

Community Planning Association of Southwest Idaho

COMMUNITY PLANNING ASSOCIATION
EXECUTIVE COMMITTEE MEETING
April 28, 2004 – 1:30 pm
800 S. Industry Way, Suite 100, Meridian, Idaho

****AGENDA****

- * **A. Approve March 31, 2004, Executive Committee Meeting Minutes and April 7, 2004, Executive Committee Conference Call Minutes**
Copies of the draft minutes are attached.

- * **B. Establish May 17, 2004, COMPASS Board Meeting Agenda**
Staff's proposed agenda items for the regularly scheduled May meeting are attached.

- * **C. Approve FY2005 Unified Planning Work Program and Budget Development Guidelines and Structure**
Staff recommended guidelines and structure for the development of the FY2005 Unified Planning Work Program and Budget (UPWP) will be reviewed with the Executive Committee. The Regional Technical Advisory Committee reviewed and recommended the proposed guidelines and structure for developing the UPWP at its March 24, 2004 meeting.

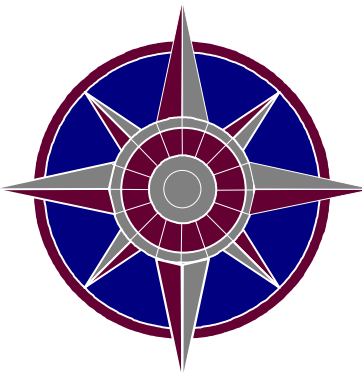
- D. Status Report: Project Management Skills, Tools, and Processes Evaluation**
Staff will review COMPASS' engagement of Fred Kitchener of McFarland Management in a professional services agreement to evaluate and recommend improvements of COMPASS' project management skill, tools, and processes.

- E. Status Report: Reauthorization of the Surface Transportation Act (Transportation Equity Act for the 21st Century – TEA-21)**
Elizabeth Criner will provide an update on the status of the reauthorization of the Surface Transportation Act.

- F. Other**

* Enclosure

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Community Planning Association

of Southwest Idaho

**Community Planning Association of Southwest Idaho
COMPASS Executive Committee
March 31, 2004
COMPASS Conference Room**

*****Minutes*****

ATTENDEES:

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**
Nancy Merrill, Mayor, City of Eagle
Garret Nancolas, Mayor, City of Caldwell
Judy Peavey-Derr, Commissioner, Ada County, **Chair**
Dave Wynkoop, Commissioner, Ada County Highway District

ABSENT MEMBERS:

Bob Flowers, Mayor, City of Parma, **Chair-Elect**
Todd Lakey, Commissioner, Canyon County

OTHERS:

Nancy Brecks, Community Planning Association
Kathleen Marie Lacey, City of Boise
Katey Levihn, Ada County Highway District
Patricia Nilsson, Community Planning Association
Dean Obray, Mayor, City of Kuna
Hal Simmons, City of Boise
Matt Stoll, Community Planning Association
Jade Riley, City of Boise
Cindy Thiel, Community Planning Association
Toni Tisdale, Community Planning Association
Charles Trainor, Community Planning Association
Jeanne Urlezaga, Community Planning Association
George Wadsworth, Wadsworth & Smith

CALL TO ORDER

Chair Judy Peavey-Derr called the meeting to order at 1:35 p.m.

A. Approve February 25, 2004, Executive Committee Meeting Minutes

Tammy de Weerd moved and Nancy Merrill seconded approval of the February 25, 2004, Executive Committee meeting minutes as presented. Motion passed unanimously.

B. Establish April 19, 2004, COMPASS Board Meeting Agenda

Clair Bowman reviewed proposed Agenda Items 1-18. He said that items 6-8 are new status report items.

Tom Dale moved and Tammy de Weerd seconded approval of Items 1-14, 16-18 as presented and deferring Item 15 until the May 17th meeting. Motion passed unanimously.

C. Accept the FY2003 Annual Financial Audit Report

Jeanne Urlezaga reported that George Wadsworth presented the FY2003 Audit Report to the Finance Committee at their March 12, 2004, meeting. She said the Finance Committee approved the Audit and recommended forwarding the report on to the Executive Committee for adoption.

Chair Peavey-Derr asked for any objections to approving the FY2003 Audit based on the recommendation from the Finance Committee. Hearing none, Chair Peavey-Derr so ordered.

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

Charles Trainor stated the regional long-range transportation plan process must incorporate a consideration of the interaction between land use and transportation. He said the manner of doing this is open, but this has not been a significant topic for the COMPASS Board to date.

Clair Bowman suggested the next step could be to establish a subcommittee to work with staff to refine a recommendation to the Board. Clair said one mandate of a Metropolitan Planning Organization is to consider land use and we have not done that well in the past. Clair stressed this is not "mission creep," but a sound practice to not have red flags raised by funding agencies. Clair said the discussion does not have to be done at COMPASS, but there is a need to have the discussion within transportation.

Chair Peavey-Derr asked for any objections to Clair Bowman and Judy developing a subcommittee to come together for more discussion and report back to the Executive Committee at a later date. Hearing none, Chair Peavey-Derr so ordered.

Dave Bieter, Dave Wynkoop, Garret Nancolas and Nancy Merrill will be on the subcommittee.

E. Reconsider Proposed Language Regarding Status of Boise State University, the Idaho Transportation Department and ValleyRide for Intra-County Voting

Clair Bowman said staff recommends that this item be dropped and accept the language of the Bylaws as they are currently written.

Chair Peavey-Derr asked for any objections to drop the issue and accept the language of the Bylaws as they are currently written. Hearing none, Chair Peavey-Derr so ordered.

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

Tom Dale moved and Dave Bieter seconded adjourning into Executive Session at 2:35 p.m. Motion passed unanimously.

Adjourned back into regular session at 3:20 p.m.

ADJOURNMENT

The meeting was adjourned at 3:22 p.m.

Dated this 28th Day of April 2004.

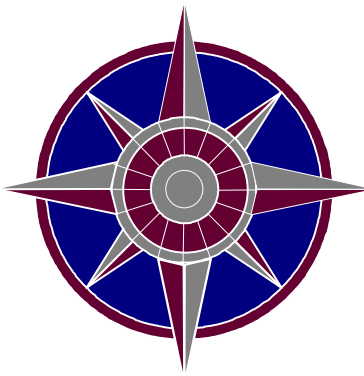
APPROVED:

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

ATTEST:

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

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Community Planning Association of Southwest Idaho

**Community Planning Association of Southwest Idaho
COMPASS Executive Committee Conference Call
April 7, 2004
COMPASS Conference Room**

*****Minutes*****

ATTENDEES: Matt Beebe, Commissioner, for Todd Lakey, Commissioner, Canyon County
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**
John Franden, Commissioner, Ada County Highway District
Nancy Merrill, Mayor, City of Eagle
Judy Peavey-Derr, Commissioner, Ada County, **Chair**

ABSENT MEMBERS: Garret Nancolas, Mayor, City of Caldwell

OTHERS: Nancy Brecks, Community Planning Association
Matt Stoll, Community Planning Association

CALL TO ORDER

Chair Judy Peavey-Derr called the meeting to order at 4:35 p.m.

A. Approve a Letter over the COMPASS Board Chair's Signature to Senator Mike Crapo Reaffirming COMPASS' Transportation Reauthorization Priorities

Clair Bowman read a letter for Senator Crapo reaffirming COMPASS' transportation reauthorization priorities. The letter was requested by Senator Crapo's staff to clarify the COMPASS Board's transportation project priorities for the reauthorization process. COMPASS staff recommends Executive Committee approval for the letter to be signed by the Board Chair. Clair said the letter also expresses COMPASS' strong support of the low-density provision in the funding formula that Senator Crapo and Senator Craig worked into the Senate version of the bill.

Bob Flowers moved and Tom Dale seconded approving letter as presented by Clair Bowman.

Clair said that Senator Craig, Representatives Simpson and Otter would receive copies of the letter.

Discussion:

After further discussion, **Bob Flowers moved to amend the motion and Tom Dale seconded to approve the letter as written with the addition of a sentence in the first paragraph, after the listing of projects, that reiterates COMPASS' commitment to the priorities in both categories and specifically mentions King's Corner Crossing. Judy Peavey-Derr will sign the letter on behalf of the COMPASS Board. Motion passed unanimously.**

A copy of the letter is available upon request to Clair Bowman at COMPASS.

ADJOURNMENT

The meeting was adjourned at 4:55 p.m.

Dated this 28th Day of April 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.	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 lunch and a discussion about regional approaches to problem solving from 11:30 am. - 1:00 p.m..	Special Item	90	William Hudnut	May

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 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
13.	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
14.	Approve Amendment to the FY2004-2008 Transportation Improvement Programs – ValleyRide (Northern Ada County and Nampa Urbanized Area)	Yes	Amendment to reflect use of 5307 federal funds for operating costs.	Action	15	Patricia Nilsson	May
15.	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.	Action	30	Matt Stoll	May
16.	Review Idaho Transportation Department District 3's Requested and Proposed Project List for Funding in Northern Ada County and Nampa Urbanized Area	Yes	Idaho Transportation Department District 3's proposed projects and funding will be reviewed with the COMPASS Board in its role as the governing board for the Transportation Management Area.	Information/ Discussion	15	Matt Stoll	May
17.	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
18.	Consider 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. Staff intend to bring the Title VI Plan before the COMPASS Board for its approval at the June 21, 2004 meeting.	Ex. Dir. Report	NA	NA	May

ID #	Title/Description	Mandatory¹	Policy Implications/Requirements	Agenda Type²	Time (minutes)	Presenter(s)	Proposed Agenda
19.	Review Environmental Justice Consideration Areas	Yes	The Regional Technical Advisory Committee has recommended the methodology and geographic 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. Due to the technical nature of this item, it is brought to the COMPASS Board for its information only.	Ex. Dir. Report	NA	NA	May
UPCOMING AGENDA ITEMS							
20.	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.	Action	30	Penelope Schwiebert	June
21.	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
22.	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
23.	Review Draft Project List for Final FY2005-2009 Boise and Nampa Urbanized Areas Transportation Improvement Programs	Yes	Staff will present the final FY2005-2009 Transportation Improvement Programs' current project lists prior to seeking public comment.	Action	15	Patricia Nilsson	June
24.	Approve Title VI Plan	Yes	The Idaho Transportation Department has released a version of its Title VI Plan for COMPASS. A Title VI Plan is a required planning document.	Action	5	Toni Tisdale	June
25.	Receive Regional Transportation Task Force Report	No	Kirk Sullivan will present the Regional Transportation Task Force's observations and recommendations on the regional transportation system from the businessperson's perspective.	Information	30	Kirk Sullivan	June
26.	Review Transportation Projects in ITD District 3	No	Pam Lowe will review high profile transportation projects scheduled in District 3 of Idaho Transportation Department	Information	30	Pam Lowe	June
27.	Approve Consideration of the Regional Transportation Task Force Report as Part of Communities in Motion	No		Action	15	Clair Bowman	July

ID #	Title/Description	Mandatory¹	Policy Implications/Requirements	Agenda Type²	Time (minutes)	Presenter(s)	Proposed Agenda
28.	Adopt FY2005 Unified Planning Work Program and Budget	Yes		Action	15	Matt Stoll	July
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	July
30.	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
31.	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
32.	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
33.	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
34.	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: Matthew J. Stoll, Deputy Executive Director
DATE: April 20, 2004
RE: Approve FY2005 Unified Planning Work Program and Budget Development Guidelines and Structure

Action Requested:

Approve FY2005 Unified Planning Work Program and Budget development guidelines and structure.

Background:

The Unified Planning Work Program and Budget represents one of four 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 intent of the early start is to provide ample opportunity for member agencies to provide input on which activities or projects COMPASS resources should be focused on during the upcoming year. Another benefit of an early start is the identification of the required COMPASS dues from member agencies prior to the time they begin budgeting for the next fiscal year.

Status:

COMPASS staff recommends modifying the structure of the document from task-based to project-based using federally required planning factors for guidance. Such a modification will ensure the FY2005 Unified Planning Work Program and Budget meets federal requirements and membership needs.

Staff recommends the use of seven planning factors identified in Title 23, U.S.C. 134(f) as guiding principles in the development of the FY2005 Unified Planning Work Program and Budget:

- 1.) Support economic vitality
- 2.) Increase the safety and security of the transportation system
- 3.) Increase the accessibility and mobility options available to people and for freight
- 4.) Protect and enhance the environment, promote energy conservation, and improve the quality of life
- 5.) Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight
- 6.) Promote efficient system management and operation
- 7.) Emphasize the preservation of the existing transportation system.

During the triennial review process, the Federal Highway Administration and Federal Transit Administration look for the specific use of these planning factors in developing the Unified Planning Work Program and Budget for Transportation Management Areas. Most recently, the Spokane Regional Transportation Council was cited in their triennial review for not specifically identifying how these planning factors are part of their decision-making processes.

Staff recommends modifying the structure of the Unified Planning Work Program and Budget from a purely task-based to a more project-based document. The development of a project-based work program and budget will enhance staff's ability to manage specific projects and respond to Board member inquiries. Staff recommends the use of four primary classifications for the work program and budget:

- 1.) **Projects** – Allocation of staff time and resources to a COMPASS staff led effort with a specific schedule and product.
- 2.) **Services** – Allocation of staff time and resources to provide support for member agencies on specific projects and for non-specific, ongoing services.
- 3.) **System Maintenance** – Allocation of staff time and resources for ongoing maintenance activities of necessary tools or systems.
- 4.) **Indirect/Overhead** – Allocation of staff time and resources for ongoing activities not directly charged to a specific grant.

As presented in Attachment I, staff has identified specific proposed activities for the FY2005 Unified Planning Work Program and Budget based upon the above classification system.

The Regional Technical Advisory Committee reviewed and recommended with minor modification the approval of the proposed guidelines and structure for the development of the FY2005 Unified Planning Work Program and Budget at its March 24, 2004 meeting. Members of the Regional Technical Advisory Committee also recommended staff request member agency identification of requested projects and staff hours for inclusion in the FY2005 Unified Planning Work Program and Budget.

Staff requests the Executive Committee's review, comment, and approval of the proposed guidelines and structure for the development of the FY2005 Unified Planning Work Program and Budget.

Attachment I
FY2005 Unified Planning Work Program and Budget
Proposed Work Program Number List

Projects: (COMPASS has control)

- **WP No. 601** - UPWP/Budget Development and Tracking
- **WP No. 605** - Triennial Review
- **WP No. 610** - SH 44 Corridor Study
- **WP No. 611** - US 20/26 Corridor Study
- **WP No. 612** - Middleton Road Connection
- **WP No. 620** - Development Monitoring
- **WP No. 626** - Population Estimate Development
- **WP No. 638** - Mode Choice Model Development
- **WP No. 653** - COMPASS Outreach Program Development
- **WP No. 655** - Studies Coordination System Development
- **WP No. 661** - Communities in Motion
- **WP No. 662** - Destination 2030 - Limited Plan Update
- **WP No. 685** - Transportation Improvement Program

Services: (COMPASS not responsible, assisting member agencies)

- **WP No. 701** - General Membership Services
- **WP No. 703** - General Public Services
- **WP No. 705** - Liaison Services
- **WP No. 707** - Educational Services
- **WP No. 709** – Public Involvement Assistance to other agencies
- **WP No. 720** - Three Cities River Crossing
- **WP No. 735** - Interim Public Transportation Committee
- **WP No. 740** - I-84 Orchard to Gowen
- **WP No. 755** - ACHD/Impact Fee Program

System Maintenance: (Ongoing)

- **WP No. 820** - Committee Support
- **WP No. 836** - Model Maintenance
- **WP No. 842** - Congestion Management System Maintenance
- **WP No. 860** - Geographic Information System Maintenance

Indirect/Overhead: (Ongoing)

- **WP No. 960** - Information Technology
- **WP No. 980** - Staff Development
- **WP No. 990** – Direct Operations/Maintenance
- **WP No. 991** - Support Services Labor
- **WP No. 999** - Indirect Operations/Maintenance