



Community Planning Association of Southwest Idaho

**Community Planning Association of Southwest Idaho
Board of Directors Meeting
February 23, 2004
Canyon County Courthouse
Caldwell, Idaho**

*****MINUTES*****

ATTENDEES:

A. J. Balukoff, Independent School District of Boise City
Matt Beebe, Commissioner, Canyon County
David Bieter, Mayor, City of Boise
Keith Bird, Councilman, City of Meridian
Vernon Bisterfeldt, Councilman, City of Boise
Dave Bivens, Commissioner, Ada County Highway District
Clair Bowman, Executive Director, Community Planning
Association, Ex-Officio
Elaine Clegg, Councilwoman, City of Boise
Tom Dale, Mayor, City of Nampa, **Secretary/Treasurer**
Tammy de Weerd, Mayor, City of Meridian, **Vice-Chair**
Susan Eastlake, Commissioner, Ada County Highway District
Ted Ellis, Mayor, City of Garden City
Kelli Fairless, ValleyRide
Bob Flowers, Mayor, City of Parma, **Chair-Elect**
Wes Hancock, Commissioner, Golden Gate/Notus-Parma Highway
Districts
Kathy Holley, Central District Health, Ex-Officio
Kate Kelly, Department of Environmental Quality, Ex-Officio
Todd Lakey, Commissioner, Canyon County
Jeff Lang, Councilman, City of Kuna
Ralph Little, Commissioner, Canyon Highway District #4
Pamela Lowe, Idaho Transportation Department
Frank McKeever, Mayor, City of Middleton
Nancy Merrill, Mayor, City of Eagle
Bryce Millar, Commissioner, Nampa Highway District #1
Garret Nancolas, Mayor, City of Caldwell
Patrick Rice, Greater Boise Auditorium District
Martin Thorne, Councilman, City of Nampa
Fred Tilman, Commissioner, Ada County

Dave Wynkoop, Commissioner, Ada County Highway District
Rick Yzaguirre, Commissioner, Ada County

MEMBERS ABSENT: Mark Dunham, Boise State University
Phil Kushlan, Capital City Development Corporation
Gordon Law, City of Caldwell
Nathan Mitchell, Mayor, City of Star
Judy Peavey-Derr, Commissioner, Ada County, **Chair**
Robert Vasquez, Commissioner, Canyon County
Mike Vuittonet, Joint School District #2

OTHERS: Nancy Brecks, Community Planning Association
Dave Butzier, Washington Group
Heather Carroll, Doherty & Associates
Elizabeth Conner, Treasure Valley Partnership
Ross Dodge, Community Planning Association
David Ekern, Idaho Transportation Department
James Grunke, Boise Metro Area Economic Development Council
Leonard Herr, Department of Environmental Quality
Ronald Kerr, Idaho Transportation Department
Fred Kitchener, McFarland Management
Kathleen Marie Lacey, Boise City
Katey Levihn, Ada County Highway District
Terry Little, Ada County Highway District
Carl Miller, Canyon County Development Services
Patricia Nilsson, Community Planning Association
Carla Olson, Ada County
Patti Raino, Idaho Transportation Department
Jade Riley, City of Boise
Charles Rountree, Idaho Transportation Department
Hal Simmons, City of Boise
Matt Stoll, Community Planning Association
Cindy Thiel, Community Planning Association
Toni Tisdale, Community Planning Association
Charles Trainor, Community Planning Association
Jeanne Urlezaga, Community Planning Association
Steve West, Oldcastle Materials
Yancey Willis, Community Planning Association
Jay Witt, Committee Planning Association

CALL TO ORDER

Chair-Elect Bob Flowers called the meeting to order at 1:35 p.m.

AGENDA ADDITIONS/CHANGES

Chair-Elect Bob Flowers asked for any objections to staff's request that Item V-C be heard before V-A and defer V-B until the March 15th Board meeting. Hearing no objections, Chair-Elect Flowers, so ordered.

OPEN DISCUSSION/ANNOUNCEMENT

Clair Bowman introduced new COMPASS staff Yancey Willis, Assistant Planner-Modeling and Patricia Nilsson, Principal Planner - Transportation.

Clair announced Board meetings, when in Ada County, would now be held at the Ada County Courthouse in the first floor Commissioners' Hearing Room. This change will be effective starting with the March 15, 2004 meeting.

Bob Flowers recapped the February 19th COMPASS Board Workshop. Bob read two proposed mission statements and values that were developed during the workshop. Vern Bisterfeldt and Todd Lakey asked staff to go back and look at the wording in the two proposed mission statements for phrases that they thought had been left out in the draft Bob Flowers read. Clair replied that would be done.

CONSENT AGENDA

- A. Approve January 26, 2004, COMPASS Board Meeting Minutes**
- B. Receive Approved January 7, 2004, Executive Committee Minutes**

Tom Dale moved and Pat Rice seconded to approve the Consent Agenda as presented. Motion passed unanimously.

SPECIAL ITEM

- A. Present Geographic Information System Capabilities**

Ross Dodge presented COMPASS' Geographic Information System capabilities. There was general discussion of how the Geographic Information System could be used to help with COMPASS' planning efforts. A copy of Ross' presentation is on file at the COMPASS office.

ACTION ITEMS

- C. Approve Memorandum of Understanding with the Idaho Transportation Department Regarding Metropolitan Planning**

Matt Stoll discussed the Memorandum of Understanding with the Idaho Transportation Department outlining roles and responsibilities.

Nancy Merrill moved and Frank McKeever seconded approval of the Memorandum of Understanding with the Idaho Transportation Department regarding metropolitan planning as presented.

Discussion:

Elaine Clegg suggested under Chapter 2 – Metropolitan Planning, Section 2.3 Congestion Management System Plan (CMS) on the first line replace the word "...improving existing..." to "...managing existing..." Elaine asked if, under Chapter 3 – Programming, Section 3.1 Metropolitan Transportation Improvement Program, ValleyRide sits on the Balancing Committee. If not, are there plans to add them? Clair replied the memorandum of understanding for the Urban Balancing Committee – outside the Ada County area is being revised and one of the suggestions made is that at least "a" representative of Public Transportation agencies be in

involved in that process. Clair said that for the balancing process within the Ada County area formal membership has not been established yet, but that will be considered there as well. Elaine noted that in Chapter 4 – Partnership/Coordination, Section 4.3 State Role and Responsibilities in the last sentence the number 23 was left out before the CFR. Elaine asked under Chapter 6 – Standard Requirements, Section 6.2 Disadvantaged Business Enterprise why COMPASS is identified as having to meet the requirement of 49 CFR Part 26 and not the Idaho Transportation Department. Ron Kerr replied whether the Idaho Transportation Department should be referenced under this section as well.

Nancy Merrill and Frank McKeever agreed to this clarification and the motion now reads, “approve the Memorandum of Understanding with the Idaho Transportation Department regarding metropolitan planning to include changes to Chapter 2, Section 2.3 changing the word “improving” to “managing”; Chapter 4, Section 4.3; and adding next to the last sentence “23” to read 23 CFR 450.210.” Motion passed unanimously.

A. Adopt a Statement of Intent with Respect to a Joint COMPASS/Idaho Transportation Department Long Range Transportation Planning Process

David Ekern, Director of the Idaho Transportation Department made a presentation concerning the importance of transportation planning, partnerships, and the need for a joint long-range transportation planning effort between COMPASS and the Idaho Transportation Department.

Clair Bowman stated the five staff recommendations provided in the Board packet were developed before a meeting with David Ekern and Charles Rountree from Idaho Transportation Department. After the meeting, it was suggested the Request for Proposals go out with the scope of work proposed at the January Board meeting and let the bidders provide some of the specifics and milestones. There would be a parallel path using the Regional Technical Advisory Committee to develop what would be required in the final scope of work. Staff is requesting the Board adopt either the recommendation as presented in the Board packet or the four components in the handout presented today and recommended by staff:

1. State the COMPASS Board’s intent that this joint planning effort is a worthwhile and desirable effort; and
2. Direct COMPASS staff, in cooperation with the Idaho Transportation Department, to release a Request For Proposals as soon as possible; and
3. Begin work immediately with the Idaho Transportation Department and the Regional Technical Advisory Committee to identify specific project deliverables and progress milestones that will be included in a final negotiated scope of work; and
4. Direct COMPASS staff to prepare a draft Memorandum of Understanding with the Idaho Transportation Department that clearly outlines roles and responsibilities of the Department, COMPASS and the proposed steering committee

Dave Wynkoop asked what effect would the joint effort have on getting the current 20 year long range transportation plan update done on time, which should come before any joint effort with COMPASS and the Idaho Transportation Department.

Clair said staff would propose to the Executive Committee on February 25th a plan to get the current long-range transportation plan update done by September 2004.

Tom Dale moved and Keith Bird seconded to adopt the four recommendations as described in the handout.

Discussion:

Elaine Clegg moved and David Bieter seconded a substitute motion to adopt the four recommendations as described in the handout with the following changes: Reverse the order of recommendations 2 and 3. Edit the new recommendation 2, to read “Begin work immediately with the Idaho Transportation Department and the Regional Technical Advisory Committee to identify specific project deliverables and progress milestones that will be included in the final negotiated scope of work and bring that to the COMPASS Board at the next monthly meeting.” Edit the new recommendation 3, to read “Direct COMPASS staff, in cooperation with the Idaho Transportation Department, to release a Request for Proposals after COMPASS Board approval of that scope of work. And add a recommendation 5 to read, “Direct COMPASS staff to come back to the COMPASS Board at the next regularly scheduled Board meeting with a plan to update the Ada County portion of the Long Range Transportation Plan including a scope of work and a budget.”

Discussion:

Tom Dale called for the question on the substitute motion.

A Roll Call vote was called for on the substitute motion:

A.J. Balukoff – nay
Matt Beebe – not present
David Bieter - yea
Keith Bird - nay
Vern Bisterfeldt - nay
Dave Bivens - yea
Elaine Clegg - yea
Tom Dale - nay
Tammy de Weerd - nay
Mark Dunham – not present
Susan Eastlake – yea
Ted Ellis – not present
Kelli Fairless – nay
Bob Flowers – nay
Wes Hancock – abstain
Phil Kushlan – not present
Todd Lakey – not present
Jeff Lang – nay
Gordon Law – not present
Ralph Little – nay
Pam Lowe - not present
Frank McKeever – nay
Nancy Merrill – yea
Bryce Millar – nay
Nathan Mitchell – not present
Garret Nancolas – nay
Judy Peavey-Derr – not present
Pat Rice – nay
Martin Thorne – nay
Fred Tilman – not present

Robert Vasquez – not present
Mike Vuittonet – not present
Katey Levihn for Dave Wynkoop – yea
Rick Yzaguirre - nay

Motion failed with 6 yeas to 15 nays with one abstention.

Discussion:

Keith Bird called for the question on the original motion.

Chair-Elect Flowers called for a voice vote on the original motion. Motion carried.

Susan Eastlake moved and Nancy Merrill seconded that after the Regional Technical Advisory Committee meets on February 24, 2004, and considers staff proposal for what is called the “limited plan update scope” that the Regional Technical Advisory recommendation comes back to the COMPASS Board in March.

Discussion:

Elaine Clegg asked if that motion included a budget. Susan Eastlake replied yes, a scope and a budget.

Motion passed unanimously.

INFORMATION/DISCUSSION ITEMS

A. Status Report-Finance Committee Update

Susan Eastlake reported the final report of the Internal Controls Engagement has been completed and reviewed by the Finance Committee on February 18th. The Committee was very pleased with the report. There were recommendations for changes in the kind of reporting and for some internal controls to be adopted. The Finance Committee will meet on March 12th to recommend it for approval by the COMPASS Board at the April 19th meeting.

ADJOURNMENT

Tammy de Weerd moved and Elaine Clegg seconded to adjourn the meeting at 3:55 p.m. Motion passed unanimously.

Dated this 15th day of March 2004.

APPROVED:

By: _____
Judy Peavey-Derr, Chair
Community Planning Association

ATTEST:

By: _____
Clair M. Bowman, Executive Director
Community Planning Association

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