



COMPASS EXECUTIVE COMMITTEE MEETING
AUGUST 13, 2019 1:30 P.M.
COMPASS, 2ND FLOOR LARGE CONFERENCE ROOM
700 NE 2ND STREET, SUITE 200
MERIDIAN, IDAHO

**** AGENDA ****

I. CALL TO ORDER (1:30)

II. OPEN DISCUSSION/ANNOUNCEMENTS

III. CONSENT AGENDA

Page 3 ***A. Approve July 9, 2019, Executive Committee Meeting Minutes**

IV. ACTION ITEMS

Page 5 ***A. Establish August 26, 2019, COMPASS Board Meeting Agenda**

Staff proposed agenda items for the regular meeting of the COMPASS Board scheduled August 26, 2019, are attached.

B. Consider Memorandum of Agreement between AQB and COMPASS

Staff will present AQB/COMPASS Memorandum of Agreement formalizing transfer of operational functionality and staff responsibilities from AQB to COMPASS. An Executive Committee recommendation to the COMPASS Board of Directors regarding the MOA will be requested.

C. Approve Board Member Travel Request

Staff will present a travel request for Mayor Nancolas to attend NARC Board retreat in Scottsdale, Arizona from October 29 – 30, 2019 as COMPASS representative on NARC Board of Directors.

V. INFORMATION/DISCUSSION ITEM

Page 12 ***A. Review FY2020 Education Series Proposed Topics Resolution**

Amy Luft will review proposed FY2020 education series topics.

B. Status Update – Federal and State Legislative Issues

Ken Burgess will update the Executive Committee on the latest legislative developments at the state and federal levels. He will also review with the committee the process and timelines for updating the association's position statements.

Page 14 ***C. 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
JULY 9, 2019
COMPASS, 2ND FLOOR LARGE CONFERENCE ROOM
MERIDIAN, IDAHO**

****MINUTES****

ATTENDEES: Sara Baker, Commissioner, Ada County Highway District, via telephone
Elaine Clegg, Councilmember, City of Boise, **Chair Elect**
Jay Gibbons, Commissioner, Canyon Highway District #4
Debbie Kling, Mayor, City of Nampa, via telephone
Meg Leatherman for Kendra Kenyon, Commissioner, Ada County
Nathan Leigh, Mayor, City of Parma
Garret Nancolas, Mayor, City of Caldwell, **Vice Chair**, via telephone
Stan Ridgeway, Mayor, City of Eagle, **Secretary-Treasurer**
Joe Stear, Mayor, City of Kuna

MEMBERS ABSENT: Tom Dale, Commissioner, Canyon County, **Chair**
Tammy de Weerd, Mayor, City of Meridian

OTHERS PRESENT: Morgan Andrus, Community Planning Association
Megan Larsen, Community Planning Association
Amy Luft, Community Planning Association
Matt Stoll, Executive Director, Community Planning Association
Toni Tisdale, Community Planning Association
David Wallace, Ada County Highway District

CALL TO ORDER:

Acting Chair Elaine Clegg called the meeting to order at 1:33 p.m.

OPEN DISCUSSION/ANNOUNCEMENTS

General announcements were made.

CONSENT AGENDA

A. Approve June 4, 2019, Executive Committee Meeting Minutes

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

ACTION ITEM

A. Adopt Resolution 14-2019 Amending FY2019-2023 Regional Transportation Improvement Program (TIP)

Toni Tisdale presented Resolution 14-2019 amending FY2019-2023 TIP.

After discussion, **Joe Stear moved and Jay Gibbons seconded to adopt Resolution 14-2019 amending FY2019-2023 Regional Transportation Improvement Program. Motion passed unanimously. This item will be included in the Consent Agenda in the August COMPASS Board meeting to ratify this action.**

INFORMATION/DISCUSSION ITEM

A. Status Report – Regional Transportation Advisory Committee (Memo Only)

OTHER

Matt Stoll gave an update on the progress and the next steps on the transfer of the Ada Air Quality Board to COMPASS, as well as the submittal of the BUILD Grant application. He also advised that we are still waiting to hear about who was awarded the INFRA Grants, but should hear no later than August 14th.

ADJOURNMENT

Stan Ridgeway moved to adjourn and Nathan Leigh seconded. Motion passed unanimously. Meeting adjourned at 1:56 p.m.

Approved this 13th day of August 2019.

**By: _____
Tom Dale, 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

<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>
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	Megan 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.	Ratify Adoption of Resolution X-2019 Amending the FY2019-2023 Regional Transportation Improvement Program (TIP)	Yes	Toni Tisdale will seek COMPASS Board of Director's ratification of a resolution to remove ITS projects sponsored by ACHD and ITD and a VRT project for a College of Western Idaho campus park and ride/roundabout project. The Executive Committee will be requested to adopt the resolution at their July 9, 2019, meeting.	Consent	N/A	Toni Tisdale	August	June	685
10.	Approve updated COMPASS Procurement Policy	Yes	Megan Larsen will seek COMPASS Board of Directors' approval of the updated Procurement Policy.	Consent	N/A	Megan Larsen	August	N/A	991
11.	Approve COMPASS Workgroup Charters	No	Megan Larsen will seek Board of Directors' approval of the COMPASS Workgroup Charters for FY2020.	Consent	N/A	Megan Larsen	August	N/A	601

<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>
12.	Approve Memorandum of Understanding (MOU) for the Air Quality Board transfer to COMPASS	yes	Matt Stoll will seek COMPASS Board of Directors' authorization for Executive Director to sign the MOU for the Air Quality Board transfer.	Special Item	10	Matt Stoll	August	N/A	704
13.	Approve Revision 4 of the FY2019 Unified Planning Work Program and Budget (UPWP)	Yes	Megan Larsen will seek COMPASS Board of Directors' approval of Revision 4 of the FY2019 UPWP.	Action	10	Megan Larsen	August	N/A	601
14.	Adopt Resolution Approving the FY2020 Unified Planning Work Program and Budget (UPWP)	Yes	Megan Larsen will seek approval of the FY2020 UPWP.	Action	15	Megan Larsen	August	N/A	601
15.	Approve FY2020 <i>Communities in Motion</i> (CIM) Implementation Grants and Project Development Program Projects	Yes	Kathy Parker will seek COMPASS Board of Directors' approval of FY2020 CIM Implementation Grants and Project Development Program projects.	Action	10	Kathy Parker	August	June	685
16.	Accept Transit Asset Management Targets	No	Carl Miller will seek COMPASS Board of Directors' acceptance of the regional transit asset management targets.	Action	15	Carl Miller	August	May	661
17.	Review Content of <i>Communities in Motion 2050</i> Public Involvement #1	No	COMPASS staff will review the content of the public involvement #1 survey for CIM 2050.	Information/ Discussion	20	Carl Miller Amy Luft	August	July	661

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18.	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
UPCOMING AGENDA ITEMS									
19.	Establish 2020 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
20.	Adopt Resolution Approving FY2020-2026 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 FY2020-2026 TIP and associated air quality conformity demonstration, after review of public comments.	Action	20	Toni Tisdale	October	September	685
21.	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

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22.	Approve FY2020 Resource Development Plan	Yes	Kathy Parker will seek COMPASS Board of Directors' approval of FY2020 Resource Development Plan.	Action	10	Kathy Parker	October	August	685
23.	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
24.	Review Results of Rails-with-Trails Study	No	Rachel Haukkala will review the results of the Rails-with-Trails study for conceptual design and planning level cost estimates.	Information/ Discussion	20	Rachel Haukkala	October	August	661
25.	Leadership in Motion Awards Presentation	No	Board Chair and Executive Director will present the 2019 COMPASS Leadership in Motion awards.	At luncheon; before meeting	20	Chair/ Matt Stoll	December Luncheon	N/A	653
26.	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
27.	Adopt Resolution Approving Revision 1 of the FY2020 Unified Planning Work Program and Budget (UPWP)	No	Megan Larsen will seek COMPASS Board of Directors' approval of Revision 1 of the FY2020 UPWP.	Action	15	Megan Larsen	December	N/A	601

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28.	Approve 2020 Idaho Legislative Session Position Statements	Yes	Ken Burgess will seek COMPASS Board of Directors' approval of 2020 Idaho legislative session position statements.	Action	15	Ken Burgess	December	N/A	701
29.	Approve 2020 Federal Transportation Policy Positions	Yes	Ken Burgess will seek COMPASS Board of Directors' approval of federal transportation policy positions.	Action	15	Ken Burgess	December	N/A	N/A
30.	Confirm 2020 Executive Committee Representatives for Cities under 25,000 in Population	Yes	COMPASS Bylaws require COMPASS Board of Directors' confirm Executive Committee representatives for cities under 25,000 in population.	Action	10	Matt Stoll	December	N/A	N/A
31.	Confirm 2020 Executive Committee Representative from Highway Districts in Canyon County	Yes	COMPASS Bylaws require the COMPASS Board of Directors' 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
32.	Confirm 2020 Board Officers: Chair, Chair Elect, Vice Chair, Immediate Past Chair. Elect Secretary-Treasurer	Yes	COMPASS Bylaws require the Board confirm ascension of Board officers and election of Secretary-Treasurer.	Action	10	Matt Stoll	December	N/A	N/A

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33.	Approve <i>Communities in Motion 2050</i> Demographic Forecast	Yes	Carl Miller will seek COMPASS Board of Directors' approval of the <i>Communities Motion 2050</i> Demographic (population, household, and jobs) control total forecast	Action	20	Carl Miller	December	N/A (Nov/DAWG)	620
34.	Accept the changes to the National Highway System	Yes	Mary Ann Waldinger will seek COMPASS Board of Director's acceptance of the changes to the National Highway System.	Action	20	Mary Ann Waldinger	December 2019 or February 2020	August 2019 (info), Oct (status) update, Nov or Dec for approval	836
35.	Accept the 2020 Population Estimates	Yes	Carl Miller will seek COMPASS Board of Directors' acceptance of the 2020 population estimates	Action	20	Carl Miller	April 2020	N/A (March 2020/DAWG)	620
36.	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	June 2020	May 2020	661
37.	Approve the <i>Communities in Motion 2050</i> Goals and Objectives	No	Carl Miller will seek COMPASS Board of Directors' approval <i>Communities in Motion 2050</i> goals and objectives	Action	20	Carl Miller	August 2020	July 2020	661
38.	Approve <i>Communities in Motion 2050</i> Tasks	No	Carl Miller will seek COMPASS Board of Directors' approval <i>Communities in Motion 2050</i> tasks	Action	20	Carl Miller	April 2021	March 2021	661

EXECUTIVE COMMITTEE AGENDA ITEM V-A

Date: August 13, 2019

Topic: Status Report - FY2020 COMPASS Education Series

Request/Recommendation:

This item is for information only.

Background/Summary:

Each year, COMPASS sponsors an education series where we host regional and national experts to present on transportation, funding, land use, and related topics of interest to COMPASS member agencies, stakeholders, and the public. The goals of the series are to spur discussion, keep abreast of innovations and best practices, and learn from what others are doing around the nation – both successes and challenges.

For FY2020, COMPASS has budgeted for three education series presentations focused on topics related to the theme of “Looking toward the Future,” to coincide with beginning the process to update our long-range transportation plan (*Communities in Motion 2050* [CIM 2050]).

The education series will be coordinated with the CIM 2050 planning process, including using the education series as a means of reporting the results of specific studies or projects conducted as part of the update. For example, when consultants are involved with those projects, the consultants will be used as the education series speakers as appropriate.

The list below outlines the topics tentatively planned for FY2020. These topics are subject to change based on speaker availability, timing, and other factors.

- Innovative Transportation Funding: Using “value capture” to recover a portion of transportation investments (presenter: staff from Federal Highway Administration resource center).
- High-Capacity Transit: Mapping out the steps and timeline to implement a high-capacity transit system. This presentation would share results of a high-capacity transit study that will be conducted in FY2020 as part of the CIM 2050 planning process (presenter: study consultants).
- Fiscal Impact Analysis: Estimating costs and revenues associated with land use changes in alternative future scenarios. This presentation would share results of a regional fiscal impact analysis that will be conducted in FY2020 as part of the CIM 2050 planning process (presenter: study consultants).

The timing of both the high-capacity transit and fiscal impact analysis presentations will be predicated on the completion of the studies. If either are not completed in time for the FY2020 education series, that topic will be moved to the FY2021 education series. If this occurs, COMPASS will pursue a presentation on Transportation Demand Management to round out the FY2020 education series.

In addition, COMPASS leverages other educational opportunities as they present themselves, such as the chance to host a speaker who may be in the area for another event. Depending on the nature, topic, and cost of these unanticipated opportunities, they may be held in addition to, or instead of, topics listed above.

The standard education series format typically includes two presentations on the same topic: one for a public audience (usually in the evening), and a second, more technical, presentation/workshop for a professional audience (usually during the work day). For some topics, such as when reporting on a COMPASS-sponsored study, an additional presentation to the COMPASS Board of Directors is also included.

When appropriate, COMPASS applies for professional education planning credits for the technical presentations/workshops, thus providing local planners with the opportunity to receive continuing education credits free of charge and without needing to travel.

More Information: Amy Luft, Communication Coordinator, 208/475-2229
or aluft@compassidaho.org.

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EXECUTIVE COMMITTEE AGENDA ITEM V-C

Date: August 13, 2019

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 July 24, 2019, meeting.

ACTION ITEMS

Subcommittees

RTAC established subcommittees to guide the updated COMPASS Complete Network [Streets] Policy and the fiscal impact analysis for *Communities in Motion 2050* (CIM 2050).

INFORMATION ITEMS

Draft Content for CIM 2050 Public Involvement Survey

RTAC reviewed and provided feedback on the draft content and survey format for the first public involvement opportunity for CIM 2050. The goal of the survey is to develop initial transportation, demographic, and land use assumptions to be used as the basis for CIM 2050. The survey will be open for approximately 60 days in September/October 2019.

More Information:

- 1) Contact Toni Tisdale, COMPASS Principal Planner, at (208) 475-2238 or ttisdale@compassidaho.org or Robb MacDonald, City Engineer, City of Caldwell, at (208) 455-4682 or rmacdonald@cityofcaldwell.org.

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