

MEETING MINUTES

Kootenai Metropolitan Planning Organization
Policy Board Meeting
July 1, 2010
Post Falls City Council Chambers, City Hall, First Floor
Post Falls, Idaho

Board Members in Attendance:

Jimmie Dorsey, Chair	East Side Highway District
Clay Larkin, Vice Chair	City of Post Falls
Damon Allen	Idaho Transportation Department
Al Hassell	City of Coeur d'Alene
James Mangan	Worley Highway District
Marv Lekstrum	Lakes Highway District
Todd Tondee	Kootenai County

Board Members Absent:

Richard Panabaker	City of Hayden
Vic Holmes	City of Rathdrum
Lynn Humphreys	Post Falls Highway District
Norma Peone	Coeur d'Alene Tribe

Staff Present:

Glenn Miles, Executive Director
Ryan Stewart, Senior Transportation Planner
Donna Lively, Administrative Secretary

1. Call to Order.

The meeting of the Kootenai Metropolitan Planning Organization Policy Board was called to order by Chair, Jimmie Dorsey at 1:33 pm.

2. Approval of May Meeting Minutes.

Mr. Marv Lekstrum made a motion to approve the May 6, 2010 KMPO Board Meeting Minutes. Mr. Clay Larkin seconded the motion, which was unanimously approved.

3. Public Comments – There were no comments given.

4. KCATT Recap.

a. STP Call for Projects Recommendation – Kevin Jump

Mr. Kevin Jump reported that at their June 22, 2010 meeting, KMPO staff solicited comments/suggestions for updating the STP project applications. The committee agreed to reconvene the subcommittee to address all comments/concerns.

KMPO staff is also collecting clarifying data on the projects included in the 2015-2030 program project list in order to update the KMPO 2010 Metropolitan Transportation Plan.

The Urban Balancing Committee recommended six of the STP projects submitted (five roadway and one transit center) for inclusion in the 5 year STIP (the Idaho 2011-2015 Transportation Improvement Program) that will be adopted by the ITD Board later this year. KCATT recommends that the KMPO Board approve these projects be incorporated into the STIP. KCATT also recommended that the KMPO Board approve the incorporation of the transit center into the TIP with the responsible jurisdiction(s) to provide the local match to be determined at the earliest possible date.

These KCATT recommendations will be addressed under agenda item 5.e.

5. Administrative Matters – Glenn Miles

- a. KMPO General April 2010 Expenses & Financial Report**
- b. KMPO General May 2010 Expenses & Financial Report**

Mr. Miles stated that the expenses and financial reports for both April and May reflect that while the revenues are lagging a little behind expenditures, the bills are getting paid by ITD so that KMPO can get reimbursed.

Mr. Al Hassell made a motion to approve the KMPO Voucher payments for April and May 2010 in the amount of \$15,221.83 and \$15,946.86 respectively. The motion was seconded by Mr. Clay Larkin and unanimously approved.

c. Section 5307 Fund Transfers – Discussion

Mr. Glenn Miles explained that Section 5307 funds are Federal Transit Administration (FTA) funds that are allocated to federally designated urbanized areas by apportionment. Areas having a population over 200,000 get a direct apportionment, such as Ada and Boise counties, while areas with a population between 50,000 and 200,000 receive a Governor's apportionment whereby the governor has the latitude to determine where to direct the funds based on need. If an urbanized area cannot use their apportioned funds, the state has the latitude to move the unused portion to the rural program.

Mr. Miles reported on a situation that occurred this spring whereby the Idaho Falls MPO intended to transfer \$600,000 of their urban funds to a rural community. The protocol; however, requires that the funds be offered to other urban areas first. KMPO submitted a letter requesting these excess funds for the transit center. The Idaho Falls MPO is

appealing the protocol forcing the issue to be reviewed and determined by FTA. Mr. Miles asked for Board direction/concurrence on this issue. He noted that the MPO in Pocatello, Idaho has also placed a request for \$100,000 of these unused urban funds.

Mr. Todd Tondee made a motion to reiterate the current policy/protocol for allocation of Federal Transit Administration funds and direct Mr. Miles to pursue the \$600,000 of unused FTA urban funds. Mr. Marv Lekstrum seconded the motion, which was unanimously approved.

d. 2010 Traffic Count Program – Discussion

Mr. Miles stated that traffic counts are used for ensuring the traffic model is current. He noted that in the past, KMPO was able to enter into a joint purchase with Spokane to utilize the Washington State Department of Transportation's (WSDOT) travel data office to collect traffic counts. The travel data office has cut back due to budget restrictions and local jurisdictions have experienced challenges with staff reductions and equipment.

Mr. Miles suggested that KMPO procure traffic counters and equipment to be made available to local jurisdictions in obtaining these counts at a cost of approximately \$12,000. Staff would assist in the process as well. He noted that the advantages are a matter of an economy of scale with regard to the cost of using state-of-the-art equipment to obtain counts from all jurisdictions.

Mr. Larkin asked how long it would take for the counters to be made available. Mr. Miles responded: within 30 to 45 days.

Mr. Clay Larkin made a motion to authorize the purchase of 10 counters. Mr. Al Hassell seconded the motion.

Mr. Todd Tondee asked whether the \$12,000 would cover the cost of all 10 counters. Mr. Miles concurred. Mr. Tondee asked whether ITD has counters. Mr. Damon Allen noted that typically ITD would assist in the traffic counts by providing staff and resources; however, due to budget restrictions, it is unfeasible. ITD supports Mr. Miles' suggestion.

Mr. Tondee asked whether this cost is included in the KMPO budget. Mr. Miles stated that funds are set aside for baseline data collection, which would pay WSDOT to provide this service. He added that purchasing the counters and providing staff support is more cost effective than contracting out for these services.

Mr. James Mangan asked whether staff is obtaining traffic counts now and if so, whether the purchase would provide counts for areas not already covered. Mr. Miles responded that KMPO is receiving traffic counts and that the purchase would enable staff to obtain counts from areas not already covered.

A vote on the motion was made and the motion and the motion was unanimously approved.

e. 2010-2011 TIP Amendment for Programmed Projects

Mr. Miles briefed the Board on the process of how various funds are allocated. He reported that the Urban Balancing Committee recommended all six of the KMPO STP projects submitted (five roadway and one transit center) for inclusion in the 5 year STIP (the Idaho 2011-2015 Transportation Improvement Program) that will be adopted by the ITD Board later this year. These projects include: Government Way – Dalton to Hanley 2011, Government Way – Prairie to Hanley 2015, Seltice Congestion Mitigation – Preliminary Development, Miles Avenue Reconstruction – Preliminary Development, the Ramsey Road Extension – 2011, and the Coeur d’Alene Transit Center. KCATT has recommended that the KMPO Board approve that these projects be incorporated into the STIP.

Mr. Clay Larkin made a motion to approve FY 2009-2013 Transportation Improvement Program Amendment 9, which incorporates Government Way – Dalton to Hanley 2011, Government Way – Prairie to Hanley 2015, Seltice Congestion Mitigation – Preliminary Development, Miles Avenue Reconstruction – Preliminary Development, the Ramsey Road Extension – 2011, and the Coeur-d’Alene Transit Center into the Idaho 2011-2015 Transportation Improvement Program. Mr. Marv Lekstrum seconded the motion, which was unanimously approved.

6. Public Transportation

a. Citylink Status Report – Alan Eirls

Mr. Bob Spalding provided Citylink reports for April and May. He stated that ridership remains steady. Citylink is waiting for A Route to be stimulated by the opening of Walmart near Cabella’s.

b. KATS Status Report – Helen Stephens

Ms. Helen Stephens provided ridership reports for the months of April and May. She stated that 3 new buses were brought in on Friday. They are waiting for the plates to arrive in order to get them on the road.

c. ARRA Public Transportation Projects Update – John Austin

Mr. Austin thanked all those who participated in the bus acquisition process. He reported that the fourth bus is expected to be delivered to the Coeur d’Alene Tribe as well as the 3 larger buses acquired with ARRA funds.

Mr. Miles provided clarification on funding issues and noted that he would work with John Austin and the County Commissioners to ensure that separate line items are set up in the TIP and that separate grant items are established due to FTA requirements on how funds are to be managed. He noted that the transit center for example will probably be set up in multiple grants to be drawn for various purposes, such as design/engineering and property acquisition, in order to be tracked.

d. Financial Report – John Austin

Mr. Austin stated that KMPO is up and running on its current operating budget. Funds have been drawn for capital fleet replacement purposes and a schedule will be established over the next few months.

e. Mobility Manager’s Report – Clif Warren

Mr. Warren reported he was selected as the Mobility Manager for ITD District 1 and that the position will be transferred from the Panhandle Area Council to the Community Transportation Association of Idaho (CTAI) effective August 1.

Mr. Warren noted that the solicitation for comments regarding public transportation options for the City of Harrison received failed to receive any response. He has contacted the City Clerk who is in the process of scheduling a public meeting for him to give a presentation.

He stated that he has started an initiative in cooperation with the Coeur d’Alene Chamber of Commerce to approach employers in developing vanpools. The Post Falls Chamber has also been invited to participate.

Mr. Warren stated that the Coeur d’Alene Tribe requested that the Public Transportation Roundtable examine funding streams for public transportation. The Roundtable established a subcommittee to address this request. The subcommittee is in the process of determining the total cost of public transportation in the County and are waiting for feedback from the Tribe.

He announced that CTAI will be updating the Transportation Plan in July and will be contracting professionals to assist. The Idaho Procurement Technical Assistance Center (PTAC) will be hosting a meeting on July 12 regarding Job Access and Reverse Commute (JARC), New Freedom, and Section 5311 fund applications.

Mr. Larkin asked why the vanpool buses are not co-licensed in Idaho. Mr. Ryan Stewart, a former Spokane Transit Authority (STA) employee, responded that STA has a requirement that vanpools originate or make their final destination within the STA public transportation benefit area. There are 16 STA vanpools that originate or make their final destination in the Post Falls/Coeur d’Alene area. He stated that there is no formal organization to establish vanpools in Kootenai County. A rideshare program developed by WSDOT is online and Idaho has become a partner.

Mr. Miles added that STA vehicles are not classified as commercial because STA is a municipal corporation, which under Washington State Law makes it exempt from the commercial vehicle code. Mr. Larkin asked whether a Regional Public Transit Authority would serve as the organization to establish vanpools. Mr. Stewart responded that it would.

7. Director's Report – Glenn Miles

Mr. Glenn Miles reported that he invited to attend the Association of Idaho Cities Conference in Idaho Falls and chair a panel related to the Governor's Task Force on Modernizing Transportation Funding. The discussion centered on coordinating with the Highway Districts in developing a recommendation to the Governor from a proactive and factual position. It was noted that while developing a uniformed definition for efficiency is a challenge, the need to commit to efficiency was necessary. The Local Highway Technical Assistance Council (LHTAC) will survey of representative sample of Highway Districts on how they view efficiency; the 5 MPOs will conduct a similar analysis as well. State Representative JoAn Wood who was on the panel led a discussion regarding framing local/regional options. Mr. Miles stated that the consolidation of highway districts is still a consideration. Mr. Hassell noted that the discussion of local options includes resort cities.

8. Other Business

No other business was discussed.

9. Board Member Items

Mr. Todd Tondee noted that inspecting the buses for the Coeur d'Alene Tribe was a great opportunity and that the County is pleased to take ownership of the buses in order to keep the transit system operating.

Mr. Clay Larkin commented that he was pleased to see the Beck Road realignment project completed before the holiday.

Mr. Damon Allan reported that ITD attended a transportation meeting in Benewah County and the Coeur d'Alene Tribe was present. The Tribe expressed an interest in attending the KMPO Board meetings; however they conflict with the Tribal Council meeting held the same day. They noted that Mr. Jim Kackman would most likely be the KMPO representative. Mr. Dorsey responded that he would like to see the Tribe involved, but that a Tribe official would need to serve on the Board. He asked the Board and Mr. Miles whether it would be feasible to change the KMPO Board meeting date.

After a brief discussion, the Board agreed to consider the first Wednesday of every month as the KMPO Board meeting date. The Board also agreed that Mr. Miles would be the most appropriate candidate to work with the Tribe should they be available and committed to attend. Mr. Miles stated that he would check with those Board members

absent and the Coeur d'Alene Tribe regarding the proposed Board meeting date change. It was noted that any change to the meeting date would take effect in September.

10. Adjournment.

There being no further business before the Kootenai Metropolitan Planning Organization Policy Board, the regular meeting was adjourned at 2:36 pm.

Donna Lively, Recording Secretary