



Community Planning Association

of Southwest Idaho

**Community Planning Association of Southwest Idaho
COMPASS Executive Committee
February 4, 2004
COMPASS Conference Room**

*****Minutes*****

ATTENDEES:

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

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
 Hal Simmons, City of Boise
 Matt Stoll, Community Planning Association
 Jade Riley, City of Boise
 Terri Schorzman, Community Planning Association
 Penelope Schwiebert, The Schwiebert Goup
 Cindy Thiel, Community Planning Association
 Charles Trainor, Community Planning Association
 Jeanne Urlezaga, Community Planning Association
 Jay Witt, Community Planning Association

CALL TO ORDER

Chair Peavey-Derr called the meeting to order at 3:35 p.m.

A. Approve January 7, 2004, Executive Committee Meeting Minutes

Dave Wynkoop moved and Vern Bisterfeldt seconded to approve the January 7, 2004, Executive Committee meeting minutes as presented. Motion passed with three abstentions.

B. Establish February 23, 2004, COMPASS Board Meeting Agenda

Clair Bowman reviewed staff proposed agenda Items 1-14 for the February 23, 2004, COMPASS Board meeting.

After general discussion, **Bob Flowers moved and Vern Bisterfeldt seconded Items 1-14 as presented as the agenda items for the February 23, 2004, Board meeting. Motion passed unanimously.**

C. Review Travel Demand Forecast Model Policy

Clair Bowman stated questions have been raised by members of the Transportation Modeling Advisory Committee on proprietary information that someone might bring to COMPASS when they request a special model run. Does COMPASS have the legal authority to keep it proprietary? COMPASS' legal counsel has advised that we do not. The proposed policy statement anticipates a legal document that would be entered into with anyone requesting a model run claiming that it is exempt from the Public Records Act and they want to defend that claim. In that case, COMPASS' agreement would say that as long as they are actively pursuing the defense, COMPASS would not give out the data until a court has ruled. Clair said that at this time staff is asking the Executive Committee if the proposed policy should be added to the COMPASS Board meeting agenda for Board action.

Dave Wynkoop moved and Keith Bird seconded approving the proposed Travel Demand Forecast Model Policy for the March 15, 2004, COMPASS Board meeting agenda as an action item. Motion passed unanimously.

D. Establish Guidance for Preparation, Review and Adoption of the Annual Unified Planning Work Program and Budget

Clair Bowman presented staff recommended steps to prepare the FY2005 Unified Planning Work Program and Budget for adoption.

1. Estimate April 1, 2004 population by city and county for Ada and Canyon counties. Submit these estimates to the COMPASS Board in March for acceptance. They then become the basis for calculating FY2005 dues for General Members.

2. Establish the rate at which dues are assessed. In FY2004, General Members' dues were calculated as \$0.46 per person for cities and counties and at 65% of \$0.46 for single countywide highway districts. A formula for Canyon County highway districts has not yet been determined. Staff estimates that this process needs to be completed by April 1 and recommends that the Executive Committee, with participation by a representative of the Canyon highway districts, establish these parameters at its March 31 meeting. At this point, staff will submit FY2005 membership dues calculations to all COMPASS members.
3. Determine the guiding principles that govern preparation of task and project lists for the work program. The February 19 team-building workshop for COMPASS Board members has the potential to provide a broad template within which these guidelines are conceived. Staff recommends that drafting the guiding principles be accomplished by staff based on the February 19 workshop and other policy documents, then presented to the Regional Technical Advisory Committee on March 24 and to the Executive Committee for formal approval at its April 28 meeting.
4. Determine the extent to which each major category of effort in the work program should be task-based or project-based and develop a draft work program structure. Some facets of the required planning efforts of COMPASS fall neatly into project-based categories (the Transportation Improvement Program is one example). Others are more clearly tasks, as opposed to projects (such as meeting the air quality conformity rules, a task which cuts across virtually all projects in which COMPASS staff are engaged). Staff proposes that COMPASS staff prepare this analysis, review it with the Regional Technical Advisory Committee at its March 24 meeting and then present it to the Executive Committee on April 28 for adoption.
5. Prepare an initial revenue assessment for FY2005. This would include likely carryover of funds from FY2004 as well as anticipated revenue for FY2005 based upon Congressional action, the Transportation Improvement Program planning dollars and proposed membership dues. This would be completed by staff and presented to the Finance Committee for review in April.
6. Complete a first-pass effort at matching revenue, staff resources and the task/project list to create a draft work program and budget. Staff would prepare this draft, review it with the Regional Technical Advisory Committee at its May 26 meeting, with the Finance Committee at its June meeting, with the Executive Committee at its June 30 meeting for inclusion in the July 19 COMPASS Board packet.

Nancy Merrill moved and Keith Bird seconded approval of Item D, Establish Guidance for Preparation, Review and Adoption of the Annual Unified Planning Work Program and Budget as presented by staff. Motion passed unanimously.

E. Respond to the Regional Technical Advisory Committee's Request for Guidance

Matt Stoll reviewed the Regional Technical Advisory Committee's request for guidance on whether or not to modify its Bylaws to address several issues and possible solutions to those issues.

Issue #1: COMPASS Bylaws establish the Regional Technical Advisory Committee, Ada Technical Advisory Committee, and Canyon Technical Advisory Committee. For over the past year, the Regional Technical Advisory Committee has been meeting on a monthly basis in place of the Ada Technical Advisory Committee and Canyon Technical Advisory Committee.

Possible Solution: Eliminate references to Ada Technical Advisory Committee and Canyon Technical Advisory Committee in the COMPASS Bylaws. Specify in the Regional Technical Advisory Committee Bylaws that the Regional Technical Advisory Committee can have county specific votes to address non-regional issues as currently exist in the Board Bylaws.

Issue #2: The Regional Technical Advisory Committee, Ada Technical Advisory Committee, and Canyon Technical Advisory Committee routinely fail to meet quorum requirements as identified in the Regional Technical Advisory Committee Bylaws. Failure to meet quorum is largely a result of an extremely broad membership and non-participation by several agency representatives.

Possible Solutions: (1) Contact member agency Board representatives about staff non-participation; or (2) Restructure agency representation on the Regional Technical Advisory Committee, Ada Technical Advisory Committee, and Canyon Technical Advisory Committee; or (3) Redefine quorum count to agency presence rather than individuals.

Issue #3: Representation and associated voting privileges on the Regional Technical Advisory Committee, Ada Technical Advisory Committee, and Canyon Technical Advisory Committee do not mirror Board membership (i.e., COMPASS staff has one vote each on the Ada Technical Advisory Committee and Canyon Technical Advisory Committee and two votes on the Regional Technical Advisory Committee. However, COMPASS staff serves in an ex-officio capacity on the Board.)

Possible Solution: Restructure membership and voting privileges on the Regional Technical Advisory Committee, Ada Technical Advisory Committee, and Canyon Technical Advisory Committee to reflect Board membership.

Paul Raymond, chair of the Regional Technical Advisory Committee, agreed that the committee needed to be trimmed and that direction from the Executive Committee is needed.

Nancy Merrill moved and Bob Flowers seconded to direct the Regional Technical Advisory Committee to come back to the Executive Committee with a specific proposal further defining Issue 2 to reflect the proposed solution of Issue 3. Motion passed unanimously.

Judy Peavey-Derr recommended notifying agencies with members on the Regional Technical Advisory Committee if their representatives have not been attending the meetings. Matt stated that is a requirement in the Bylaws, but staff has not been diligent in following through.

F. Review Existing Guidelines for Executive Director's Authority to Commit staff time for Requests by Individual Board Members/Agencies

Clair Bowman requested that this item be pulled from the agenda until after Jae Hallett has completed the Internal Controls Engagement. This topic will come up in Jae's recommendations.

Chair Peavey-Derr asked if there were any objections to deferring this item. Hearing no objections, the Chair so ordered.

G. Discussion of Change to Bylaws, Article VI, Section 2. Executive Committee Membership.

Clair Bowman stated that the Board at its January 26, 2004, meeting approved the change to the Bylaws to eliminate the possibility of more than two “smaller city” mayors on the Executive Committee. At that meeting, it was requested that similar language be considered to eliminate the potential for two members of a county commission or a single countywide highway district commission serving simultaneously on the Executive Committee.

Dave Wynkoop questioned if this should not also apply to mayors as well. Clair replied he would draft language to modify Section 2, by adding a subsection “C” that says, “There shall be no more than one representative from any individual agency.”

Nancy Merrill moved and Bob Flowers seconded adding this item to the March 15, 2004, COMPASS Board meeting agenda as an information item and as an action item on the April 19, 2004, COMPASS Board meeting agenda. Motion passed unanimously.

Other

Dave Wynkoop asked if Board had approved a schedule for the Regional Long-Range Transportation Plan. He said it has now slipped by five or six months and the Board was not notified. How is it in staff’s authority to change the schedule?

Clair replied there was no authority or intent by staff to change the schedule. There were a series of what appeared to be best decisions at the moment based on circumstances. COMPASS staff was reduced in September, but the RFQ’s still got out for two of the projects that needed to be done. David Eberle was one of the principals and the winner on one of the two. Because David was running for City Council, a conflict of interest became apparent. Staff anticipated that the issue would be resolved after the election in November, but because of the runoff for the city council seat, it was not clear until December. Because David won the election, the agreement had to be cancelled and redone. Clair pointed out that a potential Board member should not be the principal in a contracting group working for COMPASS. A conflict of interest policy is currently being drafted by COMPASS legal counsel that has come directly out of this issue.

That was only one part of the problem, the second was that even without the conflict of interest issue, COMPASS was short staffed at that time and did not have staff that could have moved the plan forward. Further, at the October Board meeting, discussion began on the Ten Mile Interchange issue and has come back almost every month for another 4 months of discussion. At this point, the Board directed the Idaho Transportation Department and COMPASS staff to develop a scope of work which would identify and prioritize the transportation system needs of Ada and Canyon Counties.

Staff will propose two schedule changes as part of the discussion of the joint COMPASS/Idaho Transportation Department proposal at the February 23 Board discussion. Action will probably need to be taken by the Ada County subset of the Board to reopen *Destination 2025* and get a new trigger date. That may not have to be done if the transportation bill reauthorization gives us four or five years. Clair said it is understood that we cannot afford to wait because of member agencies’ priorities. Clair indicated it could be a simpler process to update the 2025 plan. This could be done in six months and the deadline would then be met and may be improved upon.

Nancy Merrill said Clair needed to clearly express the issues to the COMPASS Board as a discussion item not as a part of the Executive Director's Report.

ADJOURNMENT

Bob Flowers moved and Vern Bisterfeldt seconded to adjourn at 4:45 p.m. Motion passed unanimously.

Dated this 25th Day of February 2004.

APPROVED:

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

ATTEST:

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

T:\900supsvs\board\Ex Committee\2004 Agenda Minutes\minutes02042004.doc