

**KMPO
Public Transportation Advisory Panel**

CHARTER

Committee Name

“KMPO PUBLIC TRANSPORTATION ROUNDTABLE”

Purpose

To promote continued coordinated planning and development of integrated public transportation services within and through Kootenai County.

Duties

- A. Coordinate routes, schedules, and other operational issues between transit providers.
- B. Explore cost-effective ways of improving service and access to transit information for customers.
- C. Explore ways to maximize current funding through coordinated programs. Seek creative opportunities to leverage local, state, and federal funds.
- D. Provide annual recommendations to the KMPO Board on the distribution and prioritization of federal funds for all transit services and systems in the county.

Committee Composition

One seat on the Roundtable committee shall be open to each of the following organizations:

KMPO Board
Kootenai County
Panhandle Area Council
City of Coeur d'Alene
City of Post Falls
City of Hayden
City of Rathdrum
City of Dalton Gardens
City of Huetter
City of Spirit Lake
City of Athol
City of Fernan
Citylink
Coeur d'Alene Tribe
KATS/NICE

Kootenai Medical Center
Greyhound
Northwestern Trailways
Omnibus
Area Agency on Aging
North Idaho College
TESH
Disability Action Center
Dirne Community Health Center
Idaho Health and Welfare Department
Idaho Department of Labor
Whitetail Transportation
ITD Public Transportation Division
ITD District 1
Coeur d'Alene Chamber of Commerce
Post Falls Chamber of Commerce
Hayden Chamber of Commerce
Lakes Highway District
East Side Highway District
Post Falls Highway District
Worley Highway District

In addition, the KMPO Board shall appoint up to five Citizen-at-Large members to the Roundtable.

Participating agencies may self-select their own representative. The term of service for each member may be at the discretion of the represented agency, but a minimum term of one year is recommended.

Roundtable members may be added or removed by the KMPO Board at any time.

Committee Meetings

Meetings will be held quarterly. All meetings shall have advance public notice and be open to the public. An opportunity for public comment shall be provided on each meeting agenda.

Committee Officers

Members shall elect a chairperson and vice-chairperson annually in July (or the first meeting thereafter.)

The chairperson is responsible to appoint spokespersons as needed to make presentations to the KMPO Board, and to orient new members joining the committee. Duties of the vice-chairperson shall be assigned by the chairperson.

As many Roundtable members are also active on other regional committees, the chairperson and vice chairperson must not be affiliated with the same external stakeholder organization. Similarly, only one officer position may be occupied by a KMPO Board member. Members and officers must declare any conflicts of interests.

Committee Staff

Quarterly meetings will be facilitated and staffed by KMPO. Staff duties shall include:

- Meeting logistics (reserving a facility, room setup, meeting materials)
- Agenda preparation (in consultation with chairperson)
- Official meeting notes.
- Maintaining Roundtable committee information on the KMPO website.
- Maintaining membership list
- Maintaining stakeholder mailing list.

Initiatives developed by the committee which require additional staff resources, shall be brought to the KMPO Policy Board for approval and assignment.

Reports to KMPO Policy Board

Meeting notes shall be provided to the KMPO Board. An oral report is to be made quarterly by the Roundtable chairperson or assigned spokesperson at a regularly scheduled meeting of the KMPO Board.

Adopted by KMPO Policy Board on : _____ May 1, 2008 _____

Certified by:

Glenn Miles, KMPO Executive Director