



EXECUTIVE COMMITTEE MEETING  
JUNE 17, 2014 2:00-3:00 PM  
COMPASS 2ND FLOOR LARGE CONFERENCE ROOM  
700 NE 2<sup>ND</sup> STREET, SUITE 200  
MERIDIAN, IDAHO

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

**I. CALL TO ORDER (2:00)**

**II. AGENDA ADDITIONS/CHANGES**

**III. OPEN DISCUSSION/ANNOUNCEMENTS**

**IV. CONSENT AGENDA**

Page 2 \* **A. Approve May 20, 2014, Executive Committee Meeting Minutes**

*A copy of the draft May 20, 2014, Executive Committee meeting minutes is attached.*

**V. ACTION ITEM**

2:05 Page 5 \* **A. Establish July 21, 2014, COMPASS Board Meeting Agenda**

*Staff proposed agenda items for the regular meeting of the COMPASS Board scheduled July 21, 2014, are attached.*

**VI. INFORMATION/DISCUSSION ITEM**

2:15 **A. Discuss Governance Restructuring Proposal**

*Executive Committee members will discuss next steps regarding restructuring proposal following previous day's Board of Directors' meeting.*

**VII. OTHER**

**VIII. ADJOURNMENT (3:00)**

\*Enclosures

Agenda is subject to change.

T:\FY14\900 Operations\990 Direct Operations Maint\Exec Committee\2014 agendaminutes\agenda06172014.doc

**EXECUTIVE COMMITTEE MEETING  
MAY 20, 2014  
COMPASS 2ND FLOOR LARGE CONFERENCE ROOM  
MERIDIAN, IDAHO**

**\*\*MINUTES\*\***



- ATTENDEES:** Sara Baker, Commissioner, Ada County Highway District, **Vice Chair**  
 Bob Henry, Mayor, City of Nampa  
 Bryce Millar, Commissioner, Nampa Highway District No.1, **Immediate Past Chair**  
 Charlie Rountree, Councilman, City of Meridian, **Chair**  
 Jim Reynolds, Mayor, City of Eagle  
 Steve Rule, Commissioner, Canyon County, **Secretary-Treasurer**  
 Darin Taylor, Mayor, City of Middleton
- MEMBERS ABSENT:** Dave Bieter, Mayor, City of Boise  
 Dave Case, Commissioner, Ada County  
 Garret Nancolas, Mayor, City of Caldwell, **Chair Elect**
- OTHERS PRESENT:** Nancy Brecks, Community Planning Association  
 Ken Burgess, Veritas Advisors  
 Liisa Itkonen, Community Planning Association  
 Megan Larsen, Community Planning Association  
 Matt Stoll, Executive Director, Community Planning Association

**CALL TO ORDER:**

Chair Rountree called the meeting to order at 2:05 pm.

**AGENDA ADDITIONS/CHANGES**

Matt Stoll requested to add an Information/Discussion Item for review of two draft letters from COMPASS to the Idaho Transportation (IT) Board regarding proposed changes to the federal aid functional classification system map and draft IT Board and administrative policy changes.

After discussion, **Darin Taylor moved and Bob Henry seconded amending the agenda to include an Information/Discussion Item as requested. Motion passed unanimously.**

**OPEN DISCUSSION/ANNOUNCEMENTS**

**None**

## CONSENT AGENDA

### A. Approve April 15, 2014, Executive Committee Meeting Minutes

Bryce Millar moved and Darin Taylor seconded approval of the Consent Agenda as presented. Motion passed unanimously.

## ACTION ITEM

### A. Recommend COMPASS Board Approval of Federal Legislative Positions

Ken Burgess presented draft federal legislative positions.

After discussion, Ken was directed to make edits regarding public/private partnerships and programmatic issues as opposed to grant programs.

After discussion, **Bob Henry moved and Bryce Millar seconded to move forward the federal legislative positions with the proposed edits, and recommend COMPASS Board approval at the June 16, 2014, Board meeting. Motion passed unanimously.**

## INFORMATION/DISCUSSION ITEMS

### A. Discuss Association Structure

Matt Stoll presented proposed changes to the association structure.

After discussion, **staff was directed to present the proposed association structure changes to the COMPASS Board in June 2014.**

### B. Discuss FHWA/FTA Certification Review

Chair Rountree and Matt Stoll recapped the April 22-23, 2014, FHWA/FTA Certification review of COMPASS. Overall, the preliminary review results were positive, with a limited number of areas for improvement.

### C. Letters to Idaho Transportation Board of Directors

Matt Stoll reviewed two draft letters from COMPASS to the Idaho Transportation (IT) Board providing comments on proposed changes to the federal aid functional classification system map and draft IT Board and administrative policy changes, which are on the May 2014 IT Board meeting agenda.

After discussion, **staff was directed to forward the letters to the IT Board as written.**

### D. Executive Session - Personnel Matter Idaho Code [67-2345 (b)]

Quorum was lost at 3:40 p.m. Executive Committee members discussed personnel matters pursuant to Idaho Code [67-2345 (b)]. No action was taken.

**ADJOURNMENT**

**Chair Rountree adjourned the meeting at 3:50 pm.**

**Dated this 17th day of June 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**

T:\FY14\900 Operations\990 Direct Operations Maint\Exec Committee\2014 agendaminutes\minutes05202014.doc

EXECUTIVE COMMITTEE WORKSHEET FOR COMPASS BOARD AGENDA

<i>Item</i>	<i>Title/Description</i>	<i>Mandatory</i>	<i>Policy Implications/ Requirements</i>	<i>Agenda Type<sup>1</sup></i>	<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 – State and Federal Legislative Issues	No	Ken Burgess will provide a status report on the state and federal legislative issues	Ex. Dir. Report	N/A	N/A	As Appropriate	N/A	701
5.	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
6.	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
7.	Status Report – Standing Committees’ Attendance	No	Per Board request of May 17, 2004.	Ex. Dir. Report	N/A	N/A	Monthly	N/A	820

<sup>1</sup> Action; Consent Agenda; Executive Director’s Report; Information; Special Item; Committee Reports; Open Discussion/Announcements

<i>Item</i>	<i>Title/Description</i>	<i>Mandatory</i>	<i>Policy Implications/ Requirements</i>	<i>Agenda Type<sup>1</sup></i>	<i>Time</i>	<i>Presenter</i>	<i>Proposed Agenda</i>	<i>RTAC Agenda</i>	<i>Program No.</i>
8.	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
9.	Approve list of Records for Destruction	No	Megan Larsen will seek approval of the list of records to destruct per the guidance in the Records Retention Policy.	Consent Agenda	N/A	N/A	As Appropriate	N/A	991
<b>CURRENT AGENDA ITEMS</b>									
10.	Approve Changes to TMA Balancing Committee Guidelines	No	Toni Tisdale will seek Board approval of changes to the TMA Guidelines.	Consent Agenda	N/A	Toni Tisdale	July	June	685
11.	Status Report – Finance Committee	No	The Finance Committee Chair will provide a status report from the June 19, 2014, meeting.	Information/ Discussion	5	Finance Committee Chair	July	N/A	601
12.	Approve Transportation Improvement Program (TIP) Application Process and Guide	No	Toni Tisdale will seek approval of a new TIP application process and guide.	Action	10	Toni Tisdale	July	N/A	685
13.	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

<i>Item</i>	<i>Title/Description</i>	<i>Mandatory</i>	<i>Policy Implications/ Requirements</i>	<i>Agenda Type<sup>1</sup></i>	<i>Time</i>	<i>Presenter</i>	<i>Proposed Agenda</i>	<i>RTAC Agenda</i>	<i>Program No.</i>
14.	Adopt Resolution Approving COMPASS Joining City of Boise Employee Health Care Plan Trust Joint Powers Agreement	Yes	Staff will review the joint powers agreement for the City of Boise Employee Health Care Plan Trust	Action	15	Megan Larsen	July	N/A	
15.	Approve 2014 Development Tracking Report	No	MaryAnn Waldinger and Carl Miller will seek approval of the 2014 Development Tracking Report acknowledging changes to the CIM 2040 forecast based on new land developments.	Action	20	MaryAnn Waldinger/ Carl Miller	July	June DAC	647
<b>UPCOMING AGENDA ITEMS</b>									
16.	Status Report – Finance Committee	No	The Finance Committee Chair will provide a status report from the August 7, 2014 meeting.	Information/ Discussion	5	Finance Committee Chair	August	N/A	601
17.	Adopt Resolution Approving the FY2015-2019 Regional Transportation Improvement Program and Air Quality Conformity Demonstration	Yes	Toni Tisdale will seek adoption of resolution approving the FY2015-2019 Regional Transportation Improvement Program and Air Quality Conformity Demonstration.	Action	15	Toni Tisdale	August	June	685
18.	Adopt Resolution Approving the FY2015 Unified Planning Work Program and Budget (UPWP)	Yes	Megan Larsen will seek adoption of the FY2015 UPWP.	Action	15	Megan Larsen	August	N/A	601

Item	Title/Description	Mandatory	Policy Implications/ Requirements	Agenda Type <sup>1</sup>	Time	Presenter	Proposed Agenda	RTAC Agenda	Program No.
19.	Approve Revised Development Review Protocol	No	Carl Miller will seek approval to revise the COMPASS development review protocol.	Action	20	Carl Miller	August	July DAC	701
20.	Accept <i>Communities in Motion</i> 2040 Performance Monitoring Report	Yes	Carl Miller will seek acceptance of the <i>Communities in Motion</i> 2040 Performance Monitoring Report.	Action	20	Carl Miller	August	July	620
21.	Approve Scope of Work for Next <i>Communities in Motion</i> Update	No	Liisa Itkonen will seek approval of the scope of work for updating <i>Communities in Motion</i> .	Action	20	Liisa Itkonen	October		
22.	Accept <i>Communities in Motion</i> 2040 Housing Forecast	No	Carl Miller will seek acceptance of the <i>Communities in Motion</i> 2040 housing forecast.	Action	20	Carl Miller	October	September DAC	647
23.	Approve <i>Communities in Motion</i> 2045 Public Involvement Plan	Yes	Amy Luft will seek approval of the <i>Communities in Motion</i> 2045 public involvement plan	Consent agenda	N/A	Amy Luft	November	PPC – June or August	661
24.	Status Report – Finance Committee	No	The Finance Committee Chair will provide a status report from the November 20, 2014 and December 11, 2014 meetings.	Information/ Discussion	5	Finance Committee Chair	December	N/A	601
25.	Adopt Resolution Approving Revision 1 of the FY2015 Unified Planning Work Program and Budget (UPWP)	Yes	Megan Larsen will seek adoption of Revision 1 of the FY2015 UPWP.	Action	15	Megan Larsen	December	N/A	601



<i>Item</i>	<i>Title/Description</i>	<i>Mandatory</i>	<i>Policy Implications/ Requirements</i>	<i>Agenda Type<sup>1</sup></i>	<i>Time</i>	<i>Presenter</i>	<i>Proposed Agenda</i>	<i>RTAC Agenda</i>	<i>Program No.</i>
26.	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