



COMPASS
COMMUNITY PLANNING ASSOCIATION
of Southwest Idaho



**TREASURE VALLEY HIGH CAPACITY TRANSIT STUDY
DOWNTOWN POLICY ADVISORY COMMITTEE AGENDA**

**Monday, September 24, 2007
3:30 PM – 5:30 PM
Capital City Development Corporation
805 W. Idaho - Boise, Idaho**

Item	Speaker
1. Welcome and Introductions	Dale Higer
2. Minutes - attached <i>DPAC members will review, comment, and approve the September 6, 2007 minutes</i>	Dale Higer
3. Project Binder - to be hand delivered to each member <i>John Cunningham will provide an overview of the project binders. Members will be able to ask questions and provide input on additional materials they would like included in the binders.</i>	John Cunningham
4. Schedule and Decision Points - Handout <i>Bob Post will review the meeting schedule with the key topics and/or decisions that will need to be made at each meeting. A handout will be provided to the members at the September 24 meeting.</i>	Bob Post
5. Presentation Regional Plan/DBMS/ and a Coordinated Capital Program for Transit - Handout <i>Kelli Fairless will present the planning projects that led up to the current study. The presentation will include a discussion on the importance of a coordinated capital improvement program for public transportation infrastructure in the two-county region and how the current effort fits into the board transit program.</i>	Kelli Fairless
6. Purpose and Needs Statement - Handout <i>The attached briefing paper explains the federal requirement for a Purpose and Needs Statement on federally funded projects including how these documents are developed, the basis for the criteria used to develop them, and the role of the committee members in evaluating the project consultant's recommendation for a Purpose and Needs Statement.</i>	Coordinating Group
7. Next Steps/Next Meeting Agenda <i>The members will review the schedule for the upcoming meeting. They will provide input to staff on topics they would like to have included on the next meeting agenda.</i>	Dale Higer
8. Open Discussion <i>This is an opportunity for members to provide feedback to staff and/or to discuss topics of interest pertaining to the project.</i>	Dale Higer



**Treasure Valley High Capacity Transit Study
Downtown Policy Advisory Committee
September 6, 2007 Meeting
CCDC Conference Room, Boise, Idaho**

Attendees: Rebecca Arnold, Commissioner, Ada County Highway District
Ed Dahlberg, Boise Metro Chamber of Commerce
David Eberle, Councilman, City of Boise
Dale Higer, Private Sector Representative – At Large
Rob Hopper, Councilman, City of Caldwell, Valley Regional Transit Representative
Cheryl Larabee, Board member, Capital City Corporation Board of Directors
Monte McClure, President, Idaho Transportation Board
Jim Tomlinson, Downtown Boise Association Representative
Paul Woods, Commissioner, Ada County

Members Absent: Dave Bieter, Mayor, City Boise, COMPASS Representative

Others: Jon Cecil, Capital City Development Corporation
John Cunningham, Principal Planner, COMPASS
Rosemary Curtin, RBCI
Kelli Fairless, Executive Director, Valley Regional Transit
Bryant Forrester, Urban Concepts
Dean Gunderson, Ada County
Ron Kerr, Idaho Transportation Department
Don Kostelec, Ada County Highway District
Kathleen Lacey, City of Boise
Bob Post, URS Corporation
Jade Riley, City of Boise
Karen Sander, Downtown Boise Association
Terri Schorzman, Communication Coordinator, COMPASS
Matt Stoll, Executive Director, COMPASS
David Southers, Southers Properties
Mark Wasdahl, Idaho Transportation Department – District 3

Facilitator: Jana Kemp, Meeting & Management Essentials

Call to Order:

Matt Stoll called the meeting to order at 3:30 p.m.

Presentations:

Kelli Fairless presented a project overview including history to date.

Phil Kushlan presented the flow of recommendations and the decision authority, which is Valley Regional Transit's Board.

Terri Schorzman and Rosemary Curtin reviewed the public involvement process that is envisioned.

Bob Post presented more detail on the project schedule and timeline.

Jana Kemp led a discussion that resulted in the following group decisions:

Meeting Attendance & Process Agreements:

- All members are committed to attending the meetings. If a member can not attend, he/she will contact the chair and make opinions/recommendations known in writing to the chair so that his/her comments can be included in the minutes. It is permissible to send an alternate to listen to the meeting and report back to the member; however, alternates do not have participation or voting powers.
- It is permissible to join the meeting via a conference call.
- Quorum is six members.
- Decision making and recommendation giving will be based on consensus, with the chair's right to move the group to a vote if that is needed for clarity of decision making and input.
- **DPAC Chair:** Dale Higer. Chair's role: Facilitate the meetings. Assist in agenda preparation. Serve as the public relations contact and spokesperson for the DPAC. Has a vote, just as all DPAC members do.
- **DPAC Vice-chair:** David Eberle. Vice-chair's role: support the chair and facilitate the meeting in the event of the chair's absence.
- **DPAC Secretary/Minutes:** Matt Stoll. COMPASS staff will record and transcribe meeting minutes.

Meeting Frequency Agreement:

- Meetings will be on the second and fourth Mondays beginning September 24, 2007 through January 2008, and will be re-evaluated at that time. Time/Location: 3:30 to 5:30 p.m. at CCDC conference room, which has conference calling capabilities.

Next Meeting:

Monday, September 24, 2007, 3:30 to 5:30 p.m. at the CCDC conference room.

Detailed information and presentations expected so that some decision recommendations can be made and can continue to be made at the October 2008 meetings.

Agenda:

1. Circulator timeline and project details presentation, including the potential routes of the circulator.
2. Multi-Modal Center timeline, finances and project details presentation.
3. Present what a Multi-Model Center is
 - a. What Ideas and locations have been bantered for Boise.
 - b. What best-centers around the United States look like/include (This is the "programming" decision element of the project.)
 - c. Discuss and reach agreement to make a recommendation on what the Boise located Multi-Modal Center needs to look like and to include.
 - d. Begin discussing site possibilities for the center based sites already proposed.
4. Funding the Multi-Modal Center
 - a. Matching the federal dollars (have the budgets, present as much info as possible, Bob Post mentioned Kevin's figures/worksheet)
 - b. Securing ongoing funds availability for ongoing operation.

- c. Other
- 5. Meeting Summary and indication of next action items and agreement on next agenda items.
- 6. Minutes will be distributed after each meeting and will include documentation of decisions and recommendations made. Minutes will reflect majority recommendations as well as minority reports and split opinions when they exist and are requested to be put into the minutes.

Member Binder to be distributed, Wednesday, September 19, 2007:

Content to include:

- Committee Roster and emails
- Meeting Schedule/calendar for meetings through January 2008
- 2005 Mobility Study. Relevant background information and project descriptions
- Meeting Agendas/Minutes for September 6 and thereafter
- Project Timelines – pertinent charts – and highlight the high priority items this group needs to comment upon.
- Tabs for organization of content.
- Long-term data and ongoing updates.
- Drawings/models we need to react to.
- Financial information and workings.

Future Meeting Content:

- At all meetings, provide more rather than less detail.
- Timeline reviews and updates presented.
- Clearly identify which agenda items need decisions or recommendations to be made at the meeting.
- Funding the Circulator
- Environmental Aspects and Documentation – what's required; how get categorical exclusions; etc.
- Site Selections and related questions such as If property is identified, how secure the options?

Adjournment:

Chair Dale Higer adjourned the meeting at 5:12 p.m.

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TREASURE VALLEY HIGH CAPACITY TRANSIT STUDY

What is a Purpose and Need Statement?

The purpose and need statement sets the stage for transportation projects that are or may seek federal funding. The “**Purpose**” defines the transportation problem to be solved and outlines those elements that should be included as part of a successful solution to the problem. The “**Need**” provides data to support the purpose statement. The purpose and need statement is intended to clarify the expected outcome of a public expenditure and to justify that expenditure. The statement addresses the questions; *What are you trying to accomplish and why you think it is necessary*. It should be the first step in the project development process. It is to be used to guide the development of the alternatives to be studied, defining the criteria for evaluating the alternatives and serve as a basis for selecting the locally preferred project.

The Purpose is analogous to the problem. The Need then should:

- Establish the evidence that the problem exists, or will exist if projected population and planned land uses are realized.
- Be factual and numerically based.
- Support the assertion made in the purpose statement.

Why is the Purpose and Need Statement Important in the Transportation Planning/NEPA Process?

The purpose and need statement is the key chapter of any environmental document. It establishes why the agency is proposing to spend public funds while also potentially causing significant impacts. A clear, well-written purpose and need statement explains to the public and decision makers why the expenditure of funds is necessary and worthwhile. In addition, the purpose and need statement should justify why impacts are acceptable based on the project’s importance.

In Summary, the Purpose and Need Statement:

- Is a statement of the transportation planning problem (not a statement of the solution);
- Should be based on a locally recognized planning process;
- Should be specific enough that the range of alternatives developed will offer real potential for solutions to the stated transportation problem;
- Must not be so specific as to “reverse engineer” a solution; and
- May reflect other priorities and limitations in the area, such as environmental resources, growth management, land use planning and economic development.

Project Goals and Objectives

Goals and Objectives more specifically define the desired results of a transportation investment:

- Goals address broad policy-related elements such as; improving air quality, reducing congestion, encouraging economic development, reinforcing downtown livability and fostering transit oriented development.
- Project objectives address shorter-term results that generally can be quantified, setting specific targets against which progress can be measured as the project advances.

TREASURE VALLEY HIGH CAPACITY TRANSIT STUDY

D-PAC MEETING SCHEDULE, AGENDA & ACTION ITEMS

Date	Agenda	Action Items
September 24, 2007	<ul style="list-style-type: none"> ▪ Project Schedule and Decision Points ▪ Review Project Planning Context; Regional Plan, DBMS, Transit Capital Plan ▪ Purpose & Needs Statements 	
October 22, 2007	<ul style="list-style-type: none"> ▪ Purpose & Needs Statement (MMC & DBC) ▪ Goals & Objectives (MMC & DBC) ▪ Presentation on Evaluation Criteria & Methodology (MMC & DBC) ▪ Facility Programming Update (MMC) 	<ul style="list-style-type: none"> ▪ Adopt MMC Purpose & Needs ▪ Adopt DBC Purpose & Needs ▪ Adopt MMC Goals & Objectives ▪ Adopt DBC Goals & Objectives
November 19, 2007	<ul style="list-style-type: none"> ▪ Facility Programming Recommendation (MMC) ▪ Review, Alternative Sites (MMC) ▪ Alignment Alternative Review (DBC) ▪ Mode Option Presentation (DBC & PC) 	<ul style="list-style-type: none"> ▪ Adopt Programming Plan (MMC)
December 10, 2007	<ul style="list-style-type: none"> ▪ Site Short-List Recommendation (MMC) ▪ Alignment Short-List Recommendation (DBC) ▪ Review of PC & DBC Connections to MMC candidate sites ▪ FTA New & Small Starts Presentation 	<ul style="list-style-type: none"> ▪ Adopt Short-List of Sites (MMC) ▪ Adopt Short-List of Alignments (DBC)
January 7, 2008	<ul style="list-style-type: none"> ▪ Update On Site Evaluations and Concept Designs (MMC) ▪ Review Of Preliminary Cost Estimates (MMC) ▪ Update, Federal Funding Status (MMC) ▪ Discussion, Funding Plan (MMC) 	
January 28, 2008	<ul style="list-style-type: none"> ▪ Preferred Site Recommendation (MMC) ▪ NEPA Documentation Status (MMC) ▪ Alignment Evaluation Update (DBC) ▪ Preliminary Operations Plan and Cost Estimate Review (DBC) 	<ul style="list-style-type: none"> ▪ Adopt Preferred Site (MMC)

Treasure Valley High Capacity Transit Study

Summary Coordinated Schedule

