



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

December 2, 2010 1:30 pm

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

REVISED AGENDA

- 1. Call to Order – Jimmie Dorsey, Chair**
- 2. Approval of November 2010 Minutes**
- 3. Public Comments**
- 4. KCATT Recap & Recommendations**
 - a. 2010 KMPO Metropolitan Transportation Plan (MTP) Adoption
 - b. FY 2011 – 2015 TIP Amendment 1
- 5. Administrative Matters – Glenn Miles**
 - a. KMPO General October 2010 Expenses & Financial Report
 - b. 2011 KMPO Board Meeting Dates & Location
 - c. Election of 2011 Board Officers
- 6. Public Transportation**
 - a. Citylink Status Report – Alan Eirls
 - b. KATS Status Report – Helen Stephens
 - c. KMC Status Report – Toby Ruhs
 - d. Financial Report – John Austin
 - e. Mobility Manager's Report – Clif Warren
- 7. Director's Report – Glenn Miles**
- 8. Other Business**
 - a. Inland Pacific Hub Update – Ryan Stewart
 - b. Support Letter for STP-Rural funding of Rathdrum's Lancaster Road Project
- 9. Board Member Items**

ADJOURN Regular Session

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KOOTENAI METROPOLITAN PLANNING ORGANIZATION

221 W. First Avenue, Suite 310 Spokane, WA 99201
1-800-698-1927 fax: 1-509-343-6400 website: kmpo.net

MEETING MINUTES

Kootenai Metropolitan Planning Organization
Policy Board Meeting
December 2, 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
Damon Allen	Idaho Transportation Department

Board Members Absent:

Richard Panabaker	City of Hayden
Representative	Coeur d'Alene Tribe

Staff Present:

Glenn Miles, Executive Director
Ryan Stewart, Senior Transportation Planner
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 1:31 pm.

2. Approval of November Meeting Minutes.

Mr. Al Hassell made a motion to approve the November 4, 2010 KMPO Board Meeting Minutes. Mr. Lynn Humphreys seconded the motion, which was unanimously approved.

3. Public Comments – There were no public comments.

4. KCATT Recap & Recommendations.

a. 2010 KMPO Metropolitan Transportation Plan (MTP) Adoption

KCATT Chairman, Mr. Kevin Jump, reported that at their November 23rd meeting, KCATT voted unanimously to recommend KMPO Board adoption of the 2010 KMPO Metropolitan Transportation Plan (MTP).

Mr. Miles added that on behalf of staff, it was a pleasure to work with jurisdictions in updating the plan. He stated that the jurisdictions did a great job and he appreciated KCATT taking the time to review the document.

Mr. Hassell asked how often the document must be updated. Mr. Miles responded that the document can be updated annually to keep the content current, or every four (4) years as statutorily required. He discouraged the latter, noting that with the forthcoming Census data the model and forecast will need to be updated and suggested performing a minor update at that time. Mr. Miles stated that the document is the foundation for receiving federal aid funds and for an MPO's ability to program these funds. He noted that the MPO in Idaho Falls recently allowed their MTP to lapse, which precluded Federal Highways of awarding funds towards a \$4 million ITD project. They are now trying to expedite the adoption of their MTP by April.

Mr. Miles stated that the first information from the 2010 Census is expected by April 2011, while the 2010 Census Transportation Planning Package is due out in 2012. Consequently, a full update of the MTP is anticipated in 2013.

Mr. Al Hassell made a motion to adopt the 2010 KMPO Metropolitan Transportation Plan. Mr. Vic Holmes seconded the motion, which was unanimously carried.

Mr. Dorsey commended Ms. Bonnie Gow for her efforts in updating the document.

b. FY 2011 – 2015 TIP Amendment 1

Mr. Kevin Jump reported that KCATT also gave a favorable recommendation for KMPO Board approval of the first amendment to the recently adopted Transportation Improvement Program.

Mr. Lynn Humphreys made a motion to approve the FY 2011 – 2015 Transportation Improvement Program Amendment #1. Mr. James Mangan seconded the motion, which was unanimously carried.

5. Administrative Matters – Glenn Miles

Mr. Todd Tondee arrived at 1:38 p.m.

a. KMPO General October 2010 Expenses & Financial Report

Mr. Miles reported that the October 2010 Expenses included travel by Ms. Staci Lehman, KMPO Public Education/Information Coordinator, to Boise. Ms. Lehman was

invited by the American Planning Association to discuss public involvement and social media; members from other Idaho MPOs and jurisdictions attended the event.

Mr. Lynn Humphreys made a motion approve the KMPO Vouchers payment for October 2010 in the amount of \$16,708.24. The motion was seconded by Mr. James Mangan and unanimously carried.

b. 2011 KMPO Board Meeting Dates & Location

Mr. Miles noted that no changes are expected to the KMPO Board and KCATT meeting locations for 2011. Mr. Dorsey inquired as to whether staff has heard from the Coeur d'Alene Tribe regarding changing the KMPO Board meeting dates to accommodate the Tribe's participation on the Board. Mr. Miles stated that the Tribe has not responded.

Mr. Al Hassell made a motion to approve the KMPO Board meeting dates and location for 2011. Mr. Marv Lekstrum seconded the motion, which was unanimously approved.

c. Election of 2011 Board Officers

Mr. James Mangan stated that the KMPO has operated in an effective manner with excellent results given its present officers.

Mr. James Mangan made a motion that the present officers, Chairman Jimmie Dorsey and Vice-Chairman Clay Larkin, continue to remain in office for 2011. Mr. Al Hassell seconded the motion.

Mr. Larkin was asked if he was comfortable with the motion, to which he responded that he was. He thanked Mr. Mangan for the nomination and commended Mr. Dorsey on his efforts as Chair. Mr. Dorsey thanked the Board for their support.

A vote was taken on the motion and the motion passed unanimously.

6. Public Transportation

a. Citylink Status Report – Alan Eirls

This agenda item was postponed until the arrival of Mr. Alan Eirls who was delayed due to poor road conditions.

b. KATS Status Report – Helen Stephens

Mr. John Austin provided the KATS report on behalf of Ms. Stephens who was ill. He stated that KATS ridership is comparable to last year. KATS is looking into the possibility of changing some demand response work to include fixed routes. Mr. Austin was asked whether equipment was performing well, to which he affirmed it was.

c. KMC Status Report – Toby Ruhs

Mr. Toby Ruhs distributed a ridership report on Kootenai Medical Center's Transportation System. He noted that this is his first time providing this report and apologized for not having more detailed information. He ensured the Board that future reports would include past history information. He reported that ridership has increased 30% since the acquisition of the new buses. He noted that KMC is making their way to Rathdrum and will include this data in future reports.

Mr. Ruhs noted that the hospital acquired several vans for employee van pools. He reported that one of the vans parks at the Pleasant View Park and Ride and that on two occasions gas was siphoned from the van. He noted that hospital employees also park there and inquired whether the Park and Ride could be monitored. Mr. Miles responded that with the deployment of ITD's Intelligent Transportation System, there may be an opportunity for a camera installation at the Park and Ride location.

d. Financial Report – John Austin

Mr. John Austin reported that the County received the final four large buses. The County Commissioners inspected the buses and all 13 buses comprise \$1.3 million in assets. He reviewed the funding formula to replace the fleet that was previously provided to the Board.

He reported that the County has hired an engineering firm to review the NEPA study that is required by Federal Transit Administration (FTA) for the Transit Center Location. A budget outlining the entire cost of the Transit Center is forthcoming.

Mr. Tondee noted that the current bus lifetime is 10 years or 350,000 miles and asked Mr. Austin how long the current buses have lasted. Mr. Austin responded that the average Citylink bus accrues 100,000 miles annually, which is why many of the buses have 500,000 miles on them. He anticipates that the buses will need to be replaced in 5 years at a cost of just under \$150,000 each; an inflation factor was incorporated into the funding formula.

e. Mobility Manager's Report – Clif Warren

Mr. Warren reported that the draft Local Mobility Management 1B Mobility Plan covering Kootenai, Shoshone, and Benewah Counties was out for review. He noted that the draft plan was unacceptable, specifically with regard to the restoration and expansion of the original strategies and the correct description of the coordination effort of the I-Way Plan with the planning being done by the KMPO.

Mr. Warren reported that the Public Transportation Roundtable subcommittee will meet on December 13th to continue looking at possible sources of local revenue for the Citylink system.

7. Director's Report – Glenn Miles

Mr. Miles reported that he and Mr. Damon Allen attended the ITD Board meeting to discuss the Bridging the Valley (BTV) earmark. The ITD Board concurred with the KMPO Board recommendations on the Pleasant View Grade Separation/Interchange project and the Rathdrum 41-53 Bridge project. \$2.2 million will go towards the Pleasant View project and the remaining funds will be applied towards the Rathdrum Bridge project, which will ensure construction 2 years earlier than originally planned and to future design standards.

Mr. Miles also reported that the Urban Balancing Committee secured \$150,000 towards the City of Coeur d'Alene's reported shortfall on the right-of-way acquisition phase of their Government Way project from Dalton to Hanley.

Mr. Miles informed the Board that the Urban Balancing Committee was established primarily by an ITD Board resolution that allows the State's MPOs to manage a pool of Surface Transportation Funds (STP) for urbanized areas. Based on a previous US Census, Boise became a Transportation Management Area (TMA) and is no longer a recipient of the pooled STP funds but instead receives a direct appropriation. Likewise, as a result of the 2010 Census, Kootenai County can anticipate a direct appropriation of a substantially larger amount of STP funds than what would have been allocated from the pooled funds. He noted that the anticipated direct appropriation amounts to Boise and Kootenai County will exceed the amount of STP funds that the ITD Board intended to give to all the MPOs.

Also affected are the Section 5307 Federal Transit Administration funds, which will become a direct appropriation to Kootenai County as a TMA. These funds were formally derived from the Governor's Discretionary funds. The Urban Balancing Committee is continuing discussions on the impact Kootenai County's TMA designation will have on the MPO funding process.

As noted in an earlier Board meeting, staff is coordinating a joint KMPO/SRTC Board meeting for February 2011. Mr. Miles stated that staff is working to secure guest speakers representing Federal Highways, Federal Transit, and the Bureau of the Census to give their perspective on what will result from the Census and how the TMA designation will affect the bi-state relationship. Mr. Tondee asked whether each MPO will receive a direct apportionment, or whether the joint TMA will receive it. Mr. Miles responded that to his understanding, both Spokane and Kootenai Counties will receive direct apportionments; he used the Portland, Oregon and Vancouver, Washington TMA as an example. He stated that the bigger discussion will be what KMPO's relationship will be to the ITD Board.

Mr. Miles reported that Senator Jim Hammond has been selected as the Chair of the Senate Transportation Committee and will be in a good position to assist Kootenai County.

Board Chair, Mr. Jimmie Dorsey, gave the floor to Mr. Alan Eirls, who had recently arrived, to provide the Citylink update listed under agenda item 6.a.

Mr. Eirls reported that overall, ridership for the month of November was up from last year and all proceeding years, but significantly down from last month. He noted that ridership from patrons using wheelchairs was down, perhaps due to the inclement weather.

Mr. Eirls brought with him Citylink's FTA Leadership award for Board review.

Mr. Eirls was asked whether routes were affected by the snow, to which he responded that the number of runs on some routes were reduced. He noted that currently, Citylink has no snow routes. Mr. Miles asked whether local jurisdictions have coordinated with Citylink on designating priority plowing for transit routes. Alternate routes along main arterials during heavy snows were also suggested. Mr. Eirls stated that Citylink will be proactive in considering options. Mr. Dorsey asked how Spokane Transit Authority gets the word out on route changes during inclement weather. It was noted that STA uses banner scripts on television stations altering the public on route changes. Mr. Miles added that STA also provides rider alerts reminding on-going patrons of potential changes. Mr. Stewart who formerly worked for STA was asked to comment on STA's alert system. He stated that STA coordinates closely with jurisdictions on snow routes. STA routes are typically along the City's main arterials. The City of Spokane's Stage I and Stage II alert process informs the public of plowing schedules and STA's rider alerts are provided via email, text message, website, and through other local media.

8. Other Business

a. Inland Pacific Hub Update – Ryan Stewart

Mr. Stewart reported that four proposals for Phase 2 of the Inland Pacific Hub (IPH) Study were received. The proposals are from CH2M Hill, HDR, Parsons Brinckerhoff and the Tioga Group. An evaluation team made up of IPH Board Members and staff will score the proposals on Monday, December 6. It is anticipated that the top two firms will be interviewed.

The purpose of the RFP is to secure a qualified firm to assist in the identification of potential transportation and economic investments. These infrastructure improvements will further enhance the development of the IPH. The overall objective is to identify and recommend actions, strategies and programs that can be implemented to strengthen the competitive position of the IPH region (both domestically and globally). The overarching goal is to integrate freight mobility, global and domestic commerce, economic development, and transportation investments.

Mr. Stewart stated that the SRTC Board at their December 9th meeting will be asked to give the Transportation Manager the authority to enter into negotiations with the preferred consultant. If a successful consultant is selected in December, the Phase 2 project is scheduled to be complete by October 2011.

The preliminary budget for the Phase 2 consultant is approximately \$350,000. To date, \$426,875 in total funding has been secured for Phase 2 and beyond. This amount includes: the remaining budget of approximately \$18,143 from Phase 1; \$130,000 which has been allocated by the Idaho Transportation Department; \$237,500 which was appropriated by the Federal Government in the 2009 Omnibus Act (H.R. 1105, Public Law 111-8); \$12,300 remaining from the Idaho State Gem Community Grant from Phase 1; and \$28,932 from SRTC/KMPO match.

The IPH Executive Committee has recommended that Scott Atkinson of Idaho Forest Group, LLC be appointed to the IPH Board. If approved, the KMPO Board will be asked to ratify the appointment at its January 2011 meeting. Currently, there are 21 Board members, 10 of which are from Idaho.

Mr. Stewart reported that an IPH Advisory Board meeting is scheduled for December 9th at 7 am at CenterPlace in Spokane Valley, Washington. An IPH Executive Committee meeting is scheduled for January 18th at 8 am at Post Falls City Hall.

b. Support Letter for STP-Rural funding of Rathdrum's Lancaster Road Project

A letter from the City of Rathdrum requesting Board support for their STP Rural funding application for their Lancaster Avenue – State Highway 41 to Huetter Road project was distributed to the Board. Mr. Lynn Humphreys noted that the City may want to revise the letter to remove a duplicate paragraph.

Mr. Marv Lekstrum made a motion to approve the City of Rathdrum's STP Rural funding request for their Lancaster Road project. Mr. Clay Larkin seconded the motion, which was unanimously carried.

9. Board Member Items

Mr. Lynn Humphreys stated that on behalf of the Post Falls Highway District, he wished to thank all those that were involved in securing funding for their Bridging the Valley project.

Mr. Larkin thanked all those working to keep the roads clear and safe. He wished all present a happy and safe holiday. Mr. Larkin added that Post Falls is working with a firm that is looking to relocate to the area and that the firm would add numerous jobs, including employing disabled veterans.

Mr. Tondee reported that the County has sent out tax notices.

10. Adjournment.

There being no further business before the Kootenai Metropolitan Planning Organization Policy Board, the regular meeting was adjourned at 2:20 pm.

Donna Lively, Recording Secretary