in staff activities, revenue and expenses, transportation project, etc.	Action	20	Clair Bowman	March
14.	Adopt Staff Recommendation for the Schedule and Process for Updating the <i>Destination 2025</i>	Yes	The nature of the action is dependent upon the outcome of the February 23 rd Board meeting and the February 25 th Executive Committee meeting.	Action	30	Matt Stoll	March
15.	Approve April 1, 2004, Population Estimates	Yes	Population estimates are used to for determine member dues. The schedule for preparing the estimates has been moved forward one month to allow members to consider the dues structure in April.	Action	10	Charles Trainor	March
16.	Consider Change to Bylaws, Article VI, Section 2 and Section 3. Executive Committee Membership	Yes	The Executive Committee at its February 4, 2004 meeting deferred this discussion to the March 15, 2004, COMPASS Board meeting. It will be brought back for action at the April 19, 2004, COMPASS Board meeting.	Ex. Dir. Report	N/A	N/A	March

UPCOMING AGENDA ITEMS

ID #	Title/Description	Mandatory¹	Policy Implications/Requirements	Agenda Type²	Time (minutes)	Presenter(s)	Proposed Agenda
17.	Confirm Receipt of Approved FY2003 Audit	Yes	The Executive Committee is authorized to approve the yearly audits with confirmation by the full Board. A copy of the full audit will be available on the COMPASS website.	Consent Agenda	N/A	N/A	April
18.	Approve the Transportation Improvement Program Protocol and Procedures Manual and Review Status of COMPASS' Use of the Transportation, Economic, and Land Use (TELUS) Database	Yes	A formal, consistent process is required to insure that all participating agencies know the schedule and participate fully in this task. The Manual defines timelines, expectations and procedures that all are expected to follow. The use of the Transportation, Economic, and Land Use (TELUS) database to manage Transportation Improvement Program information will be demonstrated for the Board.	Action	30	Patricia Nilsson	April
19.	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	Matt Stoll	April
20.	Approve Proposed Dues Structure for FY2005	Yes	Action is identified in the recently-adopted schedule for FY2005 UPWP/Budget development.	Action	10	Susan Eastlake	April
21.	Consider Change to Bylaws, Article VI, Section 2 and Section 3. Executive Committee Membership	Yes	Notice was provided in the March 15, 2004, COMPASS Board meeting packet of the intent to change the Bylaws.	Action	10	Clair Bowman	April
22.	Approve Preliminary Project List for FY2005-2009 Boise and Nampa Urbanized Areas Transportation Improvement Programs	Yes	The preliminary list must be submitted to Idaho Transportation Department for inclusion in the draft Statewide Transportation Improvement Program to go to public comment in early summer.	Action	15	Matt Stoll	April
23.	Establish Priorities for Surface Transportation Program-Urban Projects	No	Staff needs direction on what projects or plans to pursue through the balancing committee processes.	Action	30	Matt Stoll	April

ID #	Title/Description	Mandatory¹	Policy Implications/Requirements	Agenda Type²	Time (minutes)	Presenter(s)	Proposed Agenda
24.	Review Transportation Study Coordination	No	In December 2002, the Board considered approaches to coordinating transportation studies. Resolution 05-2003 directed COMPASS staff to work through the Regional Technical Advisory Committee. Staff will discuss the status of this activity and future directions.	Information	20	Charles Trainor	May
25.	Adopt FY2005 Unified Planning Work Program and Budget	Yes		Action	15	Clair Bowman	July
26.	Review Draft Project List for Final FY2005-2009 Boise and Nampa Urbanized Areas Transportation Improvement Programs	Yes		Action	15	Matt Stoll	July
27.	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	TBD
28.	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
29.	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
30.	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: February 18, 2004

RE: **Establish a Conflict of Interest Policy for Professional Services Contractors**

Action Requested:

Select one of the two proposed suggestions below to define a COMPASS conflict of interest policy for providers of professional services.

Background:

COMPASS has no formal conflict of interest policy regarding who may or may not contract to provide professional services for the organization. The absence of such a policy became an immediate issue when a Boise City Council candidate last fall was also a principal on the winning team to perform a major contract for updating the Regional Long-Range Transportation Plan.

I raised the issue with the COMPASS Executive Committee in October and was directed to prepare a draft policy statement for the Executive Committee to consider. Subsequent discussion clarified that I would prepare two alternative statements: one to prohibit COMPASS from engaging in a contractual relationship with any group when any individual in that group was an elected official; and a second one to prohibit a contractual relationship when an individual in the group was a principal of some sort.

Status:

The text on the following page presents two alternative policy statements consistent with the two alternatives requested by the Executive Committee. Definitions following the second alternative apply to both alternatives.

Our attorney, Ken McClure, in drafting this language, suggested that we broaden the policy to prohibit COMPASS from engaging in such contractual relationships with employees of local governments also. I concurred. Therefore, that language is also contained in both alternatives.

Staff requests that the Executive Committee consider both alternatives and agree on one (or a modification of one) of them as a formal COMPASS Conflict of Interest policy.

Alternative 1

No bid, response to request for proposals or response to a request for qualifications submitted to COMPASS may propose to use the services (in whole or in part) of:

- 1) a person who is elected to public office in any government entity in, from or representing residents of Ada or Canyon Counties; or
- 2) a person who is an employee (whether full time or less than full time) of any government entity located in whole or in part in Ada or Canyon Counties;

Alternative 2

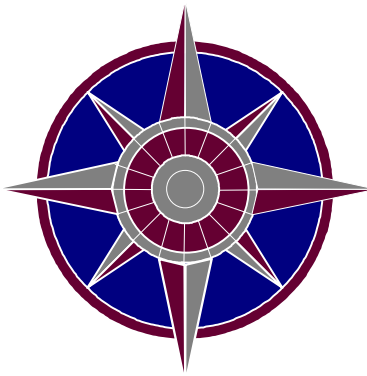
No bid, response to request for proposals or response to a request for qualifications submitted to Compass may propose to use the services (in whole or in part) of any person or entity if an individual who is a principal in such person or entity is:

- 1) a person who is elected to public office in any government entity in, from or representing residents of Ada or Canyon Counties; or
- 2) a person who is an employee (whether full time or less than full time) of any government entity located in whole or in part in Ada or Canyon Counties;

Definitions:

“Principal” as used herein is defined in the broadest sense and shall mean any person (including persons who are not individuals but are legal “persons”) who owns more than 5% of an entity submitting a bid whether as an individual, a partner, a member of a limited liability company, a trustee or beneficiary of a trust, or who is an officer or shareholder of any corporation. A person shall not be considered a “Principal” merely because he or she owns shares of or an interest in a publicly held corporation or other publicly held entity if he or she does not own more than 5% of such entity.

“Government entity” as used herein is defined in the broadest sense and shall mean the government of the United States and any entity created by statute thereunder, the State of Idaho, any state or local agency as defined in section 9-337, Idaho Code, any governmental entity as defined in section 6-902, Idaho Code, and any public agency as defined in section 67-2341, Idaho Code.



Community Planning Association of Southwest Idaho

MEMORANDUM

TO: COMPASS Executive Committee

FROM: Clair M. Bowman, Executive Director

DATE: February 13, 2004

RE: Discussion of Proposed Change to COMPASS' Bylaws, Article VI, Sections 2 and 3

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 establish Executive Committee membership as follows:

ARTICLE VI.

STANDING COMMITTEES

Section 2. Executive Committee:

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).

The COMPASS Bylaws further establish the following “Other Standing Committees”:

- Citizens Advisory Committee
- Demographic Advisory Committee
- Emergency Management Committee
- Land Use Committee
- Local Emergency Planning Committee
- Regional Technical Advisory Committee
- Transportation Modeling Advisory Committee
- Transportation/Air Quality Committee
- Water Committee

Section 2.B.5 is shown as amended on January 26, 2004. Its adoption prompted suggestions for additional change, specifically that similar language be taken to the Executive Committee regarding county commissioners. Staff did so, prompting a direction to staff: Modify Section 2.B so that the addition to 2.B.5 applies to Sections 2.B.2, 2.B.3 and 2.B.4 as well.

In a separate discussion, staff raised the question of the persistence of non-functioning “other standing committees” in Section 3. Again, Executive Committee direction was to bring back a formal suggestion for modification.

Status:

The following modification to Article VI Section 2 is proposed for consideration. It adds a section 2.B.6 to eliminate the potential for two representatives from any one larger city (Section 2.B.2), county commission (Section 2.B.3) or single county-wide highway district (Section 2.B.4) to serve simultaneously on the Executive Committee:

6. Notwithstanding Sections 2.B.2 through 2.B.4, there shall be no more than one Voting Director on the Executive Committee from any member agency.

Eliminating non-functioning Other Standing Committees from Article VI Section 3 is accomplished by the following action:

- Delete the following subsections from Article VI Section 3:
 - Article VI Section 3.A.1 Emergency Management Committee
 - Article VI Section 3.A.2 Land Use Committee
 - Article VI Section 3.A.3 Transportation/Air Quality Committee
 - Article VI Section 3.A.4 Water Committee
 - Article VI Section 3.A.6 Citizens Advisory Committee
 - Article VI Section 3.A.9 Local Emergency Committee

If the Executive Committee concurs with this proposal, it should be added to the March 15 agenda as an Executive Director Report item announcing the intention to propose a Bylaws amendment at the April meeting. No further action is necessary if the Executive Committee does not concur with this proposal.