



**REGIONAL TECHNICAL ADVISORY COMMITTEE
MAY 23, 2012
COMMUNITY PLANNING ASSOCIATION**

****MINUTES****

- ATTENDEES:**
- Sabrina Anderson, Ada County Highway District
 - Mary Barker, Valley Regional Transit
 - Clair Bowman, City of Nampa, **Vice Chair**
 - Ryan Head, Ada County Highway District
 - Caleb Hood, City of Meridian, **Chair**
 - Chris Hopper, Canyon Highway District No. 4
 - Rob Howarth, Central District Health Department
(Ex-Officio)
 - Wendy Howell, City of Kuna
 - Casey Jones, Boise State University
 - Megan Leatherman, Ada County Development Services
 - Robb MacDonald, City of Caldwell
 - Patricia Nilsson, City of Boise
 - Eric Shannon, Nampa Highway District No. 1
 - Deanna Smith, Public Participation Committee
 - Nichoel Baird Spencer, City of Eagle
 - Darin Taylor, City of Middleton
 - Michael Toole, Department of Environmental Quality
- MEMBERS ABSENT:**
- Jennifer Almeida, Canyon County Development Services
 - Jeff Barnes, City of Nampa
 - Michael Garz, Idaho Transportation Department, District 3
 - Nathan Mitchell, Mayor, City of Star
 - Craig Telford, Mayor, City of Parma
 - Jenah Thornborrow, City of Garden City
- OTHERS PRESENT:**
- Richard Beck, Ada County Development Services
 - Keith Holmes, COMPASS
 - Liisa Itkonen, COMPASS
 - Colin Lamb, BBC Research & Consulting *(via conference call)*
 - Don Matson, COMPASS
 - Scott Moreno, COMPASS
 - George Oamek, Honey Creek Resources, Inc. *(via conference call)*
 - Toni Tisdale, COMPASS
 - Charles Trainor, COMPASS
 - Jeanne Urlezaga, COMPASS
 - Debbie Winchar, COMPASS

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CALL TO ORDER

Chair Hood called the meeting to order at 10:13 a.m.

AGENDA ADDITIONS/CHANGES

None.

OPEN DISCUSSION/ANNOUNCEMENTS

Don Matson reminded the Committee to submit their agency and individual comments on the *Communities in Motion 2040* scenarios. Amy Luft can provide materials for those interested in hosting a Meeting in a Bag meeting.

Robb MacDonald said the City of Caldwell is having a ground breaking ceremony on June 6, 2012, for the Highway 20/26 widening project.

Don Matson said a ground breaking ceremony has been scheduled on May 24, 2012, at 2:16 p.m., for the Highway 16 extension between Highway 44 and US 20/26.

Tricia Nilsson said the Ada County Highway Department (ACHD) with the City of Boise and City of Meridian, are starting pedestrian/bicycle efforts. Details can be found on ACHD's website. Kittelson & Associates has a tool online where people can electronically place comments on the map. Tricia commented this would be a good discussion item for an upcoming RTAC meeting.

Chair Hood said there will be an ACHD Neighborhood Walking and Biking Plans public open house on Thursday, June 7, 2012, 5:30 p.m. to 7:30 p.m., at Meridian Elementary School.

CONSENT AGENDA

A. Approve April 25, 2012 Meeting Minutes

Tricia Nilsson said the electronic polling looks like voting but it is not a weighted vote as prescribed in the RTAC Bylaws. A disclaimer should be added to the minutes clarifying that point.

After discussion, **Clair Bowman moved and Nichoel Baird Spencer seconded to approve the April 25, 2012 meeting minutes as amended. Motion passed unanimously.**

SPECIAL ITEM

A. Program Prioritization for the Draft FY2013 Unified Planning Work Program (UPWP)

Don Matson presented follow-up on April discussion, action, and a recommendation from the Finance Committee. Don said a draft UPWP will be forwarded to the Committee as soon as possible in order to allow for review before the June meeting. At the June meeting, the Committee will be requested to recommend approval of the draft FY2013 UPWP. It will then go to the COMPASS Board in July for discussion and for approval in August.

Nichoel Baird Spencer asked for the total hours on Tasks 601, 661, and 701. Keith Holmes said the UPWP is in draft form and he does not have those totals. Nichoel asked that the hours be emailed to her when available. Nichoel said her concern is, either those project needs were underestimated or days were added to those projects because we do not want to under allocate hours for the overall program for staffing needs.

Discussion:

- There was a lot of discussion on Task 661. It seems that RTAC's discussion is being discarded because staff and the Finance Committee should do it but all that information needs to be presented to the Board. There was consensus that there should be more hours around the collaboration of the funding so there was more money to do these types of things. Twenty days should be put back into Task 601.
- Add a caveat that the Audience Response System (ARS) polling does not provide necessary information for weighted voting as prescribed in the Committee bylaws.

Nichoel Baird Spencer clarified that this Committee discussed the proposed project list for the FY2013 UPWP and then a vote would be taken via email. That is the reason the City of Eagle did not support the recommendation; it did not represent what was being done. It was more a filtering process and not the final discussion. If it is represented as a vote, then clarify how that process occurred.

Chair Hood suggested adding a little more information in the Board packet.

Information/Discussion Items

A. Review Draft Financial Forecast

Charles Trainor introduced George Oamek, Honey Creek Resources and Colin Lamb, BBC Research and Consulting, who were attending the meeting via conference call. Charles said this item is not being put forth for any action or substantive comments at this point but rather as a "heads-up" of what is to come. The Financial Forecast will be presented to RTAC again in June for discussion and staff will request a recommendation to approve the Financial Forecast in July. Sabrina Anderson suggested a special meeting to review the draft, and Charles said he was willing to meet within the next couple of weeks to make sure that what is presented in the report is a fair depiction of the respective agencies' financial conditions.

Discussion:

- Page 55 refers to Valley Regional Transit's available funding levels for transit. There is a statement in terms of local communities maintaining their current levels of contribution over time with annual adjustments for inflation and community growth. The assumptions need more detail.
- Page 6 refers to the lack of Idaho Transportation Department (ITD) dollars for capacity or expansion. This should be explored further; highlight this statement in the document and explore the ramifications.

Charles replied this is not an analysis to assess the implications of funding, which is something that would be done in the transportation plan. The report does need to include

a one-page analysis from ITD showing its projection of funding and expenses in the future.

- Page 14, Restrictions on the Use of Local Funds, ACHD is considering going to a single county-wide service area for impact fees. The last sentence of that paragraph may be outdated.
- Also in that paragraph, it states, "With the exception of impact fees, local funds are not restricted...." Can it be used on any mode? Rephrase to read, "...restricted according to the state statute...."
- Page 31, in addressing future inflation, the report refers to Washington Department of Transportation Bid Prices: is there a more localized data set available? Between Idaho's bid pricing and ACHD's bid pricing, there are a lot of differences. Don't know how that would impact the overall history and how inflation has impacted the bid pricing. ITD may have some historic information on its website.
- Pages 24-26, STP-Urban needs to be better defined.
- Page 26, last sentence: "Routine operations and maintenance are not eligible for federal STP funding." Clarify to read, "Routine transit operations and maintenance...." Additional information on roadway maintenance will be provided.
- Page 14 referring to impact fees; in Ada County, ACHD has loaned up to \$40 million to the impact fee fund. Not sure how that accounts into the analysis of fiscal capacity and what the trend would be.

After discussion, the Committee requested a special group review the draft in advance of the next RTAC meeting in June. Clair Bowman suggested Tuesday morning, May 29.

B. Overview of the Studies Coordination Website

Scott Moreno said this site is updated on a semi-annual basis (March and October); originally the site was being updated on a monthly basis but staff was not receiving updated information. Caleb Hood had suggested staff set up a form requesting on-going or new studies information. That form will be sent out to member agencies in October. Scott presented an overview of the Studies Coordination website.

Discussion:

- Change "On-going Studies" to "Recently Completed."
- From a public perspective, define the word "Study."
- It might be a good idea to place all the studies on one list. It would be a long list but the studies are alphabetized.
- Change the word "Completed" to "Adopted" with a date.
- Don't lump all the studies together. The on-going studies page gives someone the capability to click on a study which takes them to a brief description of that study.

After further discussion, the Committee directed Scott to consider the Committee's proposed changes and bring back an update at the next RTAC meeting in June.

OTHER

A. Next RTAC Meeting: Wednesday, June 27, 2012, 10:00 a.m., at COMPASS.

ADJOURNMENT

Eric Shannon moved and Clair Bowman seconded adjournment at 11:10 a.m. Motion passed unanimously.

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