



COMPASS EXECUTIVE COMMITTEE MEETING
MAY 12, 2020 1:30 P.M.
ZOOM CONFERENCE CALL

Public Participation: Facebook Live Streaming - <https://www.facebook.com/COMPASSIdaho>

**** AGENDA ****

I. CALL TO ORDER (1:30)

II. OPEN DISCUSSION/ANNOUNCEMENTS

III. CONSENT AGENDA

Page 2 * A. Approve April 14, 2020, Executive Committee Meeting Minutes

IV. ACTION ITEMS

1:35 * A. Establish June 15, 2020, COMPASS Board Meeting Agenda
Page 4 *Staff proposed agenda items for the regular meeting of the COMPASS Board scheduled June 15, 2020, are attached.*

1:55 B. Executive Session - Personnel Matter Idaho Code [74-206 (b)]
Committee members will go into executive session to discuss the Executive Director's 2020 performance evaluation. No action will be taken in the executive session. Any action will be taken in open session.

2:10 C. Consider Recommendation to COMPASS Board of Directors Regarding Executive Director's Annual Performance Evaluation

V. INFORMATION/DISCUSSION ITEMS

2:20 A. Review COMPASS Operations under Governor's Stay Healthy Order
Matt Stoll will review planned COMPASS operations under Governor's Stay Healthy Order and Idaho Rebounds Guidelines.

Page 12 *B. Status Report – Regional Transportation Advisory Committee (Memo Only)

VI. OTHER

VII. ADJOURNMENT (2:30)

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

Those needing assistance with COMPASS events or materials, or needing materials in alternate formats, please call 475-2229 with 48 hours advance notice.

Si necesita asistencia con una junta de COMPASS, o necesita un documento en otro formato, por favor llame al 475-2229 con 48 horas de anticipación.

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EXECUTIVE COMMITTEE MEETING APRIL 14, 2020 GOTOMEETING CONFERENCE CALL

MINUTES

ATTENDEES: Sara Baker, Commissioner, Ada County Highway District, via telephone
Elaine Clegg, Councilmember, City of Boise, **Chair**, via telephone
Jay Gibbons, Commissioner, Canyon Highway District #4, via telephone
Kendra Kenyon, Commissioner, Ada County, via telephone
Debbie Kling, Mayor, City of Nampa, **Secretary-Treasurer**, via telephone
Garret Nancolas, Mayor, City of Caldwell, **Chair Elect**, via telephone
Jason Pierce, Mayor, City of Eagle, via telephone
Robert Simison, Mayor, City of Meridian, via telephone
Steve Rule, Mayor, City of Middleton, via telephone
Joe Stear, Mayor, City of Kuna, **Vice Chair**, via telephone

MEMBERS ABSENT: Tom Dale, Commissioner, Canyon County

OTHERS PRESENT: Morgan Andrus, Community Planning Association, via telephone
Meg Larsen, Community Planning Association, via telephone
Amy Luft, Community Planning Association, via telephone
Matt Stoll, Executive Director, Community Planning Association, via telephone

CALL TO ORDER:

Chair Elaine Clegg called the meeting to order at 1:31 p.m.

OPEN DISCUSSION/ANNOUNCEMENTS

General announcements were made.

CONSENT AGENDA

A. Approve March 10, 2020, Executive Committee Meeting Minutes

Debbie Kling moved and Joe Stear seconded approval of the Consent Agenda as presented. Motion passed unanimously.

ACTION ITEMS

A. Review and Consider Families First Coronavirus Relief Act (FFCRA) Leave Policy

Matt Stoll reviewed the Families First Coronavirus Relief Act and its potential impact upon COMPASS personnel policy.

After discussion, Sara Baker **moved and Garret Nancolas seconded to recommend COMPASS Board of Directors' adoption of the Families First Coronavirus Relief Act Leave Policy. Motion passed unanimously.**

INFORMATION/DISCUSSION ITEMS

A. Status Report – COMPASS Operations During COVID-19 Public Health Emergency

Matt Stoll provided a status report on COMPASS operations during COVID-19 public health emergency.

B. Status Report - Regional Transportation Advisory Committee – Memo Only

C. Reminder – Executive Director's Annual Review at May 12, 2020, Executive Committee Meeting (Notice Only)

ADJOURNMENT

Chair Elaine Clegg adjourned the meeting at 2:04 p.m.

Approved this 12th day of May 2020.

By: _____
Elaine Clegg, Chair
Community Planning Association of
Southwest Idaho

Attest:

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

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EXECUTIVE COMMITTEE WORKSHEET FOR COMPASS BOARD AGENDA

<i>Item</i>	<i>Title/Description</i>	<i>Mandatory</i>	<i>Additional Information</i>	<i>Agenda Type¹</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	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 on 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

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

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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
8.	Approve List of Records for Destruction	No	Meg Larsen will seek COMPASS Board of Directors' approval of the list of records to destroy per the guidance in the Records Retention Policy.	Consent Agenda	N/A	N/A	As Appropriate	N/A	991
CURRENT AGENDA ITEMS									
9.	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 session.	Executive Session	TBD	Chair	June	N/A	N/A
10.	Consider Executive Committee's recommendation regarding the Executive Director's Annual Performance Evaluation	Yes	The Board will consider the Executive Committee's evaluation and recommendation regarding the Executive Director's annual performance evaluation.	Action	5	Chair	June	N/A	N/A

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11.	Adopt Resolution Amending <i>Communities in Motion 2040 2.0</i> (CIM 2040 2.0)	Yes	Liisa Itkonen will seek adoption of a resolution amending CIM 2040 2.0 to add a NEPA study to realign SH-45 in the City of Nampa.	Action	10	Liisa Itkonen	June	May	661
12.	Approve Priorities for the End-of-Year Program and Redistribution	Yes	Toni Tisdale will seek COMPASS Board of Directors' approval of the priorities for the End-of-Year Program and Redistribution.	Action	10	Toni Tisdale	June	May	685
13.	Adopt Resolution Amending the FY2020-2026 Regional Transportation Improvement Program (TIP)	Yes	Toni Tisdale will seek adoption of a resolution amending the TIP to change the scope of the I-84 Ustick Overpass project and add a NEPA study to realign SH-45 in the City of Nampa.	Action	5	Toni Tisdale	June	May	685
14.	Review the Draft FY2021-2027 Regional Transportation Improvement Program (TIP) Project List	No	Toni Tisdale will provide a review of all projects included in the Draft FY2021-2027 TIP, prior to the public involvement period.	Information/ Discussion	20	Toni Tisdale	June	May	685
15.	Status Report – Household Travel Survey	No	Mary Ann Waldinger will provide general information about the household travel survey that will be conducted in FY2021.	Information/ Discussion	10	Mary Ann Waldinger	June	June	838

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UPCOMING AGENDA ITEMS									
16.	Accept Transit Asset Management Targets	No	Rachel Haukkala will seek COMPASS Board of Directors' acceptance of the regional transit asset management targets.	Consent Agenda	0	Rachel Haukkala	August	May	661
17.	Adopt Resolution Approving the FY2021 Unified Planning Work Program and Budget (UPWP)	Yes	Meg Larsen will seek approval of the FY2021 UPWP.	Action	15	Meg Larsen	August	N/A	601
18.	Approve COMPASS Workgroup Charters	No	Meg Larsen will seek approval of the COMPASS Workgroup Charters for FY2021.	Action	5	Meg Larsen	August	N/A	601
19.	Approve the Draft COMPASS FY2022-2028 COMPASS funding Application Guide	Yes	Toni Tisdale will seek COMPASS Board of Directors' approval of the Draft COMPASS FY2022-2028 COMPASS funding Application Guide.	Action	20	Toni Tisdale	August	July	685
20.	Approve FY2021 <i>Communities in Motion</i> Implementation Grants and Project Development Program projects	Yes	Kathy Parker will seek COMPASS Board of Directors' approval of FY2021 CIM Implementation Grants and Project Development Program projects.	Action	15	Kathy Parker	August	July	685

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21.	Status Report – Finance Committee	No	The Finance Committee Chair will provide a status report on the Finance Committee meetings.	Information/ Discussion	5	Finance Committee Chair	August	N/A	N/A
22.	Review Results of <i>Communities in Motion 2050</i> Public Involvement 2	No	Carl Miller and Amy Luft will review the results of the second public survey for <i>Communities in Motion 2050</i> .	Information/ Discussion	20	Carl Miller and Amy Luft	August	July	661
23.	Review the <i>Communities in Motion 2050</i> Goals and Objectives	No	Liisa Itkonen will review the <i>Communities in Motion 2050</i> goals and objectives.	Information/ Discussion	20	Liisa Itkonen	August	July	661
24.	Review Fixed Guideway Study Update	No	Rachel Haukkala will review the updated fixed guideway study and options that will be presented for public feedback.	Information/ Discussion	20	Rachel Haukkala/ Consultant	August	June	661
25.	Establish 2021 COMPASS Board and Executive Committee meeting Dates and Location. Provide 30 Day Notice of Annual Meeting	Yes	COMPASS staff will seek approval of COMPASS Board and Executive Committee meeting dates, times, location and provide 30 day notice of annual meeting.	Consent Agenda	N/A	N/A	October	N/A	N/A

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26.	Adopt Resolution X-2020, Approving the FY2021-2027 Regional Transportation Improvement Program (TIP) and Associated Air Quality Conformity Demonstration	Yes	Toni Tisdale will seek COMPASS Board of Directors' adoption of a resolution approving the FY2021-2027 TIP and associated air quality conformity demonstration.	Action	20	Toni Tisdale	October	September	685
27.	Adopt Resolution Approving Rural Application Prioritization	Yes	Toni Tisdale will seek COMPASS Board of Directors' adoption of a Resolution approving priorities for rural applications.	Action or Consent	10	Toni Tisdale	October	September	685
28.	Approve the <i>Communities in Motion 2050</i> Goals and Objectives	No	Liisa Itkonen will seek COMPASS Board of Directors' approval of <i>Communities in Motion 2050</i> goals and objectives.	Action	20	Liisa Itkonen	October	August	661
29.	Adopt the COMPASS Complete Networks Policy	No	Carl Miller will seek COMPASS Board of Directors' adoption of the COMPASS Complete Networks Policy	Action	20	Carl Miller	October	September	661
30.	Approve FY2021 Resource Development Plan	Yes	Kathy Parker will seek COMPASS Board of Directors' approval of FY2021 Resource Development Plan.	Action	15	Kathy Parker	October	August	685

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31.	Review Past Communities in Motion Implementation Grant and Project Development Program Projects	No	Kathy Parker will review past Communities in Motion Implementation Grant and Project Development Program projects.	Information/ Discussion	15	Kathy Parker	October	August	685
32.	Review <i>Communities in Motion 2050</i> Growth Vision	No	Carl Miller will review the <i>Communities in Motion 2050</i> growth vision.	Information/ Discussion	20	Carl Miller	October	Sep	661
33.	Review Fixed Guideway Survey	No	Rachel Haukkala will review the survey for public feedback on fixed guideway options.	Information/ Discussion	20	Rachel Haukkala	October	August	661
34.	Accept Buildout Forecast	No	Carl Miller will seek COMPASS Board of Directors' acceptance of the buildout forecast based on comprehensive plans.	Action	15	Carl Miller	October	DAWG: August	661
35.	Leadership in Motion Awards Presentation	No	Board Chair and Executive Director will present the 2020 COMPASS Leadership in Motion awards.	At Luncheon; before meeting	20	Chair/ Matt Stoll	December Luncheon	N/A	653
36.	Confirm Regional Transportation Advisory Committee Membership	Yes	COMPASS Bylaws require the COMPASS Board of Directors' confirmation of RTAC membership.	Consent Agenda	N/A	N/A	December	N/A	N/A
37.	Confirm 2021 Board officers; Chair, Chair Elect, 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	N/A	N/A	December	N/A	N/A

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38.	Approve 2021 Federal Transportation Position Statements	Yes	Ken Burgess will seek COMPASS Board of Directors' approval of 2021 federal transportation position statements.	Action	15	Ken Burgess	December	N/A	N/A
39.	Approve 2021 Idaho Legislative Session Position Statements	Yes	Ken Burgess will seek COMPASS Board of Directors' approval of 2021 Idaho legislative session position statements.	Action	15	Ken Burgess	December	N/A	701
40.	Adopt Resolution Approving Revision 1 of the FY2019 Unified Planning Work Program and Budget (UPWP)	Yes	Meg Larsen will seek COMPASS Board of Directors' approval of Revision 1 of the FY2021 UPWP.	Action	10	Matt Stoll	December	N/A	N/A
41.	Review Results of <i>Communities in Motion 2050</i> Public Involvement 3	No	Rachel Haukkala and Amy Luft will review the results of the third public survey for <i>Communities in Motion 2050</i> .	Information/ Discussion	20	Rachel Haukkala and Amy Luft	February 2021	Feb	661
42.	Adopt <i>Communities in Motion 2050</i> Preferred Growth Scenario	No	Carl Miller will seek COMPASS Board of Directors' approval of the <i>Communities in Motion 2050</i> preferred growth scenario.	Action	20	Carl Miller	April 2021	March 2021	661
43.	Approve <i>Communities in Motion 2050</i> Implementation Tasks	No	Carl Miller or Liisa Itkonen will seek COMPASS Board of Directors' approval of <i>Communities in Motion 2050</i> implementation tasks.	Action	20	Carl Miller or Liisa Itkonen	August 2021	July 2021	661

EXECUTIVE COMMITTEE AGENDA ITEM V-B

Date: May 12, 2020

Topic: Status Report - Regional Transportation Advisory Committee (RTAC)

Request/Recommendation:

Information only.

Background/Summary:

RTAC Bylaws state that the RTAC Chair will submit a monthly status report on RTAC activities to the COMPASS Executive Committee. Below is an outline of agenda items and actions from the March 18, 2020, meeting.

ACTION ITEM

Transportation Management Area (TMA) Balancing

RTAC approved actions to balance the Surface Transportation Program – Transportation Management Area. Actions allowed full funding of two projects and partial funding of a third. These actions will be processed through a Staff Administrative Modification.

INFORMATION ITEM

Fiscal Impact Analysis Tool/Results

COMPASS staff and the consultant reviewed COMPASS' new fiscal impact analysis tool, its uses, and next steps.

Park and Ride Study

COMPASS staff reviewed the scope of work for an upcoming park and ride study. The request for consultant proposals was published on April 13, 2020, and the project is expected to start in June 2020. COMPASS will manage the contract for this joint project with COMPASS and Ada County Highway District Commuteride.

Transit Asset Management Targets

Valley Regional Transit (VRT) staff reviewed VRT's transit asset management targets for FY2021. This item will be brought back to RTAC for a recommendation to the COMPASS Board of Directors in May and brought to the COMPASS Board of Directors for action in August.

More Information:

- 1) Contact Liisa Itkonen, COMPASS Principal Planner, at (208) 475-2241 or litkonen@compassidaho.org or Maureen Gresham, ACHD Commuteride Manager, at (208) 387-6163 or mgresham@achdidaho.org.