



COMPASS
COMMUNITY PLANNING ASSOCIATION
of Southwest Idaho

PUBLIC PARTICIPATION COMMITTEE

Thursday, December 9, 2010, 3:00 p.m. to 5:00 p.m.
Hawley Troxell Ennis and Hawley LLP
877 Main Street, Suite 1000
Boise, ID 83702

Notice: This packet contains only the documents listed with an asterisk () in the agenda. The online document requires Adobe Acrobat to read it; COMPASS' homepage <http://www.compassidaho.org> contains a free download link if you need a copy. The online document includes bookmarks at the left of the screen that are named to correspond to agenda items that have attachments. Clicking on a bookmark will take you directly to the named document.*

AGENDA

I. AGENDA ADDITIONS/CHANGES 3:00

II. OPEN DISCUSSION/ANNOUNCEMENTS 3:05

III. CONSENT AGENDA

3:20 *A. Approve August 12, 2010 Meeting Summary *pages 2-4* B. Ballard

*B. Approve October 14, 2010 Meeting Summary *pages 5-7* B. Ballard

IV. INFORMATION/DISCUSSION ITEMS

3:20 A. Update on Governor's Task Force and Upcoming Legislative Session K. Burgess

3:35 B. Transportation Improvement Program Guidebook T. Tisdale

3:55 *C. Mobility Management Update *page 8-9* W. Satterfield/D. Matson

4:15 D. Update on Transportation Academy A. Luft

4:20 *E. Upcoming PPC Meeting Topics *page 10* A. Luft

V. ACTION

4:30 *A. Select Additional Demographic Advisory Committee Representative *page 11-13* A. Luft

VI. OTHER

4:35 A. Next Meeting: February 10, 2011, Hawley Troxell, at 3:00pm

VII. ADJOURN

5:00

*Enclosures Times are approximate. Agenda is subject to change.

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The Public Participation Committee will encourage community involvement in transportation planning issues in the Community Planning Association of Southwest Idaho.

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PUBLIC PARTICIPATION COMMITTEE MEETING

August 12, 2010

COMPASS

800 S. Industry Way, Suite 100

Meridian, Idaho

****Meeting Summary****

ATTENDEES: Brian Ballard, **Chair**
 Linda Gossett
 Chris Hendrickson
 Ramona Johns
 Amy Luft, COMPASS
 Jeff Madsen
 Ross Mason
 Deanna Smith, **Vice-Chair**
 Bob Wallace
 Marilyn Whitney

MEMBERS ABSENT: Sara Cohn
 Chris Danley
 Miguel Gaddi
 Jim Herrick
 Scott Lowe
 Deborah Nelson
 Gary Segers
 Josh Wilson

OTHERS PRESENT: Lethal Coe, COMPASS
 Liisa Itkonen, COMPASS
 Charles Trainor, COMPASS
 Jessica Wilson, COMPASS
 Jeanette Ross

CALL TO ORDER:

Chair Ballard called the meeting to order at 3:05 p.m. Introductions were made of all attendees.

I. AGENDA ADDITIONS/CHANGES

None.

II. OPEN DISCUSSION/ANNOUNCEMENTS

Brian Ballard introduced the newest member of PPC, Ramona Johns.

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III. CONSENT AGENDA

A. Approve June 10, 2010 Meeting Summary

Bob Wallace moved and Linda Gossett seconded that the meeting summary of June 10, 2010 be accepted. The motion passed unanimously.

IV. INFORMATION / DISCUSSION ITEMS

A. *Communities in Motion* Update

Charles Trainor gave an update on the progress of the *Communities in Motion* Update. All comments on the plan have been addressed. At the request of the Regional Technical Advisory Committee, the plan will be presented to the COMPASS Board for adoption in September, instead of August as previously planned.

B. Studies Coordination

Lethal Coe discussed Studies Coordination, demonstrating how to navigate through the COMPASS website to find different studies. The website is updated twice each year.

C. Grant Opportunities

Liisa Itkonen gave an update on the grant opportunities. The U.S. Department of Housing and Urban Development (HUD) has published a Notice of Funding Availability (NOFA) to advance the Sustainable Communities Initiative, including the Sustainable Communities Planning Grant and a joint NOFA with U.S. Department of Transportation for Community Challenge Planning Grants and Tiger II Planning Grants.

COMPASS is developing applications for all four grant opportunities to address regional needs:

- Sustainable Communities Planning Grant to fund metropolitan and multijurisdictional planning to develop a regional plan for sustainable development;
- Community Challenge Planning Grant for housing, economic development and land use planning along State Street/State Highway 44;
- Tiger II Planning Grant to conduct the High Capacity Corridor Alternatives Analysis.
- Meridian Interchange for reconstruction.

D. Elevator Speeches

The Committee members presented and discussed their elevator speeches.

E. Demographic Advisory Committee (DAC) Substitute

Deanna Smith requested a backup or permanent replacement for her on the Demographic Advisory Committee. The Committee meets three to six times a year. A notice will be sent out to the PPC informing them of the next DAC meeting.

F. Committee Reports / Information Only

The Public Participation Committee will encourage community involvement in Transportation planning issues in the Community Planning Association of Southwest Idaho.

No discussion.

V. OTHER

Amy Luft reminded the Committee to submit their Leadership in Motion Awards, nominations are open until September 17, 2010.

VI. ADJOURN

The meeting adjourned at 4:45 p.m.

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PUBLIC PARTICIPATION COMMITTEE MEETING

October 14, 2010

COMPASS

800 S. Industry Way, Suite 100

Meridian, Idaho

****Meeting Summary****

ATTENDEES: Brian Ballard, **Chair**
Linda Gossett
Amy Luft, COMPASS
Deborah Nelson
Jeanette Ross
Deanna Smith, **Vice-Chair**
Bob Wallace
Marilyn Whitney
Josh Wilson

MEMBERS ABSENT: Sara Cohn
Chris Danley
Miguel Gaddi
Chris Hendrickson
Jim Herrick
Ramona Johns
Scott Lowe
Jeff Madsen
Ross Mason
Gary Segers

OTHERS PRESENT: Kelli Fairless, VRT
Toni Tisdale, COMPASS
Charles Trainor, COMPASS
Jessica Wilson, COMPASS

CALL TO ORDER:

Chair Ballard called the meeting to order at 3:05 p.m.

I. AGENDA ADDITIONS/CHANGES

None.

II. OPEN DISCUSSION/ANNOUNCEMENTS

Brian Ballard introduced the newest member of PPC, Jeanette Ross. Introductions were made of all attendees. Amy Luft gave an update on Ross Dodge.

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III. CONSENT AGENDA

A. Approve August 12, 2010 Meeting Summary

Due to a lack of quorum, the August 12, 2010, meeting summary was tabled to the December 9, 2010, meeting.

IV. INFORMATION / DISCUSSION ITEMS

A. Regional Transportation Improvement Program Update

Toni Tisdale informed the committee on the status of the FY2011-2015 TIP. She informed the Committee of the recent changes on US 20/26 and State Highway 44. The TIP has not been approved yet but COMPASS is still in good standing.

B. *Communities in Motion* Next Steps

Charles Trainor said that the *Communities in Motion* Update was adopted on September 20, 2010, by the COMPASS Board of Directors. Distribution will be limited with hard copies, members encouraged to access the plan electronically. Late winter of 2011 will be the start of *Communities in Motion* 2014. The Committee was open to a possible virtual plan in 2014.

C. Mobility Management "Toolkit"

Amy Luft asked for volunteers to review the mobility management toolkit. Deanna Smith, Bob Wallace, and Deb Nelson volunteered.

D. Transportation Academy

Kelli Fairless discussed the Valley Regional Transit Transportation Academy. The Transportation Academy encourages youth to consider careers in transportation. Currently the schools participating are from Victory Academy and Frank Church High School. The students will develop plans for a southwest Boise bus route and present the project to the Boise City Council and the Valley Regional Transit Board.

E. Youth Membership on PPC

Amy Luft suggested having youth representation on PPC and discussed the potential of tying this with the Transportation Academy. The Committee was in consensus and volunteered to help with transportation of the student. Amy will pursue this and provide an update in December.

F. 2011 COMPASS Education Series

Amy Luft said the 2011 Education Series is approaching and asked for suggestions on topics and speakers.

The Public Participation Committee will encourage community involvement in Transportation planning issues in the Community Planning Association of Southwest Idaho.

G. Committee Reports / Information Only

No discussion.

V. OTHER

Marilyn Whitney thanked Charles Trainor for an educational presentation about *Communities in Motion* to her Kiwanis Club.

VI. ADJOURN

The meeting adjourned at 5:00 p.m.

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COMPASS
COMMUNITY PLANNING ASSOCIATION
of Southwest Idaho

MEMORANDUM

TO: Public Participation Committee

FROM: Walt Satterfield, Assistant Planner

DATE: December 9, 2010

RE: **Update on Mobility Management Projects**

ACTION REQUESTED:

None. Information only.

BACKGROUND:

The following information provides an update on the status of mobility management projects for FY2011. COMPASS' Mobility Management work comprises four projects funded from Valley Regional Transit's Job Access and Reverse Commute (JARC) and New Freedom grants, and includes finalizing the remaining five projects funded by the American Recovery and Reinvestment Act (ARRA) funds.

STATUS:

Mobility Management Strategies (JARC and New Freedom)

Coordination of Services

1. Staff finalized Bogus Basin Mobility Corridor Plan
2. Initiated work for a Rural Mobility Development plan in support of the efforts of Valley Regional Transit and the Community Transportation Association of Idaho's I-way program.

Community Rideshare / Transportation Management Organization Project

1. Explore implementation of voluntary, community-based travel coordination and transportation services
2. Design and help implement a neighborhood/community/school travel coordination pilot project(s), in coordination with VRT
3. Assist VRT in research and implementation of Canyon County vanpool program - *build on previous research*

Research and Mapping Assistance for Transit Planning for Disadvantaged /Transit Dependent Populations

1. Research factors that are relevant in determining transportation and mobility needs of target populations.
2. Develop a mobility assessment toolkit to assist advocates to identify appropriate transportation options for target populations.
3. Conduct demographic research on older individuals, people with disabilities and those with low incomes.
4. Update geographic information system analysis of service gaps for target populations.
5. Provide available travel demand model data to help address transit needs of target populations.

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Financial and Performance Analysis

1. Develop measures appropriate for evaluating performance and financial status of transportation services for target populations.
2. Compile a performance and financial status report about transportation services for target populations.
3. Complete a detailed financial plan to cost-out operations and capital elements of the mobility development plan.

Rural Mobility Management Strategies (ARRA)

Coordination of Services

1. Initiate and support local partnerships and ride sharing, in collaboration with ACHD Commuteride, to foster better coordination and collaboration amongst transportation providers
2. Provide staff support to District 3 IMAP Coordinator and work with 3C LMMN rural areas to facilitate the update of the 3C LMMN Local Mobility Plan

Evaluate Existing Rural Transportation Options

1. Collect general trip information from those using park and ride lots located in the rural areas
2. Compile data into a report, including an analysis of service coverage and gaps

Travel Training and Marketing

1. Identify a location(s) for a pilot project if necessary (may not have resources for travel training throughout the rural areas in the six counties)
2. Partner with communities/organizations to deliver the travel training tools, materials and/or training
3. Provide short term planning and management assistance to transportation providers to help implement marketing strategies as developed in previous planning activities.

Development Review Guidelines for Rural Communities

1. Present sample ordinances to local governments for consideration and implementation
2. Meet with local government entities to review the proposed process, modify it as needed, and have it be "adopted" or considered for implementation by local governments
3. Find a "pilot" project or conduct a mock review to demonstrate the review process

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MEMORANDUM

TO: Public Participation Committee
FROM: Amy Luft, Communication Coordinator
DATE: December 9, 2010
RE: PPC 2011 Meetings and Issues

ACTION REQUESTED:

None. Information only.

BACKGROUND:

The last few PPC meetings in 2010 have focused primarily on providing you with updates and background information on key topics that COMPASS has been working on. As we begin 2011, we will be asking for your assistance and guidance as we move forward with the next update to *Communities in Motion* and other projects and programs.

Below are some of the topics and issues we'll be discussing and acting on in 2011.

December 2010/January 2011. Subcommittee review. As discussed at our October meeting, we will need review of a "toolkit" of marketing and other materials for alternative transportation in rural areas. Some of you volunteered to do this. It was anticipated those materials would be distributed for your review prior to our December meeting, but they have been delayed. Those of you who volunteered will receive them for review soon.

February 2011. Action item. Elect chair and vice chair. Choose 2011 meeting dates, times, and locations.

February 2011. Discussion/recommendations. Review COMPASS web site. You will be sent a "scavenger hunt" in January to help assess the usability of the COMPASS web site. Results and recommendations will be discussed in February.

February 2011 (and beyond). Discussion/recommendations. How and to what extent should COMPASS incorporate sustainability principles into the next version of *Communities in Motion*? This issue will also go to the Regional Technical Advisory Committee, the Executive Committee, and the Board as a whole. Your recommendations/discussion will be passed along to the Board.

February 2011 (and beyond). Discussion/recommendations. Beginning the visioning process for the 2014 long-range plan. As was done for the 2006 version of *Communities in Motion*, the 2014 version will begin with a process to envision how the valley may grow and what it may look like in 2040. We are looking at possibly a combination of two visioning methods: "Reality Check," which is an Urban Land Institute method, and an online method through a company called "MetroQuest." We'll be looking for input into the methods we choose and (later) assistance as we develop the processes for visioning.



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**DEMOGRAPHIC ADVISORY COMMITTEE
BYLAWS**

(Approved as Amended January 23, 2006)

**Article I
NAME**

The name of this committee shall be the Demographic Advisory Committee, hereinafter referred to as COMMITTEE of the Community Planning Association of Southwest Idaho (COMPASS)

**Article II
COMPOSITION**

Voting Representatives

1. The COMMITTEE shall be composed of voting representatives as indicated in Table 1. Representatives should have demographic, economic, land use planning, land use development or other relevant technical experience. A quorum shall consist of one-third + 1 of the voting representatives listed in Table 1. Presence may be established by physical attendance at the meeting or by attendance via telephone, Internet or other remote technologies. All meetings must occur in a physical place to allow public attendance.
2. Voting privileges shall be accorded to those current representatives from COMPASS member governments. Each COMMITTEE member representing a COMPASS member government shall have the same weight of votes as enjoyed by that member on the COMPASS Board under the Joint Powers Agreement. Voting members authorized under these bylaws and not representing a COMPASS member shall be entitled to one (1) vote. When entitled to more than one vote, the member's votes may be exercised by separate persons or by one or more persons representing the member government.
3. Non-member voting representatives authorized under these bylaws are:
 - a. Chamber of Commerce Representative – Ada County
 - b. Chamber of Commerce Representative – Canyon County
 - c. Major Utilities Representative
 - d. Development Community – Ada County
 - e. Development Community – Canyon County
4. The COMPASS Public Participation Committee (PPC) shall be entitled to appoint one of its members to sit on DAC. The PPC representative shall have one vote.
5. Nominations of the COMPASS member agencies' representatives shall be made by the member agency and annually approved by the COMPASS Board. Nominations of the non-member representatives shall be made by the COMPASS Executive Director and approved by the COMPASS Board.

Non-Voting Representatives

1. Non-voting representatives may be appointed to the COMMITTEE at the discretion of the voting representatives. Their attendance does not count toward establishing a quorum. Non-voting representatives receive full packets and notice of meetings and are recognized as full participants in discussions. A COMPASS staff person shall be a permanent non-voting representative.
2. Agencies or individuals interested in participating as non-voting representatives may request consideration by the COMMITTEE via written application. The COMMITTEE shall have the authority to grant or deny such membership, providing that at no time shall the number of non-voting representatives exceed the number of voting representatives authorized under these BYLAWS.

**Article III
DUTIES**

1. The COMMITTEE shall be responsible for demographic and development monitoring activities conducted at COMPASS. Specific responsibilities include recommending projects and/or research to be performed, and evaluating research proposals requested by COMPASS or other agencies.
2. The COMMITTEE shall develop and maintain the demographic projection data for Ada and Canyon counties as used by COMPASS for transportation modeling activities. Duties include analyzing local development data, monitoring such data in reference to the currently adopted data sets, and collecting and evaluating similar nationwide research.
3. The COMMITTEE shall review demographic assumptions, other pertinent development data and comprehensive plan updates on an annual basis to recommend improvements to the demographic process. The basis of evaluation will be the adequacy of the demographic projections with regard to countywide planning activities.
4. The COMMITTEE shall provide technical assistance when requested for purpose of assisting COMPASS or member agencies in demographic monitoring or Census projects.
5. The COMPASS Board may use the COMMITTEE for purposes of special projects and/or analyses. These can include, but are not limited to, review and/or comment on demographic assumptions for major development proposals, demographic assumption questions, and other special studies as needed.
6. The COMMITTEE shall be responsible for assisting COMPASS staff in the education of neighborhood groups, policy boards, and other public citizens groups about demographic projections and monitoring.

**Article IV
ORGANIZATION**

1. Voting representatives of the COMMITTEE shall elect a chair and a vice-chair from the voting membership at their first scheduled meeting of each calendar year.
2. The COMPASS shall provide administrative support staff for the COMMITTEE.
3. Subcommittees may be established by action of the COMMITTEE.

**Article V
MEETINGS AND ATTENDANCE**

1. The COMMITTEE shall meet on an as-needed basis, with the provision that at least two meetings are held during each fiscal year.
2. Reasonable advance notice of all meetings shall be given by the Chairman to all representatives. All meetings shall be open to the public.
3. If a member has three successive unexcused absences a "notice of termination" will be sent to the member and, where appropriate, to the director of the represented agency. For members not representing a COMPASS member agency, a new voting member will be appointed by the COMPASS Executive Director after consultation with the COMMITTEE, contingent upon confirmation by the COMPASS Board. When the termination involves a COMPASS member agency representative, the member agency will be requested to appoint a new representative. Until such time as an appointment has been made in writing, the vote of the terminated member shall not be considered in determining a quorum.

Article VI
AMENDMENTS TO BYLAWS

1. These BYLAWS may be amended by an affirmative vote of a simple majority of the voting representatives present at a meeting subject to approval by the COMPASS Board. A BYLAWS change shall be presented for consideration at a regularly scheduled meeting of the COMMITTEE, however, voting shall be deferred until the next regularly scheduled meeting at which the BYLAWS change was proposed.

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