

MEETING MINUTES

Kootenai Metropolitan Planning Organization
Policy Board Meeting
April 2, 2009
Idaho Transportation Department District 1 Headquarters
Coeur d'Alene, Idaho

Board Members in Attendance:

Jimmie Dorsey, Chair	East Side Highway District
Clay Larkin, Vice Chair	City of Post Falls
Marv Lekstrum	Lakes Highway District
Damon Allen	Idaho Transportation Department
Vic Holmes	City of Rathdrum
Lynn Humphreys	Post Falls Highway District
Anson Gable	City of Hayden
Al Hassell	City of Coeur d'Alene
Tom Feeley	Worley Highway District (replacement)

Board Members Absent:

Rick Currie	Kootenai County
Norma Peone	Coeur d'Alene Tribe

Staff Present:

Glenn Miles, Transportation Manager
Donna Lively, Administrative Assistant
Ryan Stewart, Sr. Transportation Planner
Bonnie Gow, Transportation Planner I

1. Call to Order.

The meeting of the Kootenai Metropolitan Planning Organization Policy Board was called to order by Chair, Jimmie Dorsey at 1:32 pm.

2. Approval of March Meeting Minutes.

Mr. Lynn Humphreys made a motion to approve the March 5, 2009 meeting minutes. Mr. Al Hassell seconded the motion, which was unanimously approved.

3. Public Comments – There were no comments given.

4. Administrative Matters – Glenn Miles

Vouchers 4a

Mr. Glenn Miles reviewed the expenditures contained in the vouchers, including the purchase of a laptop computer. Mr. Clay Larkin asked whether KMPO purchases were provided an identifying serial number to separate KMPO inventory from SRTC. Mr. Miles confirmed that KMPO purchases are kept separate from SRTC purchases. Mr. Larkin asked that an inventory of KMPO purchased inventory be provided for Board review at the May 7, 2009 KMPO Policy Board Meeting. Mr. Miles stated that a KMPO inventory report will be provided.

Mr. Lynn Humphreys made a motion to approve the payments:

a) KMPO Vouchers for February 2009 in the amount of \$32,147.83.

The motion was seconded by Mr. Vic Holmes and unanimously approved.

b) SRTC Contract Renewal

Mr. Glenn Miles stated that at the February 5, 2009 KMPO Board Meeting, KMPO agreed to extend the service contract with Spokane Regional Transportation Council (SRTC) for 30 days in order to consider proposals from other providers. The SRTC service contract is due to expire on May 1, 2009. Mr. Miles asked whether the Board needed to extend the expiration date of the contract in order to complete their process. Mr. Jimmie Dorsey stated that legal council needed at least an additional two weeks to prepare a new contract and that another 30 day extension would not be sufficient to complete the process.

Mr. Al Hassell made a motion to extend the SRTC contract for an additional 60 days, expiring July 1, 2009. Mr. Lynn Humphreys seconded the motion, which was unanimously approved.

c) KMPO Member Dues

Mr. Glenn Miles reported that fiscal year 2008 matching funds were not as far in arrears as it originally appeared and that there was not a need to retroactively recover what was originally believed to be under collected. He added that a detailed list of receipts of federal aid and local matches received will be provided to the Board at their next meeting. Mr. Miles explained that because the Board authorized planning funds to be used on various projects, and local matches have exceeded normal dues, only a \$4,000 deficit remains. These planning funds had not been put into the equation to reflect the actual payments towards expenditures. He added that changing the dues structure for upcoming years to the proposed \$1,822 per member agency, however, was needed.

Lynn Humphreys stated that he appreciated that the accounting ensured that jurisdictions would not have to pay additional funds due to tightened budgets. Mr. Clay Larkin noted that the Board was assured awhile back that additional funds would not be requested from jurisdictions once they were in their budget cycles.

5. Public Transportation

a) Status Report on Citylink Service – Alan Eirls

Mr. Alan Eirls reported that their 2009 earmark was approved for a storage facility for Citylink, and that it came with an additional \$66,000 in funding as well. Mr. Eirls also reported that Citylink received the National Ridership Award, which will be presented to them on May 4, 2009 in Seattle. He was unsure as to who would be attending to accept the award, but felt that the KMPO Board should be represented due to KMPO's participation.

Mr. Eirls reported that their C route is almost unmanageable with one bus. Last Friday there were 44 passengers departing Riverstone on a 32 passenger bus. At a later stop, 10 more passengers boarded. With 22 standing passengers on the bus they had to turn away some passengers. Citylink will have to either provide a larger bus or increase the number of buses on the route to accommodate the increase in ridership. Ridership for this route last month was the highest it's ever been with over 14,000 passengers. Overall, ridership last month was high with over 37,000 passengers.

Citylink is still waiting for a final decision as to when to move into the new location at Riverstone. At the casino building, all route schedules will be displayed. Citylink is considering installing a transit facility utilizing 2010 earmark funds, although a location is yet to be determined. Mr. Eirls reported that Citylink has had issues with buses breaking down, but that they are replacing engines or transmissions rather than purchasing new buses. Mr. Jimmie Dorsey noted that the ridership numbers are impressive – increasing from 29,000 passengers to 37,000 passengers in one year.

b) Status Report on KATS Service

The KATS-Link report was handed out. No changes were reported.

c) Financial Report – John Austin

Mr. John Austin reported that PAC was approved by the PTAC committee last week which will provide funding of a mobility manager for one year for the purpose of integrating public transit throughout the five northern counties. He added that this will aid in the goal of looking at a regional transportation authority.

Mr. Austin introduced Craig Wilcox who coordinated the efforts in providing bus benches for Citylink. Mr. Wilcox provided photo samples of the benches. Mr. Austin noted that Kootenai County will be the fiscal agent to oversee funds to purchase the benches. The funds will go into a trust account that will be used to pay for benches upon KMPO Board approval. Mr. Austin commented on Citylink's Ridership award, noting that it is an exceptional recognition for an exceptional operation.

Mr. Clay Larkin asked Mr. Austin how much the mobility grant was for and how long it would sustain the project. Mr. Austin noted that the grant is for \$85,000 (less than what was asked for) and would only sustain the project for one year. They are looking at a 2010 funding formula for the second year, the stipulation being that at the end of two years, the project is self-sustaining.

Mr. Glenn Miles reported that the State has decided to update the STIP. The proposed allocation of funds will be provided to the KMPO Board for approval at the May 7, 2009 meeting in order for it to go to the ITD Board in June.

6. KCATT Recommendations – Kevin Howard

a) I90 Post Falls Access Study

KCATT Chair Kevin Howard reported that KCATT was presented with the I90 Post Falls Access Study Alternatives at their February 24th meeting, however, KCATT was not prepared to make a recommendation at that time and requested participant recommendations and further supporting documentation. At its March 24th meeting, KCATT received support letters from the City of Post Falls, the Post Falls Urban Renewal Agency, the Post Falls Highway District, and ITD all in favor of Alternative 7. KCATT unanimously agreed to support Alternative 7 and to make this recommendation to the Board. Mr. Jimmie Dorsey noted that the contractor hired to conduct the study, CH2M-Hill, was present and was prepared to provide a presentation to the Board under a separate agenda item.

Due to time constraints by the presenter, however, Board Chair Jimmie Dorsey requested that the I-90 Post Falls Access Study presentation by CH2M-Hill be given at this time, putting agenda items out of numerical order.

Although Mr. Clay Larkin requested that the Board forgo the presentation and have a question/answer session instead, stating that most people present have already seen the presentation, Chairman Dorsey asked the Board members if they had all seen this presentation and several of them indicated that they had not. Mr. Al Hassell stated that he would like to see the presentation.

Scott Ellsworth with CH2M-Hill introduced himself and proceeded to provide a PowerPoint presentation on the I-90 Post Falls Access Study. Mr. Ellsworth provided a brief overview of the study and of the final viable alternatives available. He concluded by stating that Alternative 7 minimized the environmental impact, required less property acquisitions, required less right-of-way, fewer residential/commercial building displacements, least negative impact on property tax revenues, and had public support. He also noted that Alternative 7 received support letters from study participants.

Mr. Marv Lekstrum made a motion to accept the KCATT recommendation supporting Alternative 7 as outlined in the I-90 Post Falls Access Study based on

supporting documentation and jurisdictional recommendations. Mr. Vic Holmes seconded the motion, which was unanimously approved.

7. Director's Report – Glenn Miles

Mr. Glenn Miles reported that possible transit center sites are being reviewed and the list is being narrowed based on screening criteria. The results will be presented to the Public Transportation Roundtable for discussion. It is hoped that a list of potential transit center sites will be available for Board review/consideration at the May 7th Board Meeting.

KMPO staff is keeping the Board apprised of the House Gas Tax legislation. Also, the draft 2010 Appropriations Bill is expected out by the Memorial Day recess. Chairman Dorsey asked Mr. Miles if he was still planning to travel to Washington DC at the end of the month and if so, would he share this information with the Board. Mr. Miles stated that he will be in Washington DC April 28-30 and will ensure that those from the Regional Chamber Alliance who will be visiting Idaho delegates are provided with a briefing packet with regard to the appropriations requests (US-95 improvements from I-90 to Hwy 53, and Transit Center construction funding).

8. Other Business

a) Stimulus Update

Mr. Glenn Miles reported that the STIP has been amended to include the stimulus projects; including the Hanley project. Dalton Gardens City Council met to discuss whether the design can be kept within the right-of-way and to Glenn's understanding the issue has been resolved. Also, the transit funding STIP amendments are completed and will be incorporated into the FTA grant program.

Federal Highway Administration (FHWA) reporting requirements on stimulus projects was due March 31. Congressman Jim Oberstar, Chairman of the Transportation and Infrastructure Committee, is also requiring states to complete a detailed form on every funded stimulus project. ITD is required to complete and submit the forms by April 4th.

Mr. Miles noted that 14 acres along the Idaho/Washington border lie within the Spokane Transportation Management Association. STP funding in the amount of \$2,404 has been provided via Boise, which will be pooled with other STP funds.

b) KMPO Model Update – Jin Ren, HDR, Inc.

Mr. Glenn Miles introduced KMPO staff member Ms. Bonnie Gow as the Planner working on updating the KMPO Model. Ms. Gow reported that the KMPO model has been calibrated and validated. She introduced Mr. Jin Ren and Mr. W.D. Baldwin with HDR, Inc., the consultants hired to work on the VISUM model. Mr. Ren provided a PowerPoint Presentation update on the KMPO Model, which included an explanation for

why the model must be calibrated and the steps taken to do so. Though the model is now well validated for regional transportation planning and modeling analysis, further fine tuning is needed for local traffic study and planning activities. Future year traffic forecasts will also need to be built upon the base year calibrated model as well as periodical updates performed on base year and future year models to include land use and transportation updates.

Mr. Damon Allen asked if a baseline update schedule is recommended and whether a sustainable budget was necessary for this purpose. Mr. Glenn Miles responded stating that the model is updated annually using state employment data and building permit data. Also, traffic counts are taken every five years to keep screen lines accurate. Also, journey to work data will be obtained from the 2010 census and a supplemental home interview conducted every 5 to 10 years is used to test trip links and times. The next survey will include transit data, since Citylink was introduced in 2005, and a transit network can be built into the travel demand model so that the effect of transit on investments can be utilized. .

Mr. Clay Larkin asked whether any D or F (failed) level areas, such as Highway 41 and Exit 7, were addressed. Mr. Jin Ren responded that although the model is capable of being used to warn of overcapacity at the intersection level, it is currently only based on the roadway link level.

Ms. Gow reported that the next step is to build the 2030 forecast model. Based on her land use research, she is currently hand placing the 30% growth for dwelling units, retail and medical and trying to forecast where the growth will be. She noted that she will be meeting with the various jurisdictions to confirm or edit her forecasts.

Mr. Clay Larkin asked whether the model, as it stands now, will interface the SRTC regional model. Mr. Ren stated that it will not due to the structure. The SRTC model is intermodal, which includes bicycles, transit, pedestrian, etc. It would be a major effort to include these elements into the current KMPO model. Mr. Miles added that more survey data was needed. Moreover, the KMPO model is based on an AM/PM peak hour traffic flow and will eventually need to be converted to a 24 hour analysis model in order to address air quality issues and prepare an emissions budget for the community.

9. Board Member Items

Mr. Damon Allen stated that he brought efficiency reports for those who asked for them last month; the information can also be found on their website. He noted that Representative Henderson had a Bill successfully pass the transportation committee, which would allow the Grant Anticipated Revenue Vehicle GARVEE limits to be extended to Wyoming Avenue.

Mr. Clay Larkin announced that next Thursday, April 9th, from 9 am to 10:30 am, Congressman Walt Minnick will conduct a Town Hall Meeting at the Post Falls City

Chambers. Mr. Larkin invited the middle school leadership class to come and ask questions and noted that the public is welcome to attend.

Mr. Jimmie Dorsey asked Mr. Miles if he had an Air Quality update for the Board. Mr. Miles reported that the Department of Environmental Quality (DEQ) is finalizing their Inspection/Maintenance testing program standards and will have it out for public review/comment soon. Currently, the standard does not apply to Kootenai County. Mr. Dorsey asked what the effects would be if after the 2010 census Kootenai County becomes a TMA. Mr. Miles responded that the TMA would have to adhere to the air quality conformity requirements under federal law. Projects would have to be evaluated for their effect on air quality before being approved. Air quality conformity analysis would become part of the transportation plan and Transportation Improvement Program and each individual project would have to certify that it meets air quality standards.

Mr. Lynn Humphreys asked Mr. Miles for an update on the Bridging the Valley project. Mr. Miles stated that the first bridge project, Havana, will be out on bid before July 1st.

10. Adjournment.

There being no further business before the Kootenai Metropolitan Planning Organization Policy Board, the regular meeting was adjourned at 2:45 pm.

Call to Order Special Board Meeting/Executive Session

Mr. Clay Larkin made a motion that the Board retire to Executive Session under Idaho Code §§ 67-2345(b). Mr. Vic Holmes seconded the motion, which was unanimously carried.

KMPO Board Chair, Jimmie Dorsey, convened the Special Board Meeting at 2:56 pm and went directly into Executive Session. Guests present at the Executive Session included Pattie Raino and Don Davis, both representing ITD, and Micki Harnois and Diana Wilhite, both representing SRTC. The Executive Session concluded at 4:16 pm.

Mr. Al Hassel made a motion to have the KMPO Board prepare a Request for Proposal and advertise for staffing of the KMPO. Mr. Clay Larkin seconded the motion, which was unanimously carried.

Mr. Clay Larkin suggested that Chairman Dorsey attend the ceremony in Seattle on May 4th for when Citylink receives its National Ridership Award.

Mr. Clay Larkin made a motion requesting that Mr. Jimmie Dorsey attend Citylink's National Ridership Award ceremony in Seattle, WA, on May 4, 2009. Mr. Al Hassel seconded the motion, which was unanimously carried.

There being no further business before the Kootenai Metropolitan Planning Organization Policy Board, the Special Board Meeting was adjourned at 4:20 pm.

Donna Lively
Recording Secretary