

MEETING MINUTES

Kootenai Metropolitan Planning Organization
Policy Board Meeting
June 4, 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
Damon Allen	Idaho Transportation Department
Vic Holmes	City of Rathdrum
Anson Gable	City of Hayden
Al Hassell	City of Coeur d'Alene
James Mangan	Worley Highway District
Marv Lekstrum	Lakes Highway District
Todd Tondee	Kootenai County (Replacement)

Board Members Absent:

Lynn Humphreys	Post Falls Highway District
Rick Currie	Kootenai County
Norma Peone	Coeur d'Alene Tribe

Staff Present:

Glenn Miles, Transportation Manager
Jeff Selle, Transportation Relations Manager
Ryan Stewart, Sr. Transportation Planner
Donna Lively, Administrative Assistant

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. James Mangan made a motion to approve the May 7, 2009 meeting minutes. Mr. Marv Lekstrum seconded the motion, which was unanimously approved.

3. Public Comments – There were no comments given.

4. Administrative Matters – Glenn Miles

Vouchers 4.a.

Mr. James Mangan made a motion to approve the payments:

a) KMPO Vouchers for April 2009 in the amount of \$64,063.56.

The motion was seconded by Mr. Clay Larkin and unanimously approved.

Vouchers 4.b.

Mr. James Mangan made a motion to approve the payments:

b) Huetter Corridor Study – Key 9170 for April 2009 in the amount of \$9,876.24

The motion was seconded by Mr. Marv Lekstrum and unanimously approved.

c) SRTC Contract Renewal

Mr. Glenn Miles deferred the agenda item to Mr. Jimmie Dorsey who stated that he had invited KMPO Attorney, Mr. Art Macomber, to come and share his findings and recommendations with regard to the preparation of a Request for Proposal (RFP) for the KMPO service contract.

Mr. Macomber stated that he has reviewed the current SRTC contract, which has been in effect since 2004. He noted that the Board's request in part was for him to determine whether there are alternative vendors that could provide similar services to the KMPO. He stated that it was difficult to assess what type of information to include in the RFP to replace the work currently performed by SRTC because some of the work is quantifiable and some is not. He identified some guidelines needed to construct the RFP, including the number of staff and staff skill sets needed to complete the required work. Quantifiable work can be directly traced to certain projects, since it is tracked, modeled, and completed and the hours are attributable to the project. The unquantifiable SRTC contributions to the operations of KMPO lie in their experience in operating a successful Metropolitan Planning Organization (MPO). This includes but is not limited to, federal procurement and reporting requirements, auditing requirements, voucher payment and accounting requirements, modeling, etc.

Mr. Macomber stated that a further informational interview with SRTC would be needed to determine software needs, modeling techniques, outsourcing contracts, etc. He noted that the greater driver in terms of operational needs is the skill sets needed to run a successful MPO, such as an understanding of federal procurement law, project tracking, and modeling, reporting, and auditing requirements so that records are kept and attributable to projects in a way that is transparent to all entities having oversight ability. He emphasized that the skill sets required to operate a successful and effective MPO are national in scope because of their authority to cross state lines and work with federal, state and local governments.

Mr. Macomber stated that defining what is needed to successfully and effectively run the KMPO is a daunting task, but not impossible. With Mr. Miles' assistance, he should be able to prepare something in the next 15 to 30 days to present to the Board. The options for service providers include finding another SRTC, finding a firm, or having KMPO hire its own employees. Another consideration is that given the results of the 2010 Census, the two transportation entities, SRTC and KMPO, could merge into one MPO.

Mr. James Mangan stated that his understanding of the motion that launched the study was to define the functions in enough detail so that an RFP could be prepared; not for knowing enough about each function/position to build a KMPO. Mr. Clay Larkin agreed with Mr. Mangan, stating that having years of experience with RFPs, what is needed is to define the scope of work, put it out for bid, and allow interested parties to request further details, if needed, before submitting their bid. It is then up to the bidding party to assemble a team that can supply the services as outlined in the RFP. He added that for fairness and transparency to constituents, since the contract with SRTC is up, KMPO should see whether there is anyone out there that can provide the same or better service for the same or less money.

Mr. Jimmie Dorsey commented that he was the one who had asked Mr. Macomber to research this because when he looked at the original SRTC contract, there was more being done beyond the original scope. He stated that he had the impression that some Board members were interested in pursuing hiring their own KMPO personnel. Consequently, he felt it was necessary that the RFP clearly define the work required to be performed today. He expressed concern that the original staffing needs outlined in the first contract would be insufficient to meet today's transportation planning needs. Mr. Al Hassell stated that there was not a need to have so much detail included in the RFP as what was being described. Mr. Mangan stated that enough detail is needed so that companies providing bids know what they're getting themselves into; however, too much detail would require constant contract modifications to ensure adequate compensation is provided. Mr. Dorsey stated that it is up to the Board to make the determination whether bidders are competent, thus a thorough understanding of what is currently provided is necessary. Mr. Mangan stated that he did not disagree.

Mr. Macomber stated that it appears that just a general scope of work is needed and requested at least a week to prepare the RFP. Mr. Dorsey asked the Board whether they felt it was necessary to review and vote on the RFP before it is advertised. After some discussion, the Board agreed that the RFP be provided electronically to Board members within a week. Comments are to be directed to Board Chair, Jimmie Dorsey, who will make the determination (based on the comments) whether or not the RFP is ready to be advertised. If it is not, it will be brought before the Board at its July 2, 2009 Board Meeting for further review/modification prior to going out for ad.

Mr. Clay Larkin made a motion to direct KMPO legal staff to prepare an RFP within the next 7 calendar days and furnish it to the Board Chair and Board Members electronically for review. Board Members are to direct all comments to

the Board Chair who the Board authorizes to submit the RFP for advertisement pending comment consideration. The motion was seconded by Mr. Al Hassell and unanimously approved.

5. Public Transportation

a) Status Report on Citylink Service – Alan Eirls

Mr. Alan Eirls stated that Citylink moved into its new location at Riverstone the day before yesterday. He noted that signs and media blitzes were used to notify the public of the change. He added that overall ridership has remained consistent over the last three months, however, Route C was down, probably due to local road construction. Mr. Eirls stated that they are reviewing the Riverbend area as a possible location to provide services to. If it appears feasible, it will be brought to the Board for consideration at a future Board meeting.

Mr. Eirls was asked as to whether there was much feedback with regard to the move to the new site at Riverstone. Mr. Eirls responded that the move has been positive; the only complaint came from a woman in a wheelchair who had difficulty maneuvering on the gravel; however, a Citylink staff member provided immediate assistance to her.

Mr. Mangan asked whether there was any more information with regard to the recent gunshot incident. Mr. Eirls responded that the police closed the incident within three days of when it was reported due to the unlikelihood of finding the perpetrator.

b) Status Report on KATS Service

The KATS-Link report was handed out. Mr. John Austin provided the update since Ms. Helen Stephens had a prior meeting to attend. He stated that ridership for May was 3,900 – the highest since last October, but down from May of last year. He noted that ridership from Rathdrum was down. Mr. Vic Holmes stated that more routes were needed besides the one. Mr. Austin stated that they are looking for a way to get two more routes through Rathdrum.

c) Financial Report – John Austin

Mr. John Austin reported that the stimulus grants are in pending a few moderate details. He noted that with Mr. Ryan Stewart and Mr. Glenn Miles assistance, they are now comfortable with their request for Transit Center funding.

d) Transit Center Location Study Update – Stan Griswold

Stan Griswold from The Land Group, Inc. reported that the first phase of tasks to gather data and conduct preliminary analysis of potential sites is completed and that the location has been narrowed down to a specific area based on criteria needs of transit providers. Mr. Griswold noted that potential transit center location sites focused in the

area around the I-90 interchange, Ramsey Road, and Northwest Boulevard. The factors making this determination included: access onto Seltice (due to minimal disruption to existing key Citylink routes), good link to existing trails, and near popular destination areas (including those within walking distance). He displayed exhibits indicating the following potential sites: 1) within the Riverstone Development (Riverstone Drive/Seltice), 2) Appleway and Lee Court at the northeast corner of intersection, 3) the lot adjacent to the Conoco Station, 4) the lot north of the Conoco Station, and 5) south of the Holiday Inn Express on Seltice. Mr. Griswold noted that the 2005 Nygard study identified a possible site downtown, but this option was not pursued due to the number of street closure events held in downtown Coeur d'Alene.

The uses and special needs of the facility were also examined, both in terms of the site and building structure. The technical memorandum, currently under review by the steering committee, identified the need for a main passenger area protected from the weather for about 125 people at any given time, along with areas for quick transfers. The facility will need an area to house an operations/dispatch center, storage and janitorial rooms, a driver break/training room, restrooms, and 9 bus bays: 1 for interstate connections (Greyhound/Trailways), 7 for Citylink, and 1 for KATS. Also needed are 150 parking spaces for park & ride passengers and staff. To accommodate these needs, a minimum 2.6 acre site is necessary. If the site were to include Citylink's desire for a light maintenance facility as well, a minimum of 3 acres would be needed.

Based on a preliminary review of the aforementioned sites, the top 3 locations are Riverstone, Appleway/Lee Court, and Ramsey, north of the Conoco Station. Mr. Griswold added that a more detailed analysis and preliminary site plans are forthcoming.

Mr. Clay Larkin asked whether surveillance cameras for the site were considered. Mr. Griswold stated that the site is very visible with good lighting and on-site staff, thus cameras may not be needed. Mr. Larkin asked whether 3 acres were available at the number one location; Mr. Griswold stated that it was. Concern was expressed with regard to the amount of parking available. Mr. Griswold reported that the buses are not stored at the facility and bus drivers would be parking at a separate location where the buses are picked up.

Mr. Glenn Miles stated that this update was being provided because the Federal Transit Administration (FTA) has indicated that in order to access the ARRA funds for construction of the Transit Center, a preferred site will need to be selected by the Board. He added that a follow-up will be provided after the steering committee meeting, the release of the technical memo, and a public workshop/open house is held. The Board will be asked at the July 2, 2009 Board meeting to select a preferred and alternate sites for the purposes of negotiating the acquisition of property. He expressed the importance of following the FTA process so that we don't fall into a non-eligible situation.

Mr. Clay Larkin asked what the Riverstone site is currently zoned at. Mr. Miles stated that the current zoning meets the site requirements and rezoning would not be necessary.

6. KCATT Recommendations – Kevin Jump

a) State Highway 97 Corridor Study

Mr. Kevin Jump reported that the State Highway 97 Corridor Study, which was prepared by Ruen-Yeager & Associates, received a favorable recommendation at the last KCATT meeting. Only one comment was received by Mayor Prophet from the City of Harrison. She had hoped the study would've identified the east and west ferry landings, which was outside the scope of the study. And, although the plan is currently not in their comp plan, it will be taken to their planning/zoning department for review and inclusion.

Mr. James Mangan made a motion to approve the State Highway 97 Corridor Study as presented. Mr. Clay Larkin seconded the motion, which was unanimously carried.

b) Huetter Road Corridor Study

Mr. Kevin Jump reported that the Huetter Road Corridor Study final report now includes additional environmental study documents and received a favorable recommendation at the last KCATT meeting.

Mr. James Mangan made a motion to accept the Huetter Road Corridor Study Final Report as presented. Mr. Vic Holmes seconded the motion, which was unanimously approved.

c) Call for Projects for Preliminary Development Funding

Mr. Glenn Miles reported that the federal funding that comes to the MPOs throughout the State is pooled and sub-allocated to each urbanized area based on population. He noted that the pooled fund receives approximately \$6.5 million a year and as urban areas around the state are unable to advance projects, the Urban Balancing Committee (of which he is the Chair) redirects funds towards projects that can be completed so that funding is not lost. He noted that it is a goal to have projects in a preliminary development stage in order to access these funds as they become available. The Committee has been successful in acquiring more money than what it should receive because of having projects that are ready for construction.

Mr. Miles noted that the Governor has released additional discretionary funds to the urbanized areas and the next authorization bill will occur sometime in April of next year. Currently, KMPO does not have any projects in preliminary development stage. In order to take advantage of future funding opportunities, KCATT has recommended that the Board approve a limited call for projects for all the jurisdictions and highway districts

so in order to place projects in the preliminary development stage. He requested that projects be less than \$2 million in cost and noted that approximately \$4 million is available towards preliminary engineering, environmental, etc.

Mr. Vic Holmes asked where the City of Rathdrum will land after the 2010 Census. Mr. Miles responded that he believes the City of Rathdrum will be designated as an urbanized community. He stated that a webinar is scheduled for Friday, June 12th at 10:00 am at SRTC which will reveal how the Census will define urbanized areas. He added that if a city becomes an urban area but remains outside of the designated urbanized area, it would not be available for funding via the Urban Balancing Committee but will still obtain funding via Local Highway Technical Assistance Council (LHTAC).

Mr. Al Hassell made a motion to approve a limited call for urban projects for preliminary development funding. Mr. Todd Tondee seconded the motion, which was unanimously approved.

7. Director's Report – Glenn Miles

Mr. Glenn Miles reported that the Transportation Infrastructure Committee expects to have their draft reauthorization bill released in the next few weeks. Major changes to transportation are anticipated including the reduction of 129 programs down to 12. Roads, in terms of capacity building, are being de-emphasized and alternate means of transportation are being emphasized. Climate change legislation is expected to be completed before the next transportation bill is released. Freight will be a big issue in the next authorization bill.

Mr. Miles reported that the Board earlier approved the two appropriations requests, which were discussed at the Regional Chamber Alliance visit in Washington DC April 28-30. He added that he wasn't sure which requests made the cut, but the ones Congressman Minnick submitted will be evident when the bill comes out.

KMPO staff, Bonnie Gow, has been working with local jurisdictions on their 2030 land use projections. Ms. Gow is expected to present the results to KCATT later in June. The 2030 modeling will begin in July with preliminary results to be out by August.

KMPO insurance coverage notice in the amount of \$850 was received and will commence in October. On Tuesday, June 30th, Idaho Counties Risk Management Program (ICRMP) will host a free, on-line training session to review the changes to the Idaho Open Meeting Laws. The training is available for KMPO Board members and staff and will commence at 2 pm. He added that if there is interest, a single site can be used for all to receive the training.

Mr. Miles reported that the ARRA Hanley project will be coordinated with LHTAC because when the project was submitted it was shy on construction engineering funding.

The next Urban Balancing Committee meeting is scheduled for June 25th in Boise and the status of projects will be reviewed.

He announced that ITD will do their infamous project sweep in August and if project funds are not obligated, funding will be lost.

Mr. Miles reported that an agenda item regarding a GEM Grant has been included under "Other Business."

8. Other Business

a) DEQ Rulemaking Update

DEQ representative, Mr. Mark Boyle, reported that the Rulemaking to establish the minimum requirements for a vehicle emissions testing program is out for public comment until July 14th. It is anticipated to go before the Idaho Board of Environmental Quality in October where it is expected to pass as a temporary rule until passed by the legislature. Currently, Kootenai County is not affected by the rule, and given the staffing and resource limitations at DEQ over the next few years, Mr. Boyle doesn't anticipate Kootenai County being affected in the near future. Mr. Jeff Selle emphasized that the language makes the rule specifically applicable to Ada and Canyon counties only.

b) Transportation Management Area Report – Jeff Selle

Mr. Selle reported that at the May 7, 2009 KMPO Board Meeting, the issue of growth between Spokane and Kootenai Counties came up and board members wanted to know if KMPO will qualify to merge with the Spokane County Transportation Management Area (TMA) based on the 2010 Census results. Staff was asked to research the criteria for potentially merging or combining the Metropolitan Statistical Areas (MSA) in Kootenai and Spokane counties during the 2010 decadal census and update the Board at their next meeting.

While the US Census Bureau is expected to release more relevant data at the end of the year, initial research based on statistical sampling and estimates indicate that the two-county economic region is on track to automatically become a Combined Statistical Area (CSA) as opposed to a merged MSA.

The two geographic designations are determined in different ways according to the US Office of Management and Budget's published rules for defining geographic areas in the US Census. For example, two contiguous MSAs could be merged if 25% or more of the workforce in one county is employed in the contiguous county. Under slightly different rules, two contiguous counties could automatically become a CSA if the "employment interchange measure" exceeds 25%. The CSA designation is optional if the employment interchange measure exceeds 15% but is less than 25% and the congressional delegations from both counties agree to combine.

Based on the latest estimates from the US Census Bureau (2007 data), it appears that 3% of Spokane County's workforce is employed in Kootenai County and roughly 20% of Kootenai County's workforce is employed in Spokane County. The sum of these two percentages equate to an "employment interchange measure" of 23%, which is just two percentage points away from becoming an automatic CSA. Mr. Selle emphasized that these are just estimates. He added that in 2008, the US Census collected more detailed information that could be much more relevant to this issue, but that it will not be tabulated and published until the end of this year.

As to whether the TMA in Spokane County would be expanded or merged to include Kootenai County in the next Census, Mr. Selle concluded that it does not appear that it will. In order to merge the TMA, the Spokane and Kootenai county MSAs would have to be merged. While 20% of Kootenai County's workforce was estimated to be working in Spokane County in 2007, it looks like an additional 3,500 people in the existing workforce of 62,000 people would have to shift employment from Kootenai County to Spokane County by 2010 to accomplish the 25% threshold. If the workforce expands in Kootenai County, the number of residents working in Spokane County would have to increase to maintain the 25% threshold, which is highly unlikely.

Mr. Selle asked Mr. Larkin if Post Falls has a facility to connect to the aforementioned webinar regarding the Census Bureau's planning for urbanized areas scheduled for June 12th. Mr. Larkin stated that they do have such a facility. Mr. Selle stated that he would coordinate this webinar for KMPO. He noted that that several speakers from the Census Bureau's Geography Division will talk about what is being planned along with staff from FHWA who will bring the transportation perspective. The session is targeted to individuals with transportation planning responsibilities that need to understand the plans and processes under consideration that will be used to define urbanized areas.

Mr. Miles added that a TMA designation in Idaho has its privileges, mainly guaranteed funding. He noted that the largest funding competitors for KMPO are Ada and Canyon counties.

Mr. Selle stated that with regard to the combined statistical area designation, there is a voluntary component whereby adjoining economic regions can voluntarily combine their statistics; however, he has not heard that they can be voluntarily merged. He stated that he will update the Board as additional information becomes available.

c) New Agenda Item: Gem Community Grant to Complete Phase One of the Inland Pacific Hub Transportation Study

Mr. Jeff Selle reported that the Inland Pacific Hub is nearing the completion of the first phase of a feasibility analysis to determine what it would take to build out an International Trade Gateway in the Inland Northwest region. At the beginning of the study concept, an interim committee was formed to raise money at the state and federal levels to conduct the study. It was estimated that the committee would need to raise \$1 million to complete the project. The goal of the group was to raise \$250,000 from the

State of Washington; \$250,000 from the State of Idaho and \$500,000 from the federal government – half of which would be raised by the Idaho Congressional delegation and the other half from the Washington Congressional delegation.

To date, Washington State has appropriated \$250,000 of state money, and the Washington Congressional delegation has appropriated \$245,000 of federal money to the project. That money has been obligated to Phase One of the study and is nearly spent.

The Idaho Congressional delegation appropriated \$237,000 federal money for this project in the FY 2009 budget, and late last year the State of Idaho awarded a \$50,000 Gem Community Grant to the City of Bonners Ferry to contribute to the Inland Pacific Hub project. None of that money is obligated yet and therefore has not been spent. (There are efforts underway to secure about \$250,000 to \$300,000 more in Idaho State grant dollars this year).

Completion of Phase One is expected at the end of August, but the Washington State Department of Transportation -- which is managing Phase One of the study -- is still \$37,700 short of paying for the final task in the scope of work.

It is the recommendation of the Inland Pacific Hub Advisory Committee to ask KMPO to approve and contract with WSDOT to pass through the \$37,700 of the Gem Community Grant to complete the first phase of the study without further delay.

Mr. Clay Larkin made a motion to execute a contract with the Washington State Department of Transportation (WSDOT) in order to pass through the \$37,300 of the Gem Community Grant awarded to the City of Bonners Ferry needed to complete Phase One of the Inland Pacific Hub Transportation Study. Mr. Todd Tondee seconded the motion, which was unanimously approved.

9. Board Member Items

Mr. Todd Tondee with Kootenai County stated that Mr. Rick Currie could not attend today's meeting and he was Mr. Currie's replacement.

Mr. Damon Allen provided a handout entitled, Transportation Funding Plan, which outlined additional revenue's generated by the recent legislative session. He reported that for fiscal year 2010, an additional \$28.2 million was generated of which \$2.9 million will go to locals. For fiscal year 2011, an additional \$57.2 million will be generated of which \$5.1 million will go to locals. A question was asked as to how the shifted funds would be made up. Mr. Jeff Selle stated that as part of the shift in funding, a provision required that a commission be established to recommend new revenue sources for ISP and for the Parks Department. A second commission was established to come up with sustainable funding for IDT. Both commissions will report to the legislature for action in December 2009.

Mr. Vic Holmes commented on behalf of rural jurisdictions stating that it was hard to overlook the ranking for Kootenai County in transportation stimulus bill that LHTAC published, noting that Kootenai County was in the bottom five. Mr. Miles deferred the comment to Mr. Dick Edinger with the East Side Highway District who was in the audience, stating that he is a member of the Council.

10. Adjournment.

There being no further business before the Kootenai Metropolitan Planning Organization Policy Board, the regular meeting was adjourned at 3:08 pm.

Donna Lively
Recording Secretary