

MEETING MINUTES

Kootenai Metropolitan Planning Organization
Policy Board Meeting
October 2, 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
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
Andrea Storjohann	Assistant District 1 Engineer

Guests Present:

Bill Melvin, City of Post Falls
Bob Lloyd, City of Rathdrum
Sean Hoisington, ITD Planner
David Atwood
John Austin, PAC
Charlie Gay, Ruen-Yeager & Asso.
Gary Young, City of Post Falls
Herb Heisel, Post Falls Highway
Dist

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 September Meeting Minutes.

Lynn Humphreys made a motion to approve the September 4th meeting minutes. Joe Hassell seconded the motion, which was unanimously approved.

3. Administrative Matters.

- a. Approval of April, May, June, July, and August Vouchers

Tom St. John made a motion to approve the payment of the April, May, June, July and August voucher lists in the amount of \$22,633.98 Lynn Humphreys seconded the motion, which was unanimously approved.

- b. Local Public Agency Meeting, ITD District 1 Office, October 24, 2003
A workshop explaining the application process for Federal Funding will be held at District One ITD Office on October 24, 2003, from 9:00AM-12:00PM

4. KCATT Recommendations.

Glenn Miles reported the recommendation for the Huetter Road Corridor Study is prioritized in the following order for the consideration of contracting:

The Transpo Group Inc.
JUB Engineering Inc.
Meyer, Mohaddes & Associates

The recommendation for the Public Transportation Plan was prioritized in the following order for the consideration of contracting:

Nelson/nygaard & Associates
Transpo Group, Inc

5. Idaho Urban Committee.

Glenn Miles reported there had been no meeting of the Urban Balancing Committee. Miles thought the next meeting may be in December. Chair Reid asked Miles if the rules for the Urban Balancing Committee would be discussed at the December meeting. Miles said yes, he believed that to be part of the agenda.

6. Public Transportation Report

John Austin from Panhandle Area Council reported they had been busy during the summer collecting data and conducting a survey. He said a report had recently been given to the Kootenai County Commissioners and the next task would be to develop the next portion of the work. Austin continued by stating they were proceeding with some of the recommendations from the survey. They were also meeting with the current partners, North Idaho College, Kootenai Medical Center, and Aging and Adult Services to find out a list of items that may enhance their systems in preparation for the next FTA 5307 application. Chairman Reid requested Austin give a report regarding the survey done during the summer months. John Austin agreed to be on the KMPO agenda for the meeting November 6.

7. Old Business

a. Title VI Plan

Miles reported there had been no comments on the Plan and is ready for adoption. **Clay Larkin made a motion to approve the Title VI Plan as presented. Andrea Storjohann seconded the motion, which was unanimously approved.**

b. Public Involvement Policy

The Public Involvement Policy was presented for review to the KMPO Board at the September 4 meeting. Glenn Miles said that Scott Stokes had provided additional comment about the language used to identify other groups that could be included in the special groups types. Miles recommended rather than listing each special group and possibly missing a group use the language “groups such as” to have an all inclusive description. Miles explained that now it is necessary to release the Plan to the Public for a 45 day public comment period. After the public comment period it will be on the Board’s agenda at the December meeting for adoption. He asked the Board for motion to authorize release for 45 day public comment period. **Tom St. John made a motion to release the Public Involvement Plan for 45 day public comment period. Dick Edinger seconded the motion, which was unanimously approved.**

8. New Business

a. **Contract Authorization**

Glenn Miles explained that several KCATT members and KMPO members had participated in the Consultant interview process for both the Huetter Road Corridor Study and the Public Transportation Plan. The Consulting firms were prioritized in the following order.

Huetter Road Corridor Study

Transpo Group Inc.
JUB Engineering, Inc
Meyer, Mohaddes, & Associates

.Gus Johnson made a motion to authorize Glenn Miles, Transportation Manager to negotiate a contract with Transpo Group Inc. for the Huetter Road Corridor Study. Andrea Storjohann seconded the motion, which was unanimously approved.

Public Transportation Plan

Nelson/nygaard & Associates

Gus Johnson made a motion to authorize Glenn Miles to negotiate a contract with Nelson/nygaard & Associates for the Public Transportation Plan. Clay Larkin seconded the motion, which was unanimously approved.

Upon successful negotiation contracts will be presented to the KMPO Board at the November meeting.

8. Board Member Items:

Andrea Storjohann reported that Sean Hoisington had been hired as ITD District One Transportation Planner to replace Carole Richardson.

Glenn Miles gave a report on a meeting of the Bridging the Valley (BVT) Steering Committee. HDR Engineering has delivered the type, size and location studies for the SH41, SH53, SH54 rail crossings involved in the BTV project. Also, the track charts, which layout how the tracks are aligned, identifies control points, identifies the crossovers are about 95% complete and HDR expects the executives of both Burlington Northern Santa Fe and Union Pacific to sign off by the end of the month. The remaining type, size and location studies are to be completed by the end of November. Miles discussed the challenges in obtaining railroad agreements. Miles and Scott Stokes had a recent meeting with the General Manager of Western US operations for Union Pacific and discussed a possible solution to this obstacle. The solution would involve a master agreement for each state with an addendum specific to the crossing involved. The Union Pacific official stated he would support the idea. Miles believes if this agreement becomes a reality it could “shave off” as much as a year off of the process which is in place now.

8. Public Comments

9. Adjournment.

There being no further business before the Kootenai Metropolitan Planning Organization Policy Board, the meeting was adjourned at 2:00PM.

TANNA DOLE
Recording Secretary