

MEETING MINUTES

Kootenai Metropolitan Planning Organization
Policy Board Meeting
November 6, 2003
Idaho Transportation Department District 1 Headquarters
Coeur d'Alene, Idaho

Board Members in Attendance:

Chris Hanson	Lakes Highway District
Dick Edinger	East Side Highway District
Anson Gable	City of Hayden
Joe Hassell	City of Rathdrum
Herb Heisel (for Lynn Humphreys)	Post Falls Highway District
Gus Johnson	Kootenai County Commissioner
Clay Larkin	City of Post Falls
Dixie Reid, Chair	City of Coeur d'Alene
Tom St. John, Vice-Chair	Worley Highway District
Scott Stokes	ITD District 1 Engineer

Board Members Absent:

Lynn Humphreys, Post Falls Highway District

Staff Present:

Glenn Miles, Transportation Manager
Tanna Dole, Transportation Planner

1. Call to Order

The meeting of the Kootenai Metropolitan Planning Organization Policy Board was called to order by Chair, Dixie Reid, at 1:00 pm.

2. Approval of October Meeting Minutes.

Tom St. John made a motion to approve the October 2, 2003 meeting minutes. Clay Larkin seconded the motion, which was unanimously approved.

3. Administrative Matters.

a.) Approval of September Vouchers

Dick Edinger made a motion to approve the payment of the September voucher list in the amount of \$19,248.06 Chris Hanson seconded the motion, which was unanimously approved.

b.) Local Public Agency Meeting ITD District 1

Glenn Miles reported the Local Public Agency Meeting was a forum to explain and discuss Federal Programs. The meeting provided direction on application processes and informed jurisdictions of the dates applications would be due. Miles said there were presentations explaining the Enhancement Program, Congestion Mitigation Air Quality (CMAQ) Program and the STP Program. Information is also available on the Idaho Transportation Department website. Miles commended Sean Hoisington, District 1 Transportation Planner and the staff from ITD Headquarters, Boise for the excellent job. Miles said there was discussion of joint jurisdictional projects through the Kootenai County Area Transportation Team (KCATT) for CMAQ projects. Miles stated it was important to remember that any CMAQ projects must have sign off from Department of Environmental Quality as well as the KMPO. Scott Stokes asked how the project requests would be prepared. Miles responded by recommending a screening process be developed to score and prioritize projects. Once the priority of projects is developed it would open to public comment as outlined in the Public Involvement Plan. Stokes said ITD produces a draft program list of anticipated projects for public comment in the month of July with September as the final adoption of program list. Stokes continued by stating he believed the program list should include a variety of projects, some smaller simpler projects that could be developed quickly and put in if there is an opportunity because of other projects slipping. Stokes asked if the KMPO would submit one urbanized request based upon the results of the screening and prioritization process. Miles said yes, there would be one collective urbanized request. The Enhancement, CMAQ and STP Rural would submit separately. Miles continued by saying that all projects would be reviewed and categorized first by KCATT and then be presented for public comment. After the public comment period KCATT would review again taking into consideration public comment. At that point KCATT would prioritize and send the program list to the KMPO Board for action. Once the KMPO Board reviews the program lists it will be submitted to Boise to be included in the draft State Transportation Improvement Program (STIP) for statewide public comment. Miles recommended all projects in Kootenai County be reviewed by KCATT in an effort to see what transportation improvements are anticipated. Miles stated it is Local Highway Technical Advisory Council (LHTAC) that is set up to administer the STP Rural Program.

c.) Letterhead Logo

Miles asked the KMPO Board Members to review samples of letterhead logo that would be laid out on a table after the meeting is adjourned. The Board was asked to initial what logo they believed best represented the MPO.

4. KCATT Recommendations.

Miles reported that a committee had met to review the KCATT By-Laws. The revisions are almost completed except for some questions regarding voting membership. Miles said the way KCATT was originally established includes those jurisdictions who were signatures to the joint powers agreement, each would have a membership to KCATT and have a voting right. Miles continued by saying there are other agencies that have been invited to participate at KCATT and add value to discussions. Should these other participants be given voting rights? Examples of these other participants are Department of Environmental Quality and the Public Transportation Committee. It was suggested these other participants could be designated an ex officio member by the KMPO Board. The ex officio member would be encouraged to participate in discussions but would not have voting rights. **Dick Edinger MOVED to have the KCATT voting members remain the same as the signatures of the joint powers agreement. Gus Johnson SECONDED the motion, which was unanimously approved.**

5. Idaho Urban Committee.

Miles said if there was a meeting of the Urban Balancing Committee it was expected to be November 18 or November 20. Miles also said that MOU was near completion, just a few grammatical items were still under review and should be ready for the November or December meeting.

6. Public Transportation Report – John Austin

John Austin presented a report and the finding of research done during the summer regarding public transportation in Kootenai County. Written report and survey document attached. Chair Reid remarked that many of the questions in regards to long-term public transit in Kootenai County would be answered by the consulting firm Nelson/nygaard who has been contracted to do a Public Transportation Study. Glenn Miles reported his appointment to Idaho's Task Force for Public Transportation. The Task Force met on October 21 and 22. The meeting was well attended with many Idaho legislators present also. A history of public transit in Idaho was presented, including some of the problems public transit faces. Legislation already exists for the creation of regional public transit authorities but the funding portion of the legislation was pulled out of the legislation before it was passed. Funding was a major topic of discussion with local option tax having a great deal of support. Miles said the Task Force would be willing to send someone up to Coeur d' Alene and asked the Board if they would like to host that discussion in December. The Board said they would be willing to facilitate the Task Force meeting in December.

7. Old Business

a. Contracts

Huetter Road Corridor Study Scope of Work: Glenn Miles reported the type of environmental document to accompany the Study is under review. Upon more investigation a decision will be made and the contract will hopefully be presented to the Board at the December meeting.

Public Transportation Plan: Miles distributed the contract with Nelson/nygaard for \$73,980.00. Nelson/nygaard wants to begin in November 2003 and have a completion date of August 2004. **Tom St. John MOVED to accept the contract with Nelson/nygaard for the Public Transportation Plan. Dick Edinger SECONDED the motion, which was unanimously approved.**

b. Public Involvement Plan

Miles reported the comment period for the Public Involvement Plan would be over November 23 and will be ready for adoption at the December meeting.

8. New Business

a. GIS Database/Digital Library Development

Miles report to the Board that requests would be made to each jurisdiction to identify the data sets available from their agency. The SRTC/KMPO staff will develop a format for this request and send it directly to the technical departments of each jurisdiction. Miles explained this effort would be a useful in building base data for KMPO, assist in updating travel demand model, and providing data for projects.

9. Board Member Items

Clay Larkin told the Board he would not be able to attend the December 4 meeting and Bill Melvin will attend for Clay.

In honor of the upcoming Veterans Day on November 11 Dick Edinger brought copies of a poem paying tribute to the veterans. Edinger also told the Board that he had been involved with Fernan Lake Conservation and Recreation Association doing a study of Fernan Lake. He said the study would provide a plan for Fernan Lake. Edinger said the draft plan was almost completed. Edinger requested the KMPO Board authorize Glenn Miles to provide assistance in seeking further funding for the plan, specifically in the area of grant writing options. asked for assistance in this project. Chair Reid asked for a motion to authorize Glenn Miles to provide assistance to the Fernan Lake Conservation and Recreation Association in regards to funding options. Miles assistance would be limited and would not exceed one or two meetings for discussion purposes. **Dick Edinger MOVED to authorize Glenn Miles to give limited assistance to the FLCRA for the purpose of exploring funding options for the Fernan Lake Plan. Clay Larkin SECONDED the motion, which was unanimously**

Bill Melvin asked if the KMPO agenda could be put on the KMPO website. Chair Reid agreed.

Scott Stokes reported the Belgrove to Mica portion of US 95 construction project was opened at a ribbon cutting. Stokes said that Worley Highway District had been a huge partner in the project. WHD will assume many of the miles that will no longer be part of US 95. Stokes also mentioned there had been a meeting of ITD Board and legislators earlier in the week. Topics discussed included the Huetter Road Corridor Study, 129,000lb truck and corridor improvements to US 95.

Chair Reid reported that TEA 21 has been reauthorized for five (5) more months. Glenn Miles stated that the annual funding had been pro-rated back to the five months and then for MPO's distributed based on population.

Anson Gable introduced two new employees at the City of Hayden. Malcolm Bowie has been hired as city engineer and Lisa Key has been hired as planner.

10. Director/Public Comments

Glenn Miles distributed the scope of work for the conversion of Kootenai T Model travel demand model to the EMME/2 environment. The funding for this project has already been programmed in the UPWP. Miles explained that Aecom is the preferred consultant and are experts in travel demand modeling. They are recommended by the FHWA and FTA and have done work for SRTC that includes a public transit element.

11. ADJOURN Regular Session

There being no further business before the Kootenai Metropolitan Planning Organization Policy Board, the meeting was adjourned at 2:30PM.

TANNA DOLE
Recording Secretary