



City of Coeur d' Alene
City of Post Falls
City of Hayden
City of Rathdrum
Coeur d' Alene Tribe
East Side Highway District
Idaho Transportation Department
Kootenai County, Idaho
Lakes Highway District
Post Falls Highway District
Worley Highway District

Cooperatively Developing a Transportation System for all of Kootenai County, Idaho

**KMPO Board Meeting
August 5, 2010 1:30 pm**

Post Falls City Council Chambers, Post Falls City Hall, 1st Floor
408 N. Spokane Street, Post Falls, Idaho

AGENDA

- 1. Call to Order – Jimmie Dorsey, Chair**
- 2. Approval of July 2010 Minutes**
- 3. Public Comments**
- 4. KCATT Recap**
- 5. Administrative Matters – Glenn Miles**
 - a. KMPO General June 2010 Expenses & Financial Report
 - b. Section 5307 Fund Transfers – Discussion
 - c. 2010 Traffic Count Program – Discussion
 - d. 2010-2011 TIP Amendment for Programmed Projects
- 6. Public Transportation**
 - a. Citylink Status Report – Alan Eirls
 - b. KATS Status Report – Helen Stephens
 - c. ARRA Public Transportation Projects Update – John Austin
 - d. Public Transportation Roundtable Update – Pearl Bouchard
 - e. Financial Report – John Austin
 - f. Mobility Manager's Report – Clif Warren
- 7. Director's Report – Glenn Miles**
- 8. Other Business**
 - a. 2010 KMPO Metropolitan Transportation Plan (MTP) – Draft
- 9. Board Member Items**

ADJOURN Regular Session

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MEETING MINUTES

Kootenai Metropolitan Planning Organization
Policy Board Meeting
August 5, 2010
Post Falls City Council Chambers, City Hall, First Floor
Post Falls, Idaho

Board Members in Attendance:

Jimmie Dorsey, Chair	East Side Highway District
Clay Larkin, Vice Chair	City of Post Falls
Al Hassell	City of Coeur d'Alene
James Mangan	Worley Highway District
Vic Holmes	City of Rathdrum
Lynn Humphreys	Post Falls Highway District
Marv Lekstrum	Lakes Highway District
Todd Tondee	Kootenai County
Andrea Storjohann (Damon Allen)	Idaho Transportation Department

Board Members Absent:

Richard Panabaker	City of Hayden
Norma Peone	Coeur d'Alene Tribe

Staff Present:

Glenn Miles, Executive Director
Bonnie Gow, Transportation Planner II
Donna Lively, Administrative Secretary

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 July Meeting Minutes.

Mr. James Mangan made a motion to approve the July 1, 2010 KMPO Board Meeting Minutes. Mr. Al Hassell seconded the motion, which was unanimously approved.

3. Public Comments – There were no comments given.

4. KCATT Recap.

Mr. Miles stated that there were no KCATT recommendations from the July 27, 2010 KCATT meeting.

5. Administrative Matters – Glenn Miles

a. KMPO General June 2010 Expenses & Financial Report

Mr. Miles reported that KMPO is within their projected budget. Also, Idaho Co. Risk Management Program (ICRMP) will be providing their annual notification of insurance rates within the next 30 days.

Mr. Lynn Humphreys made a motion to approve the KMPO Voucher payments for June 2010 in the amount of \$28,100.03. The motion was seconded by Mr. Vic Holmes and unanimously approved.

b. Section 5307 Fund Transfers – Discussion

Mr. Glenn Miles reported that ITD has informed KMPO that the transfer of Section 5307 Federal Transit Administration (FTA) funds has been initiated. The funds, amounting to \$570,000, will go towards the transit center. Mr. Todd Tondee asked for clarification as to whether the funds will require a local match. Mr. Miles responded stating that a 7.34% local match is required.

Mr. Vic Holmes asked whether the letter recently received by the City of Rathdrum was in response to the match requirement. Mr. Tondee stated that the letter, which was sent to several jurisdictions, was to request contributions toward this match as well as for another grant. It was noted that this issue will be addressed later in the meeting.

c. 2010 Traffic Count Program – Discussion

Mr. Miles stated that KMPO staff is working with local jurisdictions and is in the process of acquiring traffic counters and get them procured due to federal funding requirements. It is anticipated that the counters will be secured by mid September.

d. 2010-2011 TIP Amendment for Programmed Projects

Mr. Miles reported that the Urban Balancing Committee's recommended KMPO STP projects have been approved for inclusion in the 5 year STIP (the Idaho 2011-2015 Transportation Improvement Program) and is out for public review. Many of these projects have been submitted for preliminary development funding. Approximately \$6 million worth of projects have been programmed over the next 5 years.

6. Public Transportation

a. Citylink Status Report – Alan Eirls

Mr. Alan Eirls reported that 3 Citylink buses broke down last month. The #57 will not be replaced since it has over 600,000 miles and requires a new engine and transmission. Ridership for July was over 50,000 – the largest month so far with the C route hosting

the most passengers. Several events, such as the fireworks, triathlon, and street fairs contributed to this increase.

Mr. Eirls was asked whether Citylink intends to increase the number of buses that service the C route. He responded that although additional buses have been procured, this downtown route cannot accommodate the larger buses. Mr. Tondee stated that one of the buses procured was turned back due to the cost of operating an additional route. The funds will instead be used to outfit the other buses with bicycle racks and other amenities.

b. KATS Status Report – Helen Stephens

Mr. Clif Warren stated that Ms. Stephens could not attend the meeting and asked him to provide the KCATS report. It was noted that ridership for the month was down in every category; the only possible explanation being the warm weather.

c. ARRA Public Transportation Projects Update – John Austin

Mr. Austin reported that 6 of the smaller, 16 passenger buses have been received; the 7 larger buses are forthcoming. It was asked whether the bike racks will increase capacity; it was noted that it was dependent upon the manufacturer.

d. Public Transportation Roundtable Update – Pearl Bouchard

Mr. Austin stated that he would provide the Public Transportation Roundtable update for Ms. Bouchard. The group met last week; Mr. Ryan Stewart provided an update on the establishment of a Regional Public Transportation Authority (RPTA). The transit center acquisition and ARRA funds were also discussed. The Coeur d'Alene Tribe noted that the cost of operating Citylink was \$2.3 million in 2009. The Tribe has contributed over \$700,000 towards Citylink, well over the \$400,000 federal government requirement that the tribe invest toward matching funds.

e. Financial Report – John Austin

Mr. Austin reported that jurisdictions were asked to contribute towards the cost of the local match required for several grants, including the transit center. Mr. Miles stated that documented overmatched funds, such as what the Coeur d'Alene Tribe has contributed towards Citylink, can be used towards other capital grant programs. Also, there needs to be a distinction between the commitment to obligate the funds and when the monies are needed. The County, as the grant recipient, must verify that they are good for the local match. Once the expense is incurred, it is submitted for reimbursement and the cost of the grant is subtracted from that; the draw down is when the funds are spent. The timing and sequence of the draw down is over several years and the County wants to ensure that the local match will be available.

After much discussion, however, it was noted that jurisdictions are past their fiscal budget process and would not be able to contribute towards the match until after the fiscal cycle. Mr. Holmes stated that the City of Rathdrum currently contributes more than its share towards public transportation given the lack of service provided to Rathdrum. Mr. Austin stated that providers are currently looking to maximize KATS to provide additional services to the City of Rathdrum.

Mr. Larkin asked when the match needs were known to which Mr. Austin replied that the amount of local match funds needed to secure the grants was known approximately 30 to 45 days ago. Mr. Larkin noted that this is a fair warning for jurisdictions to include the match funds in their next budget cycle. Mr. Austin stated that other funding partners would be researched and considered. It was noted that the County's contribution, as the grant administrator, consists of staff and resources in the administration of the grants.

Board members asked for a fixed match figure or planning document that can be used in their next budget cycle, however, Mr. Austin stated that the amount could change since the match request is for current grants. Mr. Miles emphasized the importance of focusing on securing the property for the proposed transit center. Once obtained, the region has up to 10 years to execute the actual construction of the transit center under federal regulations. A planning document prior to the appraisal, negotiations, and site acquisition could jeopardize the process.

Mr. Miles stated that students constitute 30% of Citylink ridership. He suggested that the North Idaho College and the educational corridor be considered in the funding partnership.

f. Mobility Manager's Report – Clif Warren

Mr. Warren reported that he is in the process of updating the IWAY Plan with regard to the various funding sources. He met with Mr. Miles to discuss the IMAP, IWAY and KMPO processes and they concluded that since KMPO has just completed updating their Metropolitan Transportation Plan for Kootenai County, Mr. Warren would work with Benewah, Bonner, and Shoshone Counties to update their IWAY Plan.

ITD reported that Idaho public transportation ridership was up 11% over last year with Citylink leading the way.

7. Director's Report – Glenn Miles

Mr. Miles reported that the ITD Board will be in Coeur d'Alene August 18 and 19. The Urban Balancing Committee will meet in Boise on August 26 as part of the end-of-the-year program. Mr. Craig Wilcox has requested to be included on next month's Board agenda to request payment from the bus bench program in order to complete work that is currently underway. Also, the House has introduced a bill in Congress that would rescind any unobligated funds from SAFETEA-LU in order to help balance the budget.

The \$5 million set aside for the BNSF corridor for the Bridging the Valley Project is at risk of being lost.

8. Other Business

a. 2010 KMPO Metropolitan Transportation Plan (MTP) – Draft

Mr. Miles introduced Bonnie Gow, the KMPO staff member who is working on updating the 2010 KMPO MTP. A draft copy was provided to KCATT at their July meeting for review and comments. The Draft MTP will be presented to the KMPO Board for review in September. Following a public comment period, It is anticipated that KCATT will recommend final Board approval of the 2010 KMPO MTP Final Draft at the Board's December meeting.

9. Board Member Items

Ms. Andrea Storjohann reported that the Idaho Transportation Board will be in Coeur d'Alene on August 18-19. ITD District 1 will tour Bonner County with the Board on August 18 and the ITD Board meeting will be held on August 19 at District 1 Headquarters. Those wishing to be included on the agenda should contact Ms. Sue Higgins, the ITD Board Secretary.

Mr. Clay Larkin reported that Post Falls has applied for a \$25 million TIGER grant for their Greensferry project. He noted that ITD District 1 was asked to provide a support letter on behalf of the project but declined due to their request for TIGER grant funding. Mr. Dorsey asked what the status of the Beck Road project was, to which Mr. Larkin responded that it was a "work in progress."

Mr. James Mangan asked Mr. Miles for clarification on the expense recap provided earlier. He noted that the Board is $\frac{3}{4}$ through its fiscal year and 85% through its budget. He asked how this disparity will be handled. Mr. Miles responded stating that greater expenses incurred earlier in the year and that not all payments that have been billed for have been received.

10. Adjournment.

There being no further business before the Kootenai Metropolitan Planning Organization Policy Board, the regular meeting was adjourned at 2:26 pm.

Donna Lively, Recording Secretary