

Community Planning Association of Southwest Idaho

COMMUNITY PLANNING ASSOCIATION
EXECUTIVE COMMITTEE MEETING
March 31, 2004 – 1:30 pm
800 S. Industry Way, Suite 100, Meridian, Idaho

****AGENDA****

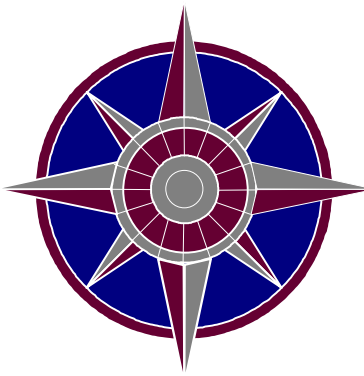
- *A. Approve February 25, 2004, Executive Committee Meeting Minutes**
A copy of the draft minutes is attached.
- *B. Establish April 19, 2004, COMPASS Board Meeting Agenda** (Clair Bowman)
Staff's proposed agenda items for the regularly scheduled April meeting are attached.
- C. Accept the FY2003 Audit** (Jeanne Urlezaga)
COMPASS' Bylaws empower the Executive Committee to receive and accept the annual audit on behalf of the Board. The Finance Committee has already approved the audit after hearing a presentation by George Wadsworth, the COMPASS Auditor, and recommended that the Executive Committee accept it as presented. A copy of the Audit will be provided to the Executive Committee; others may request a copy from COMPASS staff.
- *D. Review COMPASS Board's Role in Discussing Transportation and Land Use Interaction Issues and Discussion of Comp Plan Review** (Charles Trainor)
The Board has accepted a goal for the next regional long-range transportation plan – Communities in Motion – to address transportation and land use interactions in a direct and meaningful way. This is not an easy, or a short-term, do-it-once-and-get-it-over-with process. The attached memorandum provides staff background on the complexity of this issue and suggests alternatives for various ways in which COMPASS can and should be involved in on-going consideration of this dynamic subject.
- *E. Reconsider Proposed Language Regarding Status of Boise State University, the Idaho Transportation Department and ValleyRide for Intra-County Voting** (Clair Bowman)
This subject was considered twice by the Executive Committee and once by the Finance Committee upon referral from the Executive Committee. The attached memorandum suggests it is time to put the issue behind us and move on.

F. Executive Session: Personnel Matter [Idaho Code 67-2345(6)]

G. Other

***Enclosure**

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Community Planning Association of Southwest Idaho

**Community Planning Association of Southwest Idaho
COMPASS Executive Committee
February 25, 2004
COMPASS Conference Room**

*****Minutes*****

ATTENDEES:

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

ABSENT MEMBERS:

Todd Lakey, Commissioner, Canyon County

OTHERS:

Nancy Brecks, Community Planning Association
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
Cindy Thiel, Community Planning Association
Charles Trainor, Community Planning Association
Jeanne Urlezaga, Community Planning Association

CALL TO ORDER

Chair-Elect Bob Flowers called the meeting to order at 1:35 p.m.

A. Approve February 4, 2004, Executive Committee Meeting Minutes

Dave Wynkoop moved and Nancy Merrill seconded approval of the February 4, 2004, Executive Committee meeting minutes as presented. Motion passed unanimously.

B. Establish March 15, 2004, COMPASS Board Meeting Agenda

Clair Bowman reviewed proposed Agenda Items 1-16 and an additional Item 17 - Adopt Proposed Values/Mission Statement.

Garret Nancolas moved and Tom Dale seconded approving Items 1-17 as presented.

Discussion:

After discussion, **Garret Nancolas moved and Tom Dale seconded clarification of the motion to read, approve Items 1-16 as presented and add Item 17 as an information item in March and as an action item in April. Motion passed unanimously.**

C. Establish a Conflict of Interest Policy for Professional Services Contractors

After discussion, **Nancy Merrill moved to approve Alternative 2. Motion died for lack of second.**

After further discussion, **Nancy Merrill moved and Garret Nancolas seconded to adopt 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;**

Motion passed unanimously.

D. Discussion of Proposed Change to COMPASS' Bylaws, Article VI, Section 2 and 3.

Dave Wynkoop moved and Tammy de Weerd seconded approve of the proposed change to the COMPASS Bylaws in accordance with staff's memo of February 13, 2004. Motion passed unanimously.

E. Review Staff's Initial Suggestions for Updating the Current Long Range Transportation Plan for Ada County, *Destination 2025*

Charles Trainor stated the Regional Technical Advisory Committee is reviewing a minimal scope of work for updating the current long-range transportation plan for Ada County, *Destination 2025*, to be completed by December 2004. Charles said the update would be based on Ada County and that Canyon County would be included only as necessary to meet the federal requirements, i.e. such as demonstrating that congestion management principals had been adhered to in both Ada and Canyon Counties. There may be some consistency issues to be addressed.

He said that the review process would be done in a tighter time frame. The local governments would have an opportunity to comment, but there would not be time for each government agency to adopt the plan prior to COMPASS Board approval. Charles stated the abbreviated process uses the current plan document as the model and one land use scenario called the trend scenario, which would take the new demographic control totals that were approved by the COMPASS Board last year and allocate them based on prevalent densities in each community. He said that any environmental and financial evaluations would be done at a minimal level. Charles said with the Regional Technical Advisory Committee approval, staff would bring the abbreviated scope to the Board in March. The scope would include projects that include budgeting or funding within a three to five year period. He said the earliest completion would be by September but certainly by December so that the larger effort, *Communities in Motion*, can be concentrated on and not deter any of the projects being put forth by the members.

Garret Nancolas stressed the key is for staff if member agencies to be kept up to date on the process and then it is their responsibility to keep their elected officials current. He also stated he understands that Canyon County would be included in only a minor way.

Dave Wynkoop agreed it appears progress is being made to get the plan updated on time. He said the Ada County Highway District has a list of projects that are critical projects, but are not regionally significant and not on the current list, so it is critical that those projects get in the plan now so that the right-of-way process can be started. He added projects that are federally funded could take 10-12 years from start to finish.

Clair asked if there is an option for the Ada County Highway District to remove projects, because of the new capital improvement program, that are not going to be worked on for the next two to three years, so a simple calculation of the financial restraints can be maintained. Clair said that is staff's only real issue. Dave replied he thought so, but he does not know what all of the ramifications would be.

Charles emphasized that there are things that will not be done. He said public involvement would be done, but kept at a minimum. He stated if a project could wait until the next round, then wait because if things bog down the December deadline will not be met.

Other

Clair announced Matt Stoll's reassignment as Deputy Executive Director and Charles Trainor is now Planning Director.

Clair recapped the changes in Revision 3 of the FY2004 Unified Planning Work Program and Budget.

ADJOURNMENT

Garret Nancolas moved and Nancy Merrill seconded to adjourn at 2:30 p.m. Motion passed unanimously.

Dated this 31st Day of March 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.	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
5.	Status Report – Finance Committee Update	No	Susan Eastlake, Finance Committee Chair, will provide an oral Status Report.	Information/ Discussion	10	Susan Eastlake	Monthly
6.	Status Report – Corridor Studies	No	Patricia Nilsson will provide a monthly report on the status of the Corridor Studies	Ex. Dir. Report	N/A	N/A	Monthly
7.	Status Report – <i>Destination 2030 Limited Update</i>	No	Charles Trainor will provide a monthly report on the status of the <i>Destination 2030 Limited Update</i>	Ex. Dir. Report	N/A	N/A	Monthly
8.	Status Report – <i>Communities in Motion</i>	No	Charles Trainor will provide a monthly report on the status of <i>Communities in Motion</i> .	Ex. Dir. Report	N/A	N/A	Monthly
9.	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
10.	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
CURRENT MONTH AGENDA ITEMS							
11.	Adopt Resolution Approving Revision 3 to the FY2004 Unified Planning Work Program and Budget	Yes	Staff will present recommended revisions to current work program and budget to reflect COMPASS-ITD partnership in regional long range transportation planning and other adjustments. The Finance Committee at its April 16, 2004 meeting will review Revision 3 proposal.	Action	20	Matt Stoll	April

¹ No, Yes, N/A (Not Applicable)

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

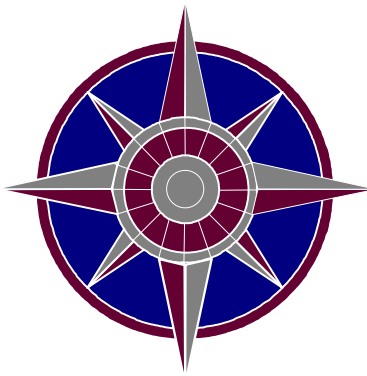
ID #	Title/Description	Mandatory¹	Policy Implications/Requirements	Agenda Type²	Time (minutes)	Presenter(s)	Proposed Agenda
12.	Approve Proposed Dues Structure for FY2005	Yes	Action is identified in the recently adopted schedule for FY2005 UPWP/Budget development.	Action	15	Susan Eastlake	April
13.	Consider 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	5	Matt Stoll	April
14.	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. Staff will also review and seek direction on a proposed new format for the Transportation Improvement Programs.	Action	20	Patricia Nilsson	April
15.	Adopt Proposed COMPASS Values/Mission Statement	No	Penelope Schwiebert, of The Schwiebert Group, will lead the Board in discussion to finalize a value/mission statement for COMPASS.	Action	30	Penelope Schwiebert	April
16.	Review the Department of Environmental Quality's Recommended Air Quality Initiatives	No	Kate Kelly from the Department of Environmental Quality will review the Governor's Conference on Air Quality in the Treasure Valley and review recommended air quality initiatives.	Information/ Discussion	30	Kate Kelly	April
17.	Review the Transportation Improvement Program Policies and Procedures	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.	Information/ Discussion	15	Patricia Nilsson	April
18.	Confirm Receipt of Approved FY2003 Audit	No	The Executive Committee is authorized to approve the yearly audits. This serves as notification that the Executive Committee approved the FY2003 Audit at its March 31, 2004, meeting.	Ex. Dir. Report	N/A	N/A	April

UPCOMING AGENDA ITEMS

19.	Attend a Luncheon with William Hudnut	No	Immediately prior to the May 17 th Board meeting COMPASS Board members and senior staff of member agencies are invited to join William Hudnut for a discussion about regional approaches to problem solving.	Special Item	60	William Hudnut	May
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ID #	Title/Description	Mandatory¹	Policy Implications/Requirements	Agenda Type²	Time (minutes)	Presenter(s)	Proposed Agenda
20.	Approve Revision to the Regional Technical Advisory Committee Bylaws	Yes	This revision to the Regional Technical Advisory Committee Bylaws reflects membership changes	Action	5	Toni Tisdale	May
21.	Reconfirm Members of Standing Committees	Yes	This item was deferred from the January 26 th Board meeting to allow time for the Regional Technical Advisory Committee to restructure its membership.	Action	5	Clair Bowman	May
22.	Approve Title VI Plan	Yes	The Idaho Transportation Department has released a version of its Title VI Plan for COMPASS. Title VI is a required planning document.	Action	5	Toni Tisdale	May
23.	Approve the Environmental Justice Consideration Areas	Yes	The Regional Technical has recommended the methodology and map areas with high percentages of minority and low-income populations to comply with Executive Order 12898. This map is tied to the Title VI Plan.	Action	5	Toni Tisdale	May
24.	Transportation Improvement Program Amendment – ValleyRide (Ada County and Canyon County)	Yes	Amendment to reflect use of 5307 federal funds for operating costs.	Action	15	Patricia Nilsson	May
25.	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/ Discussion	20	Charles Trainor	May
26.	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: follow up on the January 26 Board action regarding feasibility of a Treasure Valley emissions trading program and a study proposal for the Air Quality Board.	Action	60	Matt Stoll	May

ID #	Title/Description	Mandatory¹	Policy Implications/Requirements	Agenda Type²	Time (minutes)	Presenter(s)	Proposed Agenda
27.	Approve Update to the Federal 2010 Functional Classification Map (Ada County)	Yes	The Idaho Transportation Department and the Federal Highway Administration have requested an update to the rural areas of Ada County.	Action	5	Toni Tisdale	June
28.	Approve Destination 2030 Functional Classification Map (Ada County)	Yes	This map incorporates changes from the Federal 2010 Classification maps in the urbanized, urban and rural areas.	Action	5	Toni Tisdale	June
29.	Presentation by the <i>Communities in Motion</i> Consultants	No	The consultant will provide an overview of the Scope of Work for <i>Communities in Motion</i> .	Information/ Discussion	15	Charles Trainor	June
30.	Adopt FY2005 Unified Planning Work Program and Budget	Yes		Action	15	Clair Bowman	July
31.	Review Draft Project List for Final FY2005-2009 Boise and Nampa Urbanized Areas Transportation Improvement Programs	Yes		Action	15	Matt Stoll	July
32.	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
33.	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
34.	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
35.	Update on the Rail Corridor Feasibility Study	No	Kelli Fairless will provide an update on the Rail Corridor Feasibility Study	Information/ Discussion	5	Kelli Fairless	TBD
36.	Presentation on Historical Expenditures of Surface Transportation Program – Enhancement Funds over Five Years Across the State	No		Information/ Discussion		Matt Stoll	TBD



Community Planning Association of Southwest Idaho

MEMORANDUM

TO: COMPASS Executive Committee

FROM: Charles Trainor, Planning Director

DATE: March 25, 2004

RE: Review COMPASS Board's Role in Discussing Transportation and Land Use Interaction Issues and Discussion of Comp Plan Review

Action Requested:

No action is requested. This item is to review COMPASS Board's role in discussing transportation and land use interaction issues and to discuss the review of comprehensive plans.

Background:

The land use/transportation connection has been a major issue in transportation planning for the past 10-15 years. While future land uses in terms of the volume of future households, population, and employment have long been factors in forecasting future travel demand, more recently planning agencies have looked beyond simple growth forecasts into such issues as:

- The effect of providing new transportation facilities on the pattern of growth.
- The role that the design, density, and diversity of land uses play in travel demand and mode choice (driving, bus, bike, walk, etc.)
- The design of transportation facilities—width, sidewalk widths/placement, landscaping, lighting, etc.—and how these factors affect land uses and communities along the facilities.
- The effect of development on access management and corridor preservation.

Federal rules pertaining to COMPASS, as the metropolitan planning organization for the region, require that land use be considered in planning and forecasting. But the aspects of transportation planning listed above have not been prominent in past COMPASS planning efforts. However, there are several efforts underway, within COMPASS and by other entities, which tie into the land use/transportation connection.

- Ada County Highway District – Robert Freilich. Dr. Freilich, an attorney and consultant, has been retained to provide information to Ada County governments about the pragmatic benefits of smart growth in terms of public expenses. One possibility is to target land use ordinances to achieve the desired outcomes in transportation.

- Treasure Valley Partnership – State of the Valley Report. Dena Belzer, a consultant retained by Treasure Valley Partnership, has taken development and transportation data compiled by COMPASS and created a preliminary analysis of growth during the past several years and its implications for transportation. Are communities getting higher densities? Are homes being built within walking distance of schools?
- COMPASS – Demographic Forecast and scenarios. COMPASS staff has completed the first of three scenarios, the trend or sprawl scenario. The second and third scenarios will be future land use patterns that may favor a bus-based transit system and a bus/rail-based system, respectively. There are many questions regarding the feasibility of achieving the necessary densities.
- COMPASS – *Communities in Motion*. The expanded, multi-county planning effort seeks innovative ways to address expected transportation issues. Already, the question has been posed as to whether shifting future employment to outlying areas is a potential. This shift could reduce the volume of work trips in the future, but is this politically feasible?

In addition to the studies listed above, each community has its own comprehensive plan. Of these, several are coming up for major updates, including Ada County, Boise, Middleton, Eagle and Star. Since all the plans must include land use and transportation as components, there is an automatic tie between these plans and COMPASS activities. But what happens when proposed changes deviate from the regional assumptions and goals or adversely affect a major corridor?

Status:

The bottom line is that the regional long-range transportation plan process must incorporate a consideration of the interaction between land use and transportation. The manner of doing this is open, but this has not been a significant topic for the COMPASS Board to date. There are several questions for your consideration:

- A recent suggestion was to have communities present their comprehensive plan updates to COMPASS for review of the transportation implications. Is this a reasonable proposal?
- Should the State of the Valley report on how we are doing in meeting land use and transportation goals be presented to the COMPASS Board? If not, how do we monitor whatever goals are established in COMPASS plans?
- If effective smart growth can reduce travel demand when implemented by local government ordinances, is this subject appropriate and desirable for the COMPASS Board to discuss?

The answers can help staff frame the approach to land use in *Communities in Motion*.

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pc: File 720.01–Data Resources and Forecasting - Ada
720.02–Data Resources and Forecasting - Canyon



Community Planning Association of Southwest Idaho

MEMORANDUM

TO: COMPASS Executive Committee
FROM: Clair M. Bowman, Executive Director
DATE: March 24, 2004
RE: Reconsider Proposed Language Regarding Status of Boise State University, the Idaho Transportation Department and ValleyRide for Intra-County Voting

Action Requested:

Reconsider proposed language regarding status of Boise State University, the Idaho Transportation Department and ValleyRide for Intra-County.

Background:

Article III of the COMPASS Bylaws provides for intra-county voting as follows:

- Section 6. Intra-County Voting. ... In the event intra-county voting is used: ...*
- B. Only Voting Directors present and representing General and Special Purpose Members in that county may cast a vote on the matter*
 - C. A simple majority of Voting Directors present from that county is required to approve the matter before the Board. ...*

The Executive Committee, on November 24, 2003, acted to direct staff to prepare a modification of Section 6 (B), above, to eliminate Boise State University, the Idaho Transportation Department and ValleyRide from participating in intra-county voting. On January 7, 2004, I presented to the Executive Committee information concerning unforeseen consequences of that action and requested its reconsideration. The Executive Committee remanded the discussion to the Finance Committee and on March 12, 2004, the Finance Committee referred it back to the Executive Committee as it was deemed a policy discussion.

Status:

It is time for this bouncing football to be laid to rest. Federal eligibility rules for the use of funds from the US Department of Transportation now require both the Idaho Transportation Department and ValleyRide to have a vote in all financial matters affecting them. Therefore, they must be allowed to vote as currently provided in Article III Section 6 (B). And it seems extremely prejudicial to make Boise State University the only Special Member not entitled to such privileges. Therefore, staff recommendation is to drop this discussion altogether and accept existing language in the COMPASS Bylaws.