



COMPASS
COMMUNITY PLANNING ASSOCIATION
of Southwest Idaho

REGIONAL TECHNICAL ADVISORY COMMITTEE JUNE 1, 2011 COMMUNITY PLANNING ASSOCIATION

MINUTES

- ATTENDEES:** Sabrina Anderson, Ada County Highway District
Mary Barker, Valley Regional Transit
Jeff Barnes, City of Nampa (*for Clair Bowman*)
Jon Cecil, Capital City Development Corporation
Michael Garz, Idaho Transportation Department-District 3
Caleb Hood, City of Meridian, **Vice Chair**
Rob Howarth, Central District Health Department (*Ex-Officio*)
Wendy Howell, City of Middleton, **Chair**
Kathleen Lacey, City of Boise
Megan Leatherman, Ada County Development Services
Jeff Lowe, Ada County Highway District (*for Ryan Head*)
David Luft, Department of Environmental Quality
Robb MacDonald, City of Caldwell
Patricia Nilsson, City of Boise
Eric Shannon, Nampa Highway District No. 1
Nichoel Baird Spencer, City of Eagle
- MEMBERS ABSENT:** Jennifer Almeida, Canyon County Development Services
Chris Collins, Mayor, City of Notus
Steve Hasson, City of Kuna
Chris Hopper, Canyon Highway District No. 4
Casey Jones, Boise State University
Nathan Mitchell, Mayor, City of Star
Deanna Smith, Public Participation Committee
Craig Telford, Mayor, City of Parma
Jenah Thornborrow, City of Garden City
- OTHERS PRESENT:** 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
Debbie Winchar, COMPASS

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CALL TO ORDER

Chair Howell called the meeting to order at 9:02 a.m.

Review Draft Scope of Work

Liisa Itkonen presented the amended Draft Scope of Work.

Recommended Action: Select one or two sustainability components to be addressed in more depth by 2014

After discussion, **Tricia Nilsson moved and Nichoel Baird Spencer seconded, referring to Item 8 (Budget), to revise the Budget by adding: five workdays in a combined elements and 3.7 and 3.21 task; five workdays in element 3.10; five workdays in element 3.13; combine the remaining sustainability elements (3.8, 3.9, 3.11) into an element titled "Additional Sustainability Topics;" and, add one workday. Motion passed unanimously.**

After discussion, **Tricia Nilsson moved and Eric Shannon seconded to direct COMPASS staff to have any items in the Schedule and Budget reflected in the Scope of Work.**

After further discussion, **Tricia Nilsson and Eric Shannon withdrew the motion.**

Caleb Hood and Jon Cecil seconded to revert \$73,800 back to element 5.2 and reinstate element 5.5 with \$30K instead of \$60K.

After discussion, **Caleb Hood and Jon Cecil withdrew the motion.**

Sabrina Anderson moved and Eric Shannon seconded that elements 5.2, 5.3 and 5.6 be combined into element 5.2 to include scenario planning and public involvement in the amount of \$250,000 and in some combination of a contract and/or direct staff dollars.

After discussion, **motion passed unanimously.**

Meg Leatherman moved and Nichoel Baird Spencer seconded to add to the Scope of Work, #3. Where We Are Today, the missing items: community infrastructure plans, housing plans, agricultural systems, public health, brownfield inventories, and educational facilities; #4. Trend Analysis, first bullet add community infrastructure, housing and public health; s#5. Visioning, under the first bullet, add community infrastructure plans, housing plans, and public health; under #6. Where We Want To Be, add community infrastructure plans, housing plans, and public health; and, under #7. Prepare the Plan; add the three items there as well.

Nichole Baird Spencer made a friendly amendment and Meg Leatherman agreed, to change the first bullet under #7 to "Compile the long-range transportation and sustainability plan...."

Motion passed unanimously.

Tricia Nilsson moved and Jeff Lowe seconded to integrate the Draft Work Plan (Attachment C) into task 5. Visioning.

After discussion, **motion passed unanimously.**

Sabrina Anderson moved and Caleb Hood seconded to remove element 2.4, graphics, move \$30K under 7.8 (graphics), and 20 workdays.

After discussion, **motion passed.**

Meg Leatherman moved and Nichoel Baird Spender seconded to add five workdays to element 1.4, data management plan. Motion passed unanimously.

Nichole Baird Spencer moved to add element 4.1, regional strengths, weaknesses, opportunities and threats, with scenario planning and public involvement.

Nichole Baird Spencer withdrew the motion for lack of second.

Nichoel Baird Spencer moved and Meg Leatherman seconded to move elements 4.1, regional strengths, weaknesses, opportunities and threats, and element 4.2, trend analysis (modifying 4.2 to include TR) and combine them with element 5.2, scenario planning and public involvement (combined previously), leaving the total at \$250,000 and same number of staff workdays.

After discussion, **Tricia Nilsson made a substitute motion and Kathleen Lacey seconded to amend Attachment C, Draft Work Plan, second row, to include projected transportation demands under COMPASS Role and integrate all of 4 and 5 into one task labeled "Trend Analysis and Scenario Planning Process" and integrate the text of the Work Plan into the Scope of Work.**

After discussion, **the substitute motion failed.**

After further discussion, **Nichoel Baird Spencer and Meg Leatherman withdrew the original motion.**

Tricia Nilsson moved and Sabrina Anderson seconded to direct COMPASS staff in element 4, Trend Analysis, to reflect the first two phases of the Work Plan in Attachment C, allocate 20 COMPASS workdays and add direct costs of \$50K for the consultant, have element 5. Visioning, reflect phases 3, 4, 5, and 6 of the Work Plan, Attachment C, keeping the workdays the same, and add projected transportation demands under COMPASS role under phase 2.

After discussion, **Sabrina Anderson withdrew the second. Motion failed.**

Sabrina Anderson moved and Nichoel Baird Spencer seconded to add for element 4.1, five workdays and \$50K for consultant, element 4.2, 15 workdays and no consultant costs and that element 4.1 reflects TR. Motion passed with one nay.

Nichoel Baird Spencer moved and Meg Leatherman seconded to combine elements 6.1 and 6.2 into one item, sustainability/TR, with 10 workdays. Motion passed unanimously.

Sabrina Anderson moved and Meg Leatherman seconded to add five workdays in element 7.3, financial plan for how (other) plan elements can be implemented.

After discussion, **Sabrina Anderson moved and Meg Leatherman seconded to amend the motion to read: add five workdays in element 7.3, financial plan for how (other) plan elements can be *integrated* and implemented.**

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

Nichoel Baird Spencer moved and Sabrina Anderson seconded to add five days to element 8.6, partnerships to facilitate implementation. Motion passed unanimously.

Nichoel Baird Spencer moved and Jeff Lowe seconded to adopt the Scope of Work and Budget.

After discussion, **Nichoel Baird Spencer moved and Jeff Lowe seconded to amend the motion to read: adopt the Scope of Work and Budget with clarifications on the intention of data management and including all the amendments made today. Motion passed unanimously.**

Scenario Planning Consultant Selection Process

Charles Trainor reviewed the consultant selection process.

Grant Implementation Outline

After discussion, **Sabrina Anderson moved and Meg Leatherman seconded that the Draft Grant Implementation Outline, document 12, be a starting template for the grant implementation plan with details to be worked out by RTAC over the next three or four years and that cost savings from \$957,000 will be set aside for implementation of the grant program. Motion passed unanimously.**

Applying for Federal Sustainability Grants

Liisa Itkonen reviewed the federal sustainability grant process.

Tricia Nilsson moved and Caleb Hood seconded that the Scope of Work approved today be the basis for any future applications prepared by COMPASS in response to a Regional Plan for Sustainable Development (RPSD) Notice of Funding Availability (NOFA) and for any other applications in region COMPASS resources would not be leveraged, and that COMPASS would be the lead agency in Ada and Canyon Counties. Motion passed unanimously.

OTHER

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

ADJOURNMENT

The meeting adjourned at 11:18 a.m.

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