

# Community Planning Association of Southwest Idaho

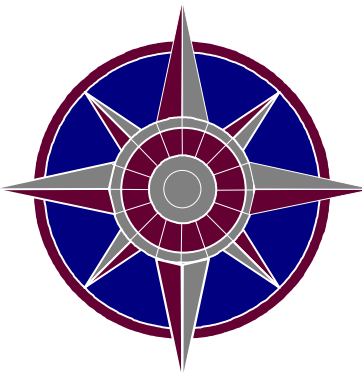
COMMUNITY PLANNING ASSOCIATION  
EXECUTIVE COMMITTEE MEETING  
July 28, 2004 – 1:30 pm  
800 S. Industry Way, Suite 100, Meridian, Idaho

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

- \* **A. Approve June 2, 2004, Executive Committee Meeting Minutes**  
*A copy of the draft minutes is attached. Quorum was not reached at the June 30<sup>th</sup> Executive Committee meeting; therefore, the June 2nd minutes were not acted on and there are no minutes from the June 30th meeting.*
  
- \* **B. Establish August 16, 2004, COMPASS Board Meeting Agenda**  
*Staff's proposed agenda items for the regularly scheduled August meeting are attached. This is a long list, with several high priority items. Staff encourages Board members to reserve most of the afternoon of August 16 for this meeting.*
  
- \* **C. Review Final Report: Assessment of COMPASS' Project/Contract Management Capabilities**  
*The Executive Committee asked at the June 30 meeting that staff review this document with the Committee. A copy of its Executive Summary is attached.*
  
- D. Update on the B20 Biodiesel Study and Preliminary Results**  
*Staff will review preliminary results of the B20 Biodiesel Study.*
  
- E. Executive Session –Personnel Matter [Idaho Code 67-2345(b)]**  
*There are one and perhaps two personnel issues to be addressed. Any action on either will be taken in open session following the Executive Session.*
  
- F. Interim Corridor Preservation Ordinance**  
*The SH 44 (State Street) and US 20/26 (Chinden) Corridor Studies are slated to start soon, but both studies will take at least a year to complete. Proposed developments could affect potential solutions. Patricia Nilsson will discuss an interim ordinance that communities could adopt to protect such options.*
  
- G. Other**

\* Enclosure

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# Community Planning Association

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## *of Southwest Idaho*

**Community Planning Association of Southwest Idaho  
COMPASS Executive Committee  
June 2, 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**  
Bob Flowers, Mayor, City of Parma, **Chair-Elect**  
John Franden, Commissioner, Ada County Highway District  
Nancy Merrill, Mayor, City of Eagle  
Garret Nancolas, Mayor, City of Caldwell  
Judy Peavey-Derr, Commissioner, Ada County, **Chair**

**ABSENT MEMBERS:**

Todd Lakey, Commissioner, Canyon County

**OTHERS:**

Tom Ahlquist, M.D., Stat Pads  
Nancy Brecks, Community Planning Association  
Rick Johnson, Stat Pads  
Kathleen Marie Lacey, City of Boise  
Katey Levihn, Ada County Highway District  
Jan Miller, St. Luke's Regional Medical Center  
Matt Stoll, Community Planning Association  
Cindy Thiel, Community Planning Association  
Beth Toal, St. Luke's Regional Medical Center  
Jeanne Urlezaga, Community Planning Association

**CALL TO ORDER**

Chair-Elect Bob Flowers called the meeting to order at 3:36 p.m.

## **Other**

Tammy de Weerd introduced Jan Miller, St. Luke's; Beth Toal, St Luke's; Rick Johnson, Stat Pads; and Tom Ahlquist, Stat Pads who presented a proposal to install portable defibrillators in public buildings.

(Chair-Elect Flowers turned the meeting over to Chair Peavey-Derr at 3:40 p.m.)

### **A. Approve April 28, 2004, Executive Committee Meeting Minutes**

**Tom Dale moved and David Bieter seconded to approve the April 28, 2004, Executive Committee meeting minutes as presented.**

### **B. Establish June 21, 2004, COMPASS Board Meeting Agenda**

Clair Bowman reviewed proposed June 21, 2004, Board meeting agenda items 1-22.

After discussion, **Garrett Nancolas moved and Tom Dale seconded approval of the June 21, 2004, agenda items 1-19 and 22 as presented. Motion passed unanimously.**

### **C. Review Status of COMPASS' Lobbying Efforts**

Clair Bowman provided a brief update on the current status of the transportation reauthorization legislation.

## **Other**

Judy Peavey-Derr asked for input from the Canyon County members regarding the proposal to hire Dr. Freilich to develop a land use and transportation implementation process for Ada County. Judy stated even though the process is for Ada County, the intent is to share information with Canyon County at no cost to them.

After discussion, **Bob Flowers moved and Tom Dale seconded to add two action items to the June 21, 2004, Board meeting agenda: 1) For Ada County members only, a resolution providing a statement of intent for a countywide transportation and land use implementation process for Ada County that fully incorporates COMPASS' data and plans; and 2) For Canyon County members only, a resolution providing a Canyon County statement of support for a countywide transportation and land use implementation process for Ada County. Motion passed unanimously.**

## **Adjournment**

**John Franden moved and David Bieter seconded to adjourn at 4:30 p.m. Motion passed unanimously.**

**Dated this 28th Day of July 2004.**

**APPROVED:**

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

**ATTEST:**

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

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**EXECUTIVE COMMITTEE WORKSHEET FOR COMPASS BOARD AGENDA**

**ITEM B**

<b>ID #</b>	<b>Title/Description</b>	<b>Mandatory<sup>1</sup></b>	<b>Policy Implications/Requirements</b>	<b>Agenda Type<sup>2</sup></b>	<b>Time (minutes)</b>	<b>Presenter(s)</b>	<b>Proposed Agenda</b>
1.	Approve Minutes from most recent Board Meeting	Yes	Meets Idaho Code and various grant requirements.	Consent Agenda	N/A	N/A	Monthly
2.	Receive Minutes from most recent Executive Committee Meeting	Yes	Meets Idaho Code and various grant requirements.	Consent Agenda	N/A	N/A	Monthly
3.	Receive Minutes from most recent Finance Committee Meeting	Yes	Required by the Board's mission statement for the Committee.	Consent Agenda	N/A	N/A	As Appropriate
4.	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 Plan Update</i>	No	Toni Tisdale will provide a monthly report on the status of the <i>Destination 2030 Limited Plan Update</i> .	Ex. Dir. Report	N/A	N/A	Monthly
8.	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
9.	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
10.	Status Report – Standing Committees' Attendance	No	Per Board request of May 17 2004.	Ex. Dir. Report	N/A	N/A	Monthly
<b>CURRENT MONTH AGENDA ITEMS</b>							
11.	Status Report – COMPASS' Congressional Priorities	No	Gregg Richard, transportation staff from Senator Crapo's Washington D.C. office, will provide an update on COMPASS' congressional priorities.	Special Item	20	Gregg Richard	August
12.	Approve Updates to the Federal 2010 Functional Classification Maps in Rural Northern Ada and Canyon Counties	Yes	The Idaho Transportation Department and the Federal Highway Administration have requested an update to the rural areas of Northern Ada and Canyon Counties.	Action	10	Toni Tisdale	August
13.	Approve Functional Classification maps for the <i>Destination 2030 Limited Plan Update</i> – Ada County and <i>Moving People: 2025</i> – Canyon County	Yes	These maps incorporate changes from the Federal 2010 Functional Classification maps into COMPASS' urbanized, urban and rural area maps.	Action	10	Toni Tisdale	August

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

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

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14.	Approve the FY2005-2009 Transportation Improvement Programs for Northern Ada County and the Nampa Urbanized Area	Yes	Final Transportation Improvement Programs for Northern Ada County and the Nampa Urbanized Area must be approved to meet minimum Metropolitan Planning Organization requirements. Upon adoption, they will be immediately submitted to the Idaho Transportation Department.	Action	15	Patricia Nilsson	August
15.	Executive Session – Personnel Matter [Idaho Code 67-2345(b)]	No	There are one and perhaps two personnel issues to be addressed. Any action on either will be taken in open session following the Executive Session.	Action		Judy Peavey-Derr	August
16.	Confirm Appointment of Executive Director based on Recommendation of the Executive Committee	No	Judy Peavey-Derr will present the Executive Committee's recommendation for Board confirmation.	Action	20	Judy Peavey-Derr	August
17.	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 2004 Board meeting packet.	Action	10	Susan Eastlake	August
18.	Adopt FY2005 Unified Planning Work Program and Budget	Yes	This item was discussed at the July 19 <sup>th</sup> COMPASS Board meeting. Timely adoption ensures on-time submittal of grant applications.	Action	20	Matt Stoll	August
19.	Endorse Project List for the <i>Destination 2030 Limited Plan Update</i>	Yes	This list includes the federally funded and "regionally significant" projects to be included in the <i>Destination 2030 Limited Plan Update</i> . The Regional Technical Advisory Committee approved this list at its June 23, 2004 meeting.	Action	10	Toni Tisdale	August
20.	Approve Changes to the Demographic Advisory Committee Bylaws	Yes	The Demographic Advisory Committee requests approval of changes to its Bylaws allowing for a change in the required number to meet quorum.	Action	5	Charles Trainor	August
21.	Discussion of Planned Community Review Policy	No	Ada County ordinance requires a determination if Planned Communities are consistent with the current Long Range Transportation Plan. A COMPASS policy does not currently exist.	Information/ Discussion	10	Charles Trainor	August
22.	Introduction of the <i>Communities in Motion</i> Consultants	No	Charles Trainor will introduce Wayne Kittelson who will review the <i>Communities in Motion</i> scope of work for the Board	Information/ Discussion	30	Charles Trainor	August

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23.	Update on the B20 Biodiesel study and Preliminary Results	No	Jay Witt will provide preliminary results of the B20 Biodiesel Study.	Ex. Dir. Report	N/A	N/A	August
24.	Notify the Board that the Executive Committee may be asked to act on any shift in Surface Transportation Program Funds subject to full Board Confirmation	Yes	Per Article VI, Section 2 C (6) of the Bylaws, the Executive Committee is empowered to approve minor amendments to the transportation improvement programs and current work program and budget pending confirmation by the Board at September 20, 2004 meeting.	Ex. Dir. Report	N/A	N/A	August
<b>UPCOMING AGENDA ITEMS</b>							
25.	Endorse Preliminary Plan Amendments to the <i>Destination 2030 Limited Plan Update</i>	Yes	The draft plan will be ready for review including the consultant's environmental reports. Upon endorsement, plan will go through public involvement process. As RTAC endorses documents, they will be posted to the website for early review ( <a href="http://www.compassidaho.org/ltd">www.compassidaho.org/ltd</a> )	Action	20	Toni Tisdale	September
26.	Endorse Financial Plan and Cultural Summary for the <i>Destination 2030 Limited Plan Update</i>	Yes	The consultant has provided the Financial Plan and Cultural Summary for the <i>Destination 2030 Limited Plan Update</i> . The other environmental scan data will be available in September. The Regional Technical Advisory Committee is expected to endorse these reports in July.	Action	10	Toni Tisdale	September
27.	Approve Planned Community Review Policy	No	Staff will seek Board adoption of a policy regarding planned community reviews.	Action	10	Charles Trainor	September
28.	Adopt Resolution to Approve FY2004-2008 Transportation Improvement Program Amendments for Northern Ada County and the Nampa Urbanized Area if Needed	Yes	Staff will review any necessary budget adjustments necessitated by end-of-the-year sweep process.	Action	10	Patricia Nilsson	September
29.	Adopt Resolution to Approve Revision 4 of the FY2004 Unified Planning Work Program and Budget	Yes	Staff will review proposed work program and budget adjustments. Finance Committee review will be sought prior to Board consideration.	Action	15	Matt Stoll	September
30.	Update on the Interagency Consultation Committee	No	Jay Witt will provide an overview of the "Who, What and Why" regarding the Interagency Consultation Committee.	Information/ Discussion	15	Jay Witt	September

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31.	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	September
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	September
33.	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
34.	Approve the Destination 2030 Limited Plan Update	Yes	Final approval of the Destination 2030 Limited Plan Update including the functional classification map.	Action	15	Toni Tisdale	December
35.	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
36.	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
37.	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
38.	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



## EXECUTIVE SUMMARY

The breadth and scope of the Community Planning Association of Southwest Idaho (COMPASS) responsibilities are continuing to expand as the growth in population and vehicle miles traveled continue in the Treasure Valley. The agency has several upcoming transportation planning projects with larger than average budgets in support of their goal to address and prioritize region-wide issues. In light of needing to manage these new projects which will use the support of consultants, COMPASS realized the need to conduct an assessment of their ability to perform project/contract management. This report documents the findings and recommendations toward implementation of future improvements.

The assessment followed a structured approach that documented existing conditions, analyzed opportunities for improvement, and made specific prioritized recommendations. The primary focus areas of the assessment were staff capabilities, policies and procedures, management tools, and training. Data were collected through staff questionnaires, follow-up staff interviews, three work sessions with the Directors, and review of current policies/procedures and examples of solicitations. Additionally, sample consultant selection/management policies and related documents were collected and reviewed from other agencies.

The categories for improvement opportunities included:

- Staffing requirements and approach
- Consultant selection
- Contracting process
- Management procedures and tools
- Project closeout
- Staff development and training

Twenty recommendations are made to enhance and expand COMPASS' ability to conduct project/contract management for projects involving consultant support. These recommendations, along with their assigned priority, are summarized below.

<b>Recommendation</b>	<b>Priority</b>	<b>Recommendation</b>	<b>Priority</b>
1. Revise the consultant registration process	H	11. Integrate specific consultant invoicing instructions in PSA	I/O
2. Prepare a project initiation and management guidebook	M	12. Consider establishing contingency funding to increase project mgmt flexibility	I
3. Hire an additional experienced transportation or transit planner	H	13. Consider adding two new PSA Articles for Insurance and Dispute Resolution	I
4. Continue to utilize existing staff to conduct project/contract management	I/O	14. Develop a new, or implement an existing, task-level financial tracking tool	I/O
5. Utilize partner agencies' capabilities to help execute a project	I/O	15. Develop a new, or implement an existing, task-level schedule tracking tool	I/O
6. Assign the Operations Director management of the consultant selection process	I	16. Establish a document management/ configuration control procedure	M
7. Implement an ON-CALL AGREEMENT	H	17. Implement a project closeout procedure	I
8. Revise RFQ and RFP procedures	H	18. Implement a consultant evaluation procedure	I
9. Establish requirements for consultant work scope development	I	19. Offer project/contract management training	H
10. Establish appropriate type of consultant contract early in project planning	I/O	20. Implement a COMPASS project management mentoring program	O

I=Immediate (now)    H=High (next 3 mo.)    M=Moderate (4-8 mo)    L=Low (9-12 mo)    O=On-going

In association with these recommendations, and in support of their implementation, this report also provides the following additional deliverables:

- Outline for project initiation and management guidebook
- Preliminary definition of ON-CALL AGREEMENT terms
- Draft Request for Qualifications and Request for Proposal standard language
- Work scope essential elements
- Suggested contract types for consideration
- Definition of project closeout procedures
- Staff training focus areas

Implementation of these recommendations are planned to begin immediately.