MEETING MINUTES

Kootenai Metropolitan Planning Organization
Policy Board Meeting
January 7, 2004
Idaho Transportation Department District 1 Headquarters
Coeur d'Alene, Idaho

Board Members in Attendance:

Mark Soderling (for Chris Hanson)	Lakes Highway District
Dick Edinger	East Side Highway District
Anson Gable	City of Hayden
Gus Johnson	Kootenai County Commissioner
Clay Larkin	City of Post Falls
Dixie Reid, Chair	City of Coeur d'Alene
Jim Mangan (for Tom St.John)	Worley Highway District
Scott Stokes	ITD District 1 Engineer

Board Members Absent:
Chris Hanson
Lynn Humphreys
Joe Hassell

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 1:30 pm.

2. Approval of December Meeting Minutes:

Dick Edinger made a motion to approve the December 4, 2003 meeting minutes. Mark Soderling seconded the motion, which was unanimously approved.

3. Director/Public Comments:
None.

4. Administrative Matters:

a) **Approval of November 2003 Vouchers**

Gus Johnson made a motion to approve the payment of the November voucher list in the amount of $22,148.13 Anson Gable seconded the motion, which was unanimously approved.

5. KCATT Recommendations:
Glenn Miles reported the KCATT members have reviewed and recommended approval of the scope of work and the contract with The Transpo Group to study the Huetter Road corridor. Also, Miles said the contract had legal review. **Gus Johnson made a motion to approve the contract with The Transpo Group for a study of the Huetter Road corridor. Anson Gable seconded the motion, which was unanimously approved.**

6. Idaho Urban Balancing Committee:
Glenn Miles reported there has been no activity and the next date for the committee to meet would be in April. Miles said when the committee meets in April they will begin looking at the projects that are in the program, which ones are ready for going out to bid or have went out to bid, and where the obligation is at. Miles said they would need to know which projects are on schedule and which ones may be slipping. Clay Larkin asked Miles if a statewide audit was ever done before the new MPO's were designated. Miles said there has not been audit performed and explained the Urban Balancing Committee is considered an advisory committee to the ITD Executive Board. Miles continued to explain that prior to the formation of the three (3) new MPO's across the state the balance had been zeroed. Miles said the Rural Program might be considering this same action. Dick Edinger, who is on the Board of the Local Highway Technical Assistance Council (LHTAC), informed the members there would be a meeting at Lakes Highway District office on January 14 at 11:00 a.m. with the administrators at LHTAC to discuss the equity factor issue. Scott Stokes explained that he and Carole Richardson had done extensive research at the time the Urban balance was zeroed out. Stokes explained the balance does not represent "real dollar" amounts but rather reflects over the past 20 to 30 years an effort to judge a formula of who should get the money. Stokes supported the idea of zeroing the Rural Program as well. Glenn Miles agreed with Stokes the importance of understanding the balance account does not represent "real dollar" amounts. He explained when each federal bill is passed it is usually a six (6) or seven (7) year bill and it is three (3) after the appropriations year that the money can be used. He continued by stating he thought to carry balances over after a federal bill became simply a tally of who got what funds and when. From a program management standpoint if the tally were zeroed out right after a federal bill is approved it would alleviate any misperceptions about a lingering legacy.

7. Public Transportation Report – John Austin
John Austin referred the board members to the FTA Budget for Public Transportation FY 2004-2005 that was sent in their packets. See attached. Austin explained the budget had been reviewed by the KCATT members and received approval. The budget is comparable to last year's and the total local match remains the same amount ($3,919.00) for the proposed FY 2004-2005. Austin said that with the KMPO Board's approval letters of agreement would be sent to the cities and then the application would be sent to FTA. Austin invited the members and anyone else interested to a meeting with the Public Transportation Committee on January 8 at 9:00 a.m. The meeting will be held at the County Administration Building Room 1A. **Dick Edinger made a motion to**

approve the Public Transportation FY 2004 – 2005 budget as presented. Gus Johnson seconded the motion, which was unanimously approved.

8. New Business:
Kick Off Presentation for the Public Transportation Study (See attached presentation)
Joey Goldman from Nelson/Nygaard gave background information on Nelson/Nygaard Consulting Associates and explained to members his experience by giving some examples of the projects he has worked on. Goldman encouraged a group discussion regarding what is perceived as the critical issues to the project. (Goldman's notes attached) Goldman also reviewed the scope of work and then what would be considered the milestones throughout the project. Goldman will also make a presentation to the Public Transportation Committee on January 8.

9. Board Member Items:
Chair Reid read an email from Tom St. John giving an update on the progress he is making since his stroke. Reid also reminded the members to add a link to the KMPO web page. Reid asked about the annual report. Glenn Miles explained the annual report is prepared for ITD and reports the progress of the MPO during the previous year. He stated the surplus funds have been rolled over into the current year, explaining an MPO has three (3) years to use any surplus funds.

10. Adjournment.

There being no further business before the Kootenai Metropolitan Planning Organization Policy Board, the meeting was adjourned at 3:05 p.m.

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TANNA DOLE
Recording Secretary