

Community Planning Association of Southwest Idaho

COMMUNITY PLANNING ASSOCIATION
EXECUTIVE COMMITTEE MEETING
June 2, 2004 – 3:30 pm
800 S. Industry Way, Suite 100, Meridian, Idaho

****AGENDA****

- * **A. Approve April 28, 2004, Executive Committee Meeting Minutes**
A copy of the draft minutes is attached.

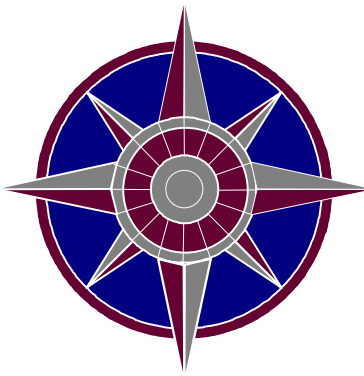
- * **B. Establish June 21, 2004, COMPASS Board Meeting Agenda**
Staff's proposed agenda items for the regularly scheduled June meeting are attached.

- C. Review Status of COMPASS' Lobbying Efforts**
Staff will provide an update on the current status of transportation reauthorization legislation, COMPASS' lobbying effort in support of the regional priority list, and a recommendation from the COMPASS lobbyist for continuing relationships with the Idaho Congressional delegation.

- D. Other**

* Enclosure

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Community Planning Association of Southwest Idaho

**Community Planning Association of Southwest Idaho
COMPASS Executive Committee
April 28, 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, **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**
Paul Raymond for Tom Dale, Mayor, City of Nampa,
Secretary/Treasurer

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
Matt Stoll, Community Planning Association
Cindy Thiel, Community Planning Association
Charles Trainor, Community Planning Association
Jeanne Urlezaga, Community Planning Association

CALL TO ORDER

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

A. Approve March 31, 2004, Executive Committee Meeting Minutes

Tammy de Weerd moved and Nancy Merrill seconded approval of the March 31, 2004, Executive Committee meeting minutes as presented. Motion passed unanimously.

B. Establish May 17, 2004, COMPASS Board Meeting Agenda

Clair Bowman reviewed proposed May 17, 2004, COMPASS Board meeting agenda items 1-19.

After discussion, **Tammy de Weerd moved and Nancy Merrill seconded approval of May 17, 2004, agenda items 1- 19 as presented Motion passed unanimously.**

A. Approve FY2005 Unified Planning Work Program and Budget Development Guidelines and Structure

Matt Stoll reviewed staff proposed development guidelines and structure for the FY2005 Unified Planning Work Program and Budget. He said that the Regional Technical Advisory Committee has recommended the guidelines and structure for approval. Matt said the FY2005 Unified Planning Work Program and Budget would come to the Board for approval in July.

Bob Flowers moved and John Franden seconded approval of the FY2005 Unified Planning Work Program and Budget Development Guidelines and Structure. Motion passed unanimously.

B. Status Report: Project Management Skills, Tools, and Processes Evaluation

Clair Bowman stated Fred Kitchener was hired to conduct an overview of COMPASS staff's project management skills, tools and processes. Fred will be ready with his final assessment in June.

C. Status Report: Reauthorization of the Surface Transportation Act (Transportation Equity Act for the 21st Century – TEA-21)

Elizabeth Criner provided an update on reauthorization of the Surface Transportation Act.

D. Other

Executive Session – Legal Matters [Idaho Code 67-2345 (f)]

Bob Flowers moved and Nancy Merrill seconded adjourning into Executive Session at 2:10 p.m. Motion passed unanimously.

Chair Judy Peavey-Derr called roll. The following members of the Executive Committee were present and voted in favor of adjourning into Executive Session: Dave Bieter, Tammy de Weerd, Bob Flowers, John Franden, Nancy Merrill, Judy Peavey-Derr, Paul Raymond for Tom Dale. There were no nay votes.

Bob Flowers moved and Paul Raymond seconded adjourning back into regular session at 3:08 p.m. Motion passed unanimously.

Adjournment

Bob Flowers moved and Nancy Merrill seconded to adjourn at 3:09 p.m. Motion passed unanimously.

Dated this 1st Day of June 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> .	Information/ Discussion	N/A	N/A	June
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
11.	Status Report – Standing Committees' Attendance	No	Per Board request (May, 2004).	Ex. Dir. Report	N/A	N/A	Monthly
CURRENT MONTH AGENDA ITEMS							
12.	Recognize Outgoing and Incoming Board Members	No	The June Board meeting is the last meeting for Todd Lakey as Canyon County Commissioner and the first meeting for Mike McGown as Department of Environmental Quality Boise Regional Office Administrator.	Special Item	10	Judy Peavey-Derr	June
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.	Consent Agenda	N/A	N/A	June

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
14.	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.	Consent Agenda	N/A	N/A	June
15.	Adopt Proposed COMPASS Mission Statement	No	Penelope Schwiebert, of the Schwiebert Group, will lead the Board in discussion to finalize a Mission Statement.	Action	30	Penelope Schwiebert	June
16.	Review Idaho Transportation Projects in Idaho Transportation Department's District 3.	Yes	Pam Lowe will review the Idaho Transportation Department District 3's proposed projects and funding with the COMPASS Board in its role as the governing board for the Transportation Management Area.	Information/ Discussion Note: Needs to come before Project List action	30	Pam Lowe	June
17.	Review Draft Project List for Final FY2005-2009 Northern Ada County and Nampa Urbanized Area Transportation Improvement Programs	Yes	Staff will present the draft FY2005-2009 Transportation Improvement Programs' current project lists prior to seeking public comment.	Action	15	Patricia Nilsson	June
18.	Establish FY2005 Special Member Dues Structure	No	This item comes to the Board as a recommendation from the Finance Committee.	Action	10	Susan Eastlake	June
19.	Delegate authority to the Regional Technical Advisory Committee to approve Functional Classification Maps (Note: Include this item OR the following two items)	No	Staff recommends that authority to adopt functional classification maps be properly treated as a technical decision with authority residing in the Regional Technical Advisory Committee	Action	5	Clair Bowman	June
20.	Approve Update to the Federal 2010 Functional Classification Map - Ada County (Note: Include this item OR the above 'delegate...' item)	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
21.	Approve Destination 2030 Functional Classification Map - Ada County (Note: Include this item OR the above 'delegate...' item)	Yes	This map incorporates changes from the Federal 2010 Classification maps in the urbanized, urban and rural areas.	Action	5	Toni Tisdale	June
22.	Status Report - Executive Director Search Committee	No	Garret Nancolas, Chair of the Executive Director Search Committee, will provide an update on the status of the search for an Executive Director.	Information/ Discussion	5	Garret Nancolas	June

UPCOMING AGENDA ITEMS

ID #	Title/Description	Mandatory¹	Policy Implications/Requirements	Agenda Type²	Time (minutes)	Presenter(s)	Proposed Agenda
23.	Confirm COMPASS Financial Manual	No	The Finance Committee approved the Finance Manual at its June 18 th meeting subject to Board confirmation.	Consent Agenda	N/A	N/A	July
24.	Receive the 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.	Action	30	Clair Bowman/ Kirk Sullivan	July
25.	Approve the FY2005-2009 Transportation Improvement Programs	Yes		Action	15	Patricia Nilsson	August
26.	Confirm Appointment of Executive Director based on the Executive Committee' Recommendation	No		Action	20	Judy Peavey/Derr	August
27.	Adopt the Finance Committee Bylaws and Modify the COMPASS Bylaws to Name the Finance Committee as a Standing Committee of the COMPASS Board.	Yes	Notice of the intent to change the COMPASS Bylaws was given in the July Board meeting packet.	Action	10	Susan Eastlake	August
28.	Review FY2005 Unified Planning Work Program and Budget	Yes	Staff will review proposed revenue and expenditures for FY2005 Unified Planning Work Program and Budget. Staff will seek Board adoption at the Board's August 2004 meeting.	Information/ Discussion	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	25	Charles Trainor	July
30.	Status Report- Executive Director Search Committee	No	Garret Nancolas, Chair of the Executive Director Search Committee, will provide an update on the status of the search for an Executive Director.	Information/ Discussion	5	Garret Nancolas	July
31.	Notice of Intent to Adopt the Finance Committee Bylaws and Modify the COMPASS Bylaws to Name the Finance Committee as a Standing Committee of the COMPASS Board.	Yes	This item provides required notice of the intent to amend the COMPASS Bylaws.	Ex. Dir. Report	N/A	N/A	July
32.	Information Regarding On-site Visitation to the Sacramento Area Council of Governments	No	This item is staff follow-up to a Board suggestion that it would be beneficial to have a group of COMPASS Board members visit another MPO	Ex. Dir. Report	N/A	N/A	July

ID #	Title/Description	Mandatory¹	Policy Implications/Requirements	Agenda Type²	Time (minutes)	Presenter(s)	Proposed Agenda
33.	Adopt FY2005 Unified Planning Work Program and Budget	Yes	This item was discussed at the July 19 th COMPASS Board meeting. Timely adoption ensures on time submittal of grant applications	Action	15	Matt Stoll	August
34.	Status-Report: Three Cities River Crossing	No	Ada County Highway District staff will provide an update on the status of the Three Cities River Crossing project.	Ex. Dir. Report	N/A	N/A	August/ September
35.	Adopt the Congestion Management System Plan	Yes	The Congestion Management System Plan details the method developed to manage congestion in the Treasure Valley. A congestion management system must be developed and implemented for all transportation management areas.	Action	20	Jay Witt	October
36.	Establish an Updated COMPASS Board Policy for Transportation Related Air Quality Efforts	No	This item was deferred from the May 17, 2004, Board meeting.	Action	30	Matt Stoll	TBD
37.	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
38.	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
39.	Presentation on Historical Expenditures of Surface Transportation Program – Enhancement Funds over Five Years Across the State	No		Ex. Dir. Report	N/A	N/A	TBD