



EXECUTIVE COMMITTEE MEETING  
JULY 15, 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 June 16, 2014, Special Executive Committee Meeting Minutes and June 17, 2014, Executive Committee Meeting Minutes**

*A copy of the draft June 16 and June 17, 2014, Executive Committee meeting minutes are attached.*

**V. ACTION ITEM**

2:05 Page 7 \* A. **Establish August 18, 2014, COMPASS Board Meeting Agenda**

*Staff proposed agenda items for the regular meeting of the COMPASS Board scheduled August 18, 2014, are attached.*

**VI. INFORMATION/DISCUSSION ITEMS**

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

*Executive Committee members will provide input on current organizational structure and staff's previous organizational proposal. Staff will review proposed timeline for organizational restructuring.*

2:45 **B. Status Report – Transportation Conformity**

*Matt Stoll will update Executive Committee on resolution of transportation conformity discussions between FHWA and ITD.*

**VII. OTHER**

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

\*Enclosures

Agenda is subject to change.

**SPECIAL EXECUTIVE COMMITTEE MEETING  
JUNE 16, 2014  
COMPASS 1ST FLOOR BOARD ROOM  
MERIDIAN, IDAHO**

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



**ATTENDEES:** Sara Baker, Commissioner, Ada County Highway District, **Vice Chair**  
 Dave Case, Commissioner, Ada County  
 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  
 Darin Taylor, Mayor, City of Middleton

**MEMBERS ABSENT:** Dave Bieter, Mayor, City of Boise  
 Garret Nancolas, Mayor, City of Caldwell, **Chair Elect**  
 Steve Rule, Commissioner, Canyon County, **Secretary-Treasurer**

**OTHERS PRESENT:** Nancy Brecks, Community Planning Association

**CALL TO ORDER:**

Chair Rountree called the meeting to order at 1:06 pm.

**AGENDA ADDITIONS/CHANGES**

None

**OPEN DISCUSSION/ANNOUNCEMENTS**

None

**EXECUTIVE SESSION - PERSONNEL MATTER IDAHO CODE [67-2345 (b)]**

Darin Taylor moved and Dave Case seconded to adjourn into Executive Session pursuant to Idaho Code 67-2345 (b) at 1:07 pm.

Chair Rountree called roll. The following Executive Committee members were present and voted in the affirmative: Sara Baker, Dave Case, Bob Henry, Bryce Millar, Jim Reynolds, and Darin Taylor. There were no nay votes.

Darin Taylor moved and Dave Case seconded to move back into regular session at 1:30 pm. Motion passed unanimously.

**Darin Taylor moved and Bob Henry seconded that the Executive Committee approve the FY2014 evaluation for the Executive Director and FY2015 goals, and recommend Board approval of a 3 percent salary adjustment for the Executive Director. Motion passed unanimously.**

**ADJOURNMENT**

**Chair Rountree adjourned the meeting at 1:25 pm.**

**Dated this 15th day of July 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 MEETING  
JUNE 17, 2014  
COMPASS, 1ST FLOOR BOARD ROOM  
MERIDIAN, IDAHO**

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



- ATTENDEES:** Sara Baker, Commissioner, Ada County Highway District, **Vice Chair**  
 Dave Bieter, Mayor, City of Boise  
 Dave Case, Commissioner, Ada County  
 Bob Henry, Mayor, City of Nampa  
 Bryce Millar, Commissioner, Nampa Highway District No.1, **Immediate Past Chair**  
 Garret Nancolas, Mayor, City of Caldwell, **Chair Elect**, via telephone  
 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
- OTHERS PRESENT:** Nancy Brecks, Community Planning Association  
 Ken Burgess, Veritas Advisors  
 Megan Larsen, Community Planning Association  
 Amy Luft, Community Planning Association  
 Matt Stoll, Executive Director, Community Planning Association  
 Toni Tisdale, Community Planning Association

**CALL TO ORDER:**

Chair Rountree called the meeting to order at 2:07 pm.

**AGENDA ADDITIONS/CHANGES**

Matt Stoll requested to add Information/Discussion Agenda Item VI. B Status Report – Development of FY2015-2019 Regional Transportation Improvement Program.

**Dave Bieter moved and Bob Henry seconded to add Information/Discussion Item VI. B to the agenda as requested. Motion passed unanimously.**

**OPEN DISCUSSION/ANNOUNCEMENTS**

**None**

## **CONSENT AGENDA**

### **A. Approve May 20, 2014, Executive Committee Meeting Minutes**

**Steve Rule moved and Dave Case seconded approval of the Consent Agenda as presented. Motion passed unanimously**

## **ACTION ITEM**

### **A. Establish July 21, 2014, COMPASS Board Meeting Agenda**

Matt Stoll presented staff recommended Agenda Items 1-11, 13-15, defer Item 12, and requested to add an Air Quality presentation for the regular July 21, 2014, Board meeting. Matt also requested the latitude to amend the agenda as necessary.

After discussion, **Bob Henry moved and Darin Taylor seconded approval of Agenda items 1-11, 13-15 and an Air Quality presentation as presented. Matt Stoll has the latitude to amend the agenda as necessary. Motion passed unanimously.**

## **INFORMATION/DISCUSSION ITEMS**

### **A. Discuss Governance Restructuring Proposal**

Matt Stoll discussed the next steps based on COMPASS Board direction for the Executive Committee to move forward in developing a governance restructuring proposal for Board approval.

After discussion, **Matt will draft a timeline of the process for discussion at the July 2014 Executive Committee with the goal of having the process complete and ready for implementation by the end of 2014.**

### **B. Status Report – Development of FY2015-2019 Regional Transportation Improvement Program (TIP)**

Matt Stoll provided a status report on ITD not funding \$120,000 for DEQ to do required air quality conformity modeling, and ITD not addressing corrective actions USDOT issued to ITD regarding the Statewide Transportation Improvement Program (STIP). Without the required air quality modeling, COMPASS and the Pocatello area cannot demonstrate air quality conformity, which will delay the TIP being approved, and if ITD doesn't address the corrective actions the STIP will not be approved. That means all projects statewide that are federally funded and are new for FY2015-2019 will be delayed. The air quality conformity analysis that was done for the FY2014-2018 TIP would remain effect, but any new projects or changes to that would not be able to go forward.

**ADJOURNMENT**

**Dave Case moved and Bob Henry seconded adjournment at 3:00 pm. Motion passed unanimously.**

**Dated this 15th day of July 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>	<i>Policy Implications/ Requirements</i>	<i>Agenda Type</i> <sup>1</sup>	<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 Updated COMPASS Employment Procedures	No	Megan Larsen will seek approval to some minor updates to the Employment Procedures manual.	Consent agenda	N/A	Megan Larsen	August	N/A	990
11.	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	August	July	685
12.	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
13.	Receive Certification Review Report	No	The Federal Highway Administration will present the COMPASS Certification Review report.	Information/ Discussion	30	TBD – FHWA Staff	August	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>
14.	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	August	July	685
15.	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
16.	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
17.	Approve CIM 2040 Reconciliation	No	MaryAnn Waldinger and Carl Miller will seek approval of the revised CIM 2040 forecast based on approved developments.	Action	20	MaryAnn Waldinger/ Carl Miller	August	July DAC	647

## UPCOMING AGENDA ITEMS

18.	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	September	July	685
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19.	Accept <i>Communities in Motion</i> 2040 Change in Motion Report	Yes	Carl Miller will seek acceptance of the <i>Communities in Motion</i> 2040 Change in Motion Report.	Action	20	Carl Miller	September	August	620
20.	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		
21.	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
22.	Approve <i>Communities in Motion 2045</i> Public Involvement Plan	Yes	Amy Luft will seek approval of the <i>Communities in Motion 2045</i> public involvement plan	Consent Agenda	N/A	Amy Luft	November	PPC – June or August	661
23.	Leadership in Motion Awards Presentation	No	Chairman Rountree will present the 2014 COMPASS Leadership in Motion Awards	At luncheon; before meeting	20	Chairman Rountree/ Matt Stoll	December luncheon	NA	653
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.	Establish 2015 COMPASS Board and Executive Committee Meeting Dates and Location. Provide 30 Day Notice of Annual Meeting	Yes	COMPASS staff will seek approval of 2015 Board and Executive Committee meeting dates, times, and location, and provide 30 day notice of annual meeting.	Consent Agenda	N/A	N/A	December	N/A	N/A
27.	Approve Priorities of New Projects for FY2016-2020 Regional Transportation Improvement Program (TIP)	Yes	Toni Tisdale will seek approval of priorities for new projects for consideration for the FY2016-2020 TIP update.	Action	15	Toni Tisdale	February 2015	January 2015	685
28.	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	N/A	685