



EXECUTIVE COMMITTEE MEETING
FEBRUARY 18, 2014 2:30-3:30 PM
COMPASS, 1ST FLOOR BOARD ROOM
700 NE 2ND STREET, MERIDIAN, IDAHO

**** AGENDA ****

I. CALL TO ORDER (2:30)

II. AGENDA ADDITIONS/CHANGES

III. OPEN DISCUSSION/ANNOUNCEMENTS

IV. CONSENT AGENDA

Page 2 *A. **Approve January 21, 2014, Executive Committee Meeting Minutes**

A copy of the draft January 21, 2014, Executive Committee meeting minutes is attached.

V. ACTION ITEM

2:35 Page 5 *A. **Establish March 17, 2014, COMPASS Board Meeting Agenda**

Staff proposed agenda items for the regular meeting of the COMPASS Board scheduled March 17, 2014, are attached.

VI. INFORMATION/DISCUSSION ITEM

2:45 A. **Status Report – State and Federal Legislative Issues**

Ken Burgess will provide a status report on state and federal legislative issues.

VII. OTHER

VIII. ADJOURNMENT (3:30)

*Enclosures

Agenda is subject to change.

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**EXECUTIVE COMMITTEE MEETING
JANUARY 21, 2014
COMPASS 2ND FLOOR LARGE CONFERENCE ROOM
MERIDIAN, IDAHO**

****MINUTES****

ATTENDEES: Sara Baker, Commissioner, Ada County Highway District, **Secretary-Treasurer**
 Bob Henry, Mayor, City of Nampa, **Vice Chair**
 Garret Nancolas, Mayor, City of Caldwell
 Jim Reynolds, Mayor, City of Eagle
 Steve Rule, Commissioner, Canyon County
 Darin Taylor, Mayor, City of Middleton
 Rick Yzaguirre, Commissioner, for Dave Case, Commissioner, Ada County

MEMBERS ABSENT: Dave Bieter, Mayor, City of Boise, **Immediate Past Chair**
 Bryce Millar, Commissioner, Nampa Highway District No.1, **Chair**
 Charlie Rountree, Councilman, City of Meridian, **Chair Elect**

OTHERS PRESENT: Nancy Brecks, Community Planning Association
 Ken Burgess, Veritas Advisors
 Kelli Fairless, Valley Regional Transit
 Megan Larsen, Community Planning Association
 Amy Luft, Community Planning Association
 Matt Stoll, Executive Director, Community Planning Association
 Dave Wallace, Ada County Highway District

CALL TO ORDER:

Secretary-Treasurer Sara Baker called the meeting to order at 2:00 pm.

AGENDA ADDITIONS/CHANGES

Matt Stoll requested approval to add Action Item VI-C Board Member Travel to the agenda.

After discussion, **Darin Taylor moved and Jim Reynolds seconded to amend the agenda adding Action Item VI-C Board Member Travel as requested. Motion passed unanimously.**

OPEN DISCUSSION/ANNOUNCEMENTS

Mayors announced their respective State of the City dates.

CONSENT AGENDA

A. Approve December 17, 2013, Executive Committee Meeting Minutes

Steve Rule moved and Darin Taylor seconded approval of the Consent Agenda as presented. Motion passed with one abstention from Sara Baker.

ACTION ITEMS

A. Establish February 24, 2014, COMPASS Board Meeting Agenda

Matt Stoll presented staff recommended Agenda Items 1-14 for the February 24, 2014, COMPASS Board meeting. Matt requested the latitude to amend the agenda as necessary.

After discussion, Garret Nancolas moved and Darin Taylor seconded approval of the February 24, 2014, Board meeting Agenda Items 1-14 as presented. Matt Stoll has the latitude to amend the agenda as necessary. Motion passed unanimously.

B. Discuss 2014 Idaho Legislative Session

Ken Burgess discussed potential local option sales tax legislation proposed by Senator Chuck Winder.

After discussion, Darin Taylor moved and Bob Henry seconded to allow Ken Burgess to explore the proposed legislation, discern the level of support for the legislation, and analyze issues of concern, then report back to the Executive Committee. Motion passed with one nay vote.

C. Approve Board Member Travel

Matt Stoll presented a travel request from Elaine Clegg to attend an Association of Metropolitan Planning Organizations (AMPO) meeting in Washington DC. Elaine represents COMPASS on the AMPO Board and is the AMPO Board Vice President.

After discussion, Darin Taylor moved and Steve Rule seconded approval of Elaine Clegg's travel request as presented. Motion passed with one nay vote from Sara Baker.

INFORMATION/DISCUSSION ITEM

A. Discuss 2014 Transportation Management Area Certification Review

Matt Stoll announced that COMPASS will undergo its third federal "certification review" this spring, with a site visit at COMPASS likely in April 2014.

ADJOURNMENT

Secretary-Treasurer Baker adjourned the meeting at 3:12 pm.

Dated this 18th day of February 2014.

Approved:

**By: _____
Charlie Rountree, Chair
Community Planning Association
of Southwest Idaho**

Attest:

**By: _____
Matthew J. Stoll, Executive Director
Community Planning Association of
Southwest Idaho**

EXECUTIVE COMMITTEE WORKSHEET FOR COMPASS BOARD AGENDA

<i>Item #</i>	<i>Title/Description</i>	<i>Mandatory</i> ¹	<i>Policy Implications/Requirements</i>	<i>Agenda Type</i> ²	<i>Time</i>	<i>Presenter</i>	<i>Proposed Agenda</i>	<i>RTAC Agenda</i>	<i>Program No.</i>
1.	Approve Minutes from most recent Board Meeting	Yes	Meets Idaho Code and various grant requirements.	Consent Agenda	N/A	N/A	Monthly	N/A	820
2.	Receive Minutes from most recent Executive Committee Meeting	Yes	Meets Idaho Code and various grant requirements.	Consent Agenda	N/A	N/A	Monthly	N/A	820
3.	Receive Minutes from most recent Finance Committee Meeting	Yes	Meets Idaho Code and various grant requirements.	Consent Agenda	N/A	N/A	As Appropriate	N/A	820
4.	Status Report – Finance Committee Update	No	The Finance Committee Chair will provide an oral status report of the most recent meeting.	Information/Discussion	5	Chair	As Appropriate	N/A	601
5.	Status Report – State and Federal Legislative Update	No	Ken Burgess will provide a status report on state and federal legislative issues.	Ex. Dir. Report	N/A	N/A	As Appropriate	N/A	760
6.	Status Report – <i>Communities in Motion 2040</i>	No	Liisa Itkonen will provide a status report on the update.	Ex. Dir. Report	N/A	N/A	As Appropriate	N/A	661
7.	Status Report – Current Air Quality Issues	No	Mary Ann Waldinger will provide a monthly report of current air quality issues.	Ex. Dir. Report	N/A	N/A	Monthly	N/A	801
8.	Status Report – Current Transportation Project Information	No	Toni Tisdale will provide a monthly report of current transportation issues and projects.	Ex. Dir. Report	N/A	N/A	Monthly	Monthly	685
9.	Status Report – Standing Committees’ Attendance	No	Per Board request of May 17, 2004.	Ex. Dir. Report	N/A	N/A	Monthly	N/A	820

¹ No, Yes, N/A (Not Applicable)

² Action; Consent Agenda; Executive Director’s Report; Information; Special Item; Committee Reports; Open Discussion/Announcements

<i>Item #</i>	<i>Title/Description</i>	<i>Mandatory¹</i>	<i>Policy Implications/Requirements</i>	<i>Agenda Type²</i>	<i>Time</i>	<i>Presenter</i>	<i>Proposed Agenda</i>	<i>RTAC Agenda</i>	<i>Program No.</i>
10.	Receive Administrative Modifications to the Regional Transportation Improvement Program	Yes	Toni Tisdale will provide memorandums of approval for Administrative Modifications.	Ex. Dir. Report	N/A	N/A	As Appropriate	N/A	685
CURRENT AGENDA ITEMS									
11.	Approve List of Records for Destruction	No	COMPASS staff will seek approval of the list of records to destruct per the guidance in the Records Retention Policy.	Consent Agenda	N/A	N/A	March	N/A	990
12.	Approve Financial Policy and Procedures Manual	No	COMPASS staff will seek approval of updated financial policies and procedures.	Consent Agenda	N/A	N/A	March	N/A	601
13.	Progress Report – Boise Bike Share Program	No	Dave Fotsch, Boise Bike Share Program Coordinator, will review the project and its current implementation status.	Special Item	30	Dave Fotsch	March	N/A	685
14.	Adopt Resolution Amending the FY2014-2018 Regional Transportation Improvement Program	No	Toni Tisdale will seek adoption of resolution authorizing use of 5307 funds for Boise Bike Share Program.	Action	10	Toni Tisdale	March	N/A	685
15.	Approve Development Tracking Process	No	MaryAnn Waldinger and Carl Miller will seek approval of the development tracking process.	Action	20	MaryAnn Waldinger/ Carl Miller	March	February DAC	620
16.	Accept 2014 Population Estimates	Yes	Carl Miller will request acceptance 2014 population estimates.	Action	20	Carl Miller	March	February DAC	620
UPCOMING AGENDA ITEMS									
17.	Approve FY2015 General and Special Membership Dues	Yes	Matt Stoll will seek Board approval of FY2015 General and Special Membership dues estimates.	Action	15	Matt Stoll	April	N/A	601
18.	Approve FY2014 Implementation Grant Recipients	No	Don Matson will seek Board approval of FY2014 CIM 2040 Implementation Grant recipients.	Action	15	Don Matson	April	March	661

Item #	Title/Description	Mandatory¹	Policy Implications/Requirements	Agenda Type²	Time	Presenter	Proposed Agenda	RTAC Agenda	Program No.
19.	Approve Changes to Regional Transportation Improvement Program (TIP) Amendment Policy	No	Toni Tisdale will seek Board approval of changes to the TIP Amendment Policy.	Action	10	Toni Tisdale	April	March	685
20.	Approve Changes to TMA Guidebook	No	Toni Tisdale will seek Board approval of changes to the TMA Guidebook.	Action	10	Toni Tisdale	April	March	685
21.	Adopt Resolution Amending the FY2014-2018 Regional Transportation Improvement Program	Yes	Toni Tisdale will seek Board approval to make transit amendments to the FY2014-2018 TIP.	Action	10	Toni Tisdale	April	March	685
22.	Approve Priorities for End-of-Year Program	Yes	Toni Tisdale will seek adoption of resolution authorizing use of 5307 funds for additional vehicles for the vehicle sharing pool.	Action	15	Toni Tisdale	June	May	685
23.	Approve TIP Application Process and Guide	No	Staff seeks possible approval of a new TIP application process and guide (depending on the nature of changes).	Action (if needed)	15	Toni Tisdale	June	May	685
24.	Summary of Public Comments from March/April 2014 CIM 2040 Public Comment period	No	Staff will summarize and provide verbatim public comments from March/April 2014 CIM 2040 comment period.	Information/Discussion	15	Amy Luft	June	June: Leadership Team May: Planning Team	661
25.	Adopt Resolution Approving <i>Communities in Motion 2040</i> (CIM 2040)	Yes	Liisa Itkonen will seek adoption of CIM 2040 the regional long-range transportation plan.	Action	20	Liisa Itkonen	July		661
26.	Accept <i>Communities in Motion 2040</i> Performance Monitoring Report	Yes	Carl Miller will request acceptance of the <i>Communities in Motion 2040</i> Performance Monitoring Report.	Action	20	Carl Miller	July	June	620
27.	Approve Revised Development Review Protocol	No	Carl Miller will request approval revising the COMPASS Development Review Protocol.	Action	20	Carl Miller	July	June	701

Item #	Title/Description	Mandatory¹	Policy Implications/Requirements	Agenda Type²	Time	Presenter	Proposed Agenda	RTAC Agenda	Program No.
28.	Accept <i>Communities in Motion</i> 2040 Housing Forecast	No	Carl Miller will request acceptance of the <i>Communities in Motion</i> 2040 Housing Forecast.	Action	20	Carl Miller	August	June DAC	647
29.	Adopt Resolution Approving the FY2015-2019 Regional Transportation Improvement Program and Air Quality Conformity Demonstration	Yes	Toni Tisdale will seek adoption of a resolution approving the FY2015-2019 Regional Transportation Improvement Program and Air Quality Conformity Demonstration.	Action	15	Toni Tisdale	August	June	685
30.	Adopt Resolution Approving the FY2015 Unified Planning Work Program (UPWP)	Yes	Megan Larsen will seek adoption of the FY2015 UPWP.	Action	15	Megan Larsen	August	N/A	601
31.	Approve Scope of Work for Next <i>Communities in Motion</i> Update	No	Liisa Itkonen will request approval of the scope of work for updating <i>Communities in Motion</i> .	Action	20	Liisa Itkonen	December		
32.	Adopt Resolution Approving Revision 1 of the FY2015 Unified Planning Work Program (UPWP)	Yes	Megan Larsen will seek adoption of Revision 1 of the FY2015 UPWP.	Action	15	Megan Larsen	December	N/A	601
33.	Workshop – From Concept to Concrete	No	COMPASS staff will facilitate a workshop to demonstrate the process of developing a transportation facility from the planning stage through construction.	Workshop	45	Panel of member agency staff	TBD 2014 Retreat	N/A	685