



**EXECUTIVE COMMITTEE MEETING  
MAY 9, 2017 1:00-2:00 P.M.  
COMPASS, 2ND FLOOR LARGE CONFERENCE ROOM  
700 NE 2<sup>ND</sup> STREET, SUITE 200  
MERIDIAN, IDAHO**

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

**I. CALL TO ORDER (1:00)**

**II. AGENDA ADDITIONS/CHANGES**

**III. OPEN DISCUSSION/ANNOUNCEMENTS**

**IV. CONSENT AGENDA**

Page 2 \* A. Approve April 11, 2017, Executive Committee Meeting Minutes

**V. ACTION ITEMS**

- 1:05 \* A. **Establish June 19, 2017, COMPASS Board Meeting Agenda**  
Page 4 *COMPASS staff proposed agenda items for the regular meeting of the COMPASS Board scheduled June 19, 2017, are attached.*
- 1:20 B. **Executive Session - Personnel Matter Idaho Code [74-206 (b)]**  
*Committee members will go into executive session to discuss the Executive Director's 2017 performance evaluation. No action will be taken in the executive session. Any action will be taken in open session.*

**VI. OTHER**

**VII. ADJOURNMENT (2:00)**

\*Enclosures **Agenda is subject to change.**

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**EXECUTIVE COMMITTEE MEETING  
APRIL 11, 2017  
COMPASS, 2<sup>ND</sup> FLOOR LARGE CONFERENCE ROOM  
MERIDIAN, IDAHO**

**Item IV-A**

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

**ATTENDEES:** Sara Baker, Commissioner, Ada County Highway District, **Immediate Past Chair**  
Dave Case, Commissioner, Ada County, **Chair Elect**  
Tammy de Weerd, Mayor, City of Meridian  
John Evans, Mayor, City of Garden City  
Jay Gibbons, Commissioner, Canyon Highway District #4, via telephone  
Bob Henry, Mayor, City of Nampa, **Vice Chair**  
Nathan Leigh, Mayor, City of Parma  
Stan Ridgeway, Mayor, City of Eagle  
Steve Rule, Commissioner, Canyon County, **Chair**

**MEMBERS ABSENT:** Elaine Clegg, Councilmember, City of Boise, **Secretary-Treasurer**  
Garret Nancolas, Mayor, City of Caldwell

**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

**CALL TO ORDER:**

Chair Steve Rule called the meeting to order at 1:00 p.m.

**AGENDA ADDITIONS/CHANGE**

None.

**OPEN DISCUSSION/ANNOUNCEMENTS**

Matt Stoll introduced new COMPASS staff members Duane Wakan and Hunter Mulhall.

**CONSENT AGENDA**

**A. Approve March 14, 2017, Executive Committee Meeting Minutes**

John Evans moved and Sara Baker seconded approval of the Consent Agenda as presented. Motion passed unanimously.

## **ACTION ITEM**

### **A. Recommend COMPASS Organizational Roles and Values for COMPASS Board Approval**

Matt Stoll presented *COMPASS Organizational Roles and Values* developed by COMPASS staff to define the agency roles and values, which will guide COMPASS in developing the Unified Planning Work Program, completing employee evaluations and performance plans, identifying human resource needs, and more.

After discussion, **Dave Case moved and Bob Henry seconded to recommend the *COMPASS Organizational Roles and Values* as presented for COMPASS Board approval. Motion passed.**

## **INFORMATION/DISCUSSION ITEMS**

### **A. Status Report - 2017 Legislative Session**

Ken Burgess provided a recap of the 2017 Idaho Legislative Session.

### **B. Notification of the Executive Director's Annual Performance Review at the May 9, 2017, Executive Committee Meeting**

Matt Stoll reviewed the process for his annual performance review starting at the May 9, 2017, Executive Committee meeting.

### **C. Status Report - Regional Transportation Advisory Committee – Memo Only**

## **ADJOURNMENT**

Chair Rule adjourned the meeting at 1:42 p.m.

Approved this 9th day of May 2017.

By: \_\_\_\_\_  
**Steven Rule, 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

Item	Title/Description	Mandatory	Policy Implications/ Requirements	Agenda Type <sup>1</sup>	Time	Presenter	Proposed Agenda	RTAC Agenda	Program No.
1.	Approve Minutes from most recent Board Meeting	Yes	Meets Idaho Code and various grant requirements.	Consent Agenda	N/A	N/A	Bimonthly	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	Bimonthly	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 – 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	Bimonthly	N/A	801
5.	Receive Project Milestone Report	No	Toni Tisdale will provide a Project Milestone Report.	Ex. Dir. Report	N/A	N/A	Every Other Meeting	N/A	685
6.	Status Report – Standing Committee Attendance	No	Per Board request of May 17, 2004.	Ex. Dir. Report	N/A	N/A	Bimonthly	N/A	820
7.	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

<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</i> <sup>1</sup>	<i>Time</i>	<i>Presenter</i>	<i>Proposed Agenda</i>	<i>RTAC Agenda</i>	<i>Program No.</i>
8.	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>									
9.	Approve End-of-Year Priorities	Yes	Toni Tisdale will seek COMPASS Board approval of priorities for the End-of-Year program.	Action	15	Toni Tisdale	June	May	685
10.	Approve COMPASS' Organizational Roles and Values	No	Matt Stoll will seek COMPASS Board approval of a document outlining COMPASS' roles and values	Action	20	Matt Stoll	June	Exec – April	991
11.	Adopt Resolution Amending <i>Communities in Motion 2040</i> (CIM 2040)	Yes	Liisa Itkonen will seek COMPASS Board approval to amend CIM 2040 to add a widening project on I-84 in Canyon County.	Action	5	Liisa Itkonen	June	May	661
12.	Adopt Resolution Amending the FY2017-2021 TIP	Yes	Toni Tisdale will seek COMPASS Board approval to amend the FY2017-2021 TIP to add a widening project on I-84 in Canyon County.	Action	5	Toni Tisdale	June	May	685

<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>
13.	Executive Session – Personnel Matter Idaho Code [74-206 (b)]	Yes	The Board of Directors will go into executive session to receive the Executive Committee's performance evaluation and recommendation for the Executive Director. No action will be taken in the executive session. Any action will be taken in open session.	Action	TBD	Chair	June	N/A	N/A
14.	Adopt Resolution of COMPASS Board Support for Gowen Field as Host Site for F-35 Jets	No		Action	10	Matt Stoll	June	N/A	N/A
15.	Workshop– Regional Long-Range Transportation Plan, <i>Communities in Motion (CIM) 2040 2.0 Components and Performance Measure Framework</i>	No	COMPASS staff will review the status on CIM 2040 2.0 components, performance measurement framework, schedule, and funding process.	Information/ Discussion	60	COMPASS Staff	June	May	661
16.	Review Draft FY2018-2022 Regional Transportation Improvement Program (TIP) Project List	No	Toni Tisdale will present the Draft FY2018-2022 TIP project list for review and discussion prior to public comment.	Information/ Discussion	15	Toni Tisdale	June	May	685
17.	Tentative - Review Proposed Updates to the Joint Powers Agreement and Bylaws	Yes	Matt Stoll will reviewed proposed updates to the Joint Powers Agreement and Bylaws.	Information/ Discussion	30	Matt Stoll	June	N/A	N/A

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18.	Status Report – Finance Committee	No	The Finance Committee chair will provide a status report on the May 18, 2017, Finance Committee meeting.	Information/ Discussion	5	Finance Committee Chair	June	N/A	N/A
<b>UPCOMING AGENDA ITEMS</b>									
19.	Tentative: Adopt Resolution Amending the Joint Powers Agreement and Bylaws	Yes	Matt Stoll will seek adoption of resolution amending the Joint Powers Agreement and Bylaws.	Action	15	Matt Stoll	August	N/A	N/A
20.	Approve COMPASS Workgroup Charters	No	Megan Larsen will seek approval of the COMPASS Workgroup Charters for FY2018.	Action	5	Megan Larsen	August	N/A	820
21.	Adopt Resolution Approving the FY2018 Unified Planning Work Program and Budget (UPWP)	Yes	Megan Larsen will seek approval of the FY2018 UPWP.	Action	15	Megan Larsen	August	N/A	601
22.	Review CIM 2040 2.0 Draft Transportation Investment Packages	No	Liisa Itkonen will present draft packages of transportation investments for addressing identified needs in CIM 2040 2.0.	Information/ Discussion	20	Liisa Itkonen	August	July	661
23.	Tentative: Status Report – Rails with Trails	No	Tom Laws will provide a status report on Rails with Trails.	Information/ Discussion	15	Tom Laws	August	July	661

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24.	Status Report – Finance Committee	No	The Finance Committee chair will provide a status report on the June 29, 2017, Finance Committee meeting.	Information/ Discussion	5	Finance Committee Chair	August	N/A	N/A
25.	Adopt Resolution Amending <i>Communities in Motion 2040</i> (CIM 2040)	Yes	Liisa Itkonen will seek COMPASS Board approval to amend CIM 2040 to add projects on SH 21, SH 44 and US 20/26, Lake Hazel Rd, Linder Rd, Ustick Rd, and Overland Rd to CIM 2040 funded projects, and remove projects no longer in ACHD CIP.	Action	5	Liisa Itkonen	October	August	661
26.	Adopt Resolution Amending the FY2017-2021 TIP	Yes	Toni Tisdale will seek COMPASS Board approval to amend the FY2017-2021 TIP to add projects on SH 21, SH 44 and US 20/26, Lake Hazel Rd, Linder Rd, Ustick Rd, and Overland Rd.	Action	5	Toni Tisdale	October	August	685
27.	Adopt Resolution Approving the FY2018-2022 Regional Transportation Improvement Program (TIP) and Associated Air Quality Conformity	Yes	Toni Tisdale will seek adoption of a resolution approving the FY2018-2022 TIP and associated Air Quality Conformity.	Action	20	Toni Tisdale	October	August	685
28.	Adopt Resolution Approving Rural Project Priorities	Yes	Toni Tisdale will seek adoption of a resolution approving rural priorities.	Action	5	Toni Tisdale	October	September	685



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29.	Approve <i>Communities in Motion (CIM) 2040 2.0</i> Transportation Investment Packages	Yes	Liisa Itkonen will seek approval of transportation investment packages ranked by performance area priorities for CIM 2040 2.0.	Action	20	Liisa Itkonen	October	September	661
30.	Status Report – Finance Committee	No	The Finance Committee chair will provide a status report on the August 17, 2017, Finance Committee meeting.	Information/ Discussion	5	Finance Committee Chair	October	N/A	N/A
31.	Review Draft Funded/Unfunded Project Lists	Yes	Liisa Itkonen will review draft funded/unfunded project lists.	Information/ Discussion	15	Liisa Itkonen	October/ December	November	661
32.	Leadership in Motion Awards Presentation	No	Board Chair and Executive Director will present the 2017 COMPASS Leadership in Motion awards.	At luncheon; before meeting	20	Chair /Matt Stoll	December Luncheon	N/A	653
33.	Confirm Regional Transportation Advisory Committee Membership	Yes	COMPASS Bylaws require the Board confirm RTAC membership.	Consent Agenda	N/A	N/A	December	N/A	N/A
34.	Confirm 2018 Board Officers: Chair, Chair Elect, Vice Chair, Immediate Past Chair. Elect Secretary-Treasurer	Yes	COMPASS Bylaws require the Board confirm ascension of new Board officers and election of new Secretary-Treasurer.	Action	10	Matt Stoll	December	N/A	N/A
35.	Confirm 2018 Executive Committee Representatives for Cities under 25,000 in Population	Yes	COMPASS Bylaws require the Board confirm Executive Committee representatives for cities under 25,000 in population.	Action	10	Matt Stoll	December	N/A	N/A

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36.	Confirm 2018 Executive Committee Representative from Highway Districts in Canyon County		COMPASS Bylaws require the Board confirm the Chair of one of the highway districts located in Canyon County as an Executive Committee representative.	Action	10	Matt Stoll	December	N/A	N/A
37.	Approve 2018 Federal Transportation Policy Positions	Yes	Ken Burgess will seek approval of federal transportation policy positions.	Action	15	Ken Burgess	December	N/A	N/A
38.	Approve 2018 Idaho Legislative Session Position Statements	Yes	Ken Burgess will seek approval of 2018 Idaho legislative session position statements.	Action	15	Ken Burgess	December	N/A	701
39.	Adopt Resolution Approving Revision 1 of the FY2018 Unified Planning Work Program and Budget (UPWP)	Yes	Megan Larsen will seek approval of Revision 1 of the FY2018 UPWP.	Action	15	Megan Larsen	December	N/A	601
40.	Status Report – Finance Committee	No	The Finance Committee chair will provide a status report on the November 30, 2017, Finance Committee meeting.	Information/ Discussion	5	Finance Committee Chair	December	N/A	N/A