



REGIONAL TECHNICAL ADVISORY COMMITTEE MAY 25, 2011 COMMUNITY PLANNING ASSOCIATION

* * MINUTES * *

- ATTENDEES:** Jennifer Almeida, Canyon County Development Services
 Sabrina Anderson, Ada County Highway District
 Mary Barker, Valley Regional Transit
 Clair Bowman, City of Nampa
 Jon Cecil, Capital City Development Corporation
 Michael Garz, Idaho Transportation Department-District 3
 Caleb Hood, City of Meridian, **Vice Chair**
 Chris Hopper, Canyon Highway District No. 4
 Kathleen Lacey, City of Boise
 Megan Leatherman, Ada County Development Services
 Jeff Lowe, Ada County Highway District (*for Ryan Head*)
 Patricia Nilsson, City of Boise
 Eric Shannon, Nampa Highway District No. 1
 Deanna Smith, Public Participation Committee
 Nichoel Baird Spencer, City of Eagle
- MEMBERS ABSENT:** Chris Collins, Mayor, City of Notus
 Steve Hasson, City of Kuna
 Rob Howarth, Central District Health Department (*Ex-Officio*)
 Wendy Howell, City of Middleton, **Chair**
 Casey Jones, Boise State University
 David Luft, Department of Environmental Quality
 Robb MacDonald, City of Caldwell
 Nathan Mitchell, Mayor, City of Star
 Craig Telford, Mayor, City of Parma
 Jenah Thornborrow, City of Garden City
- OTHERS PRESENT:** Jeff Barnes, City of Nampa
 Nancy Brecks, COMPASS
 Sonia Hennum, Kittelson & Associates
 Keith Holmes, COMPASS
 Liisa Itkonen, COMPASS
 Amy Luft, COMPASS
 Don Matson, COMPASS
 Carl Miller, COMPASS
 Matt Stoll, COMPASS
 Toni Tisdale, COMPASS
 Charles Trainor, COMPASS
 Jeanne Urlezaga, COMPASS
 Ted Vanegas, Valley Regional Transit
 Cheyne Weston, Boise Parks & Recreation
 Debbie Winchar, COMPASS

800 S. Industry Way, Ste 100

Meridian, ID 83642

P. 208.855.2558

F. 208.855.2559

www.compassidaho.org

CALL TO ORDER

Vice Chair Hood called the meeting to order at 9:06 a.m.

AGENDA ADDITIONS/CHANGES

None.

OPEN DISCUSSION/ANNOUNCEMENTS

Tricia Nilsson requested a report on the Partnership for Sustainable Communities workshop, May 26, 2011, be added as a future agenda information item.

CONSENT AGENDA

- A. Approve April 27, 2011 Meeting Minutes**
- B. Recommend Approval of Protocol Categories in the Transportation Improvement Program**
- C. Recommend Approval of Grouping Categories in the Transportation Improvement Program**

Clair Bowman moved and Jon Cecil seconded to approve the Consent Agenda as presented. Motion passed unanimously.

INFORMATION/DISCUSSION ITEMS

- A. Review FY2012 Unified Planning Work Program and Budget – Draft**

Keith Holmes presented the FY2012 Unified Planning Work Program and Budget – Draft.

ACTION ITEMS

- A. Recommend Approval to Release the Draft FY2012-2016 Regional Transportation Improvement Program Project List for Public Involvement**

Toni Tisdale presented the FY2012-2016 Regional Transportation Improvement Program Project List for Public Involvement.

Michael Garz named two state projects not listed: Meridian interchange and the SH-55, Eagle Road and McMillan intersection.

After discussion, **Tricia Nilsson moved and Nichoel Baird Spencer seconded to approve the Draft FY2012-2016 Regional Transportation Improvement Program Project List for Public Involvement with the understating that the Meridian interchange and the SH-55, Eagle Road and McMillan intersection projects be added as well as provide the public with the details of each project. Motion passed unanimously.**

B. Continue Discussion and Review of Scope of Work for *Communities in Motion* and Sustainability Plan

Liisa Itkonen gave an overview of packet materials and expectations.

Consultant Selection Process

After discussion, **Nichoel Baird Spencer moved and Clair Bowman seconded to go through the RFP/RFQ process and determine later if it is \$100K or less, but work closely with the Finance Committee to determine the appropriate process; that RTAC serve in the consultant selection process; that a separate RFP is used for scenario planning versus public participation; clearly state in the RFP the one-year timeline and that there will be no extensions to the contract; encourage and promote in the RFP the use of non-profit and/or joint participation in the process beyond the private sector; and approve the scenario planning process workshop with COMPASS' role in Phase 5 to expand and include public review of the scenarios.**

After discussion, **Nichoel Baird Spencer and Clair Bowman withdrew the motion.**

Nichoel Baird Spencer moved and Sabrina Anderson seconded to prepare an RFP process for the scenario planning process for *Communities in Motion*; work with the Finance Committee to ensure the appropriate process is being used for consultant selection of over \$100K to ensure we have not missed the target once the contract is negotiated; RTAC acts as the basis of the consultant selection process; clearly state there is a one-year timeline for execution of the contract; encourage non-profit participation; amend the scenario planning process work plan as written with the following amendment that we add at Phase 5, a public review of the scenario process by COMPASS.

After further discussion, **motion passed unanimously.**

Grant Implementation

Carl Miller and Liisa Itkonen reviewed the COMPASS Board's request for a grant implementation program.

After discussion, **Deanna Smith moved and Kathleen Lacey seconded that RTAC develop a grant implementation program over the course of this current *Communities in Motion* update to facilitate implementation of *Communities in Motion* that would be ready to launch with adoption of the 2014 *Communities in Motion*.**

After further discussion, **motion passed unanimously.**

Nichoel Baird Spencer moved and Sabrina Anderson seconded to recommend that the COMPASS Board start setting aside funds to establish a strategic annual goal for the grant implementation process, establishing a benchmark, and use the building fund saving as a guideline.

After discussion, **motion failed.**

Tricia Nilsson moved and Jon Cecil seconded that RTAC develop a Unified Planning Work Program and Budget task, beginning in FY2012, to create a grant implementation program; the goal to have the program ready for implementation in the FY2014 Unified Planning Work Program and Budget.

After discussion, Chris Hopper made a substitute motion to modify the Unified Planning Work Program and Budget Program Number 661, *Communities in Motion*, to include new element goals for implementation by the grant program. Motion died for lack of second.

After further discussion, Deanna Smith moved and Jon Cecil seconded to table action on the motion regarding the grant implementation program until the next meeting. Motion passed.

Draft Scope of Work and Budget

Liisa Itkonen reviewed the draft Scope of Work with redline.

Vice Chair Hood announced that due to the lack of quorum at this point in the meeting, no further action would be taken.

Discussion continued regarding the draft Scope of Work and Budget.

OTHER

- A. Next RTAC Special Meeting:** Wednesday, June 1, 2011, 9:00 a.m., at COMPASS.
Next RTAC Regular Meeting: Wednesday, June 22, 2011, 9:00 a.m., at COMPASS.

ADJOURNMENT

The meeting adjourned at 11:30 a.m.

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