



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

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

**KMPO Board Meeting**

**July 7, 2011 1:30 pm**

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

**AGENDA**

- 1. Call to Order – Jimmie Dorsey, Chair**
- 2. Approval of June 2, 2011 KMPO Board Meeting Minutes**
- 3. Public Comments**
- 4. KCATT Recap & Recommendations (no June meeting)**
- 5. Administrative Matters**
  - a. May 2011 KMPO Expenditures and Monthly Financial Report
  - b. June 2011 KMPO Expenditures and Monthly Financial Report
  - c. KMPO staff position descriptions
  - d. KMPO Draft Personnel Policies
  - e. KMPO 2011 TIP Amendment – Section 5307 Modification
  - f. KMPO Board Resolution - 2011-1 Relating to Appointing A Board Designee
- 6. Public Transportation**
  - a. Citylink Status Report – Alan Eirls
  - b. KMC Status Report – Toby Ruhs
  - c. Inland Pacific Hub Update – Glenn Miles
  - d. Financial Report – Christine Fueston, Kootenai County
  - e. Mobility Manager's Report – Clif Warren
  - f. KMPO Public Transportation Plan Update – Glenn Miles
- 7. Director's Report**
- 8. Other Business**
  - a. Post Falls Access Project Update – Bonnie Gow
- 9. Board Member Items**

**ADJOURN Regular Session**

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**KOOTENAI METROPOLITAN PLANNING ORGANIZATION**

250 Northwest Blvd, Suite 209, Coeur d' Alene, ID 83814

Web site: [www.kmpo.net](http://www.kmpo.net)

## MEETING MINUTES

Kootenai Metropolitan Planning Organization  
Regular Board Meeting  
July 7, 2011  
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
Todd Tondee	Kootenai County
Marv Lekstrum	Lakes Highway District
Vic Holmes	City of Rathdrum
Richard Panabaker	City of Hayden
Jim Kackman	Coeur d'Alene Tribe
Mr. Tom Feely	Worley Highway District (Alt)

### Board Members Absent:

Lynn Humphreys	Post Falls Highway District
Damon Allen	Idaho Transportation Department Dist. 1
James Mangan	Worley Highway District

### Staff Present:

Glenn Miles	KMPO Executive Director
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### Attendees:

Donna Montgomery	Hayden Lake
Monty Montgomery	Lakes Highway District
Christa Thompson	Kootenai Medical Center
Lisa Key	David Evans Assoc. Inc.
John Pankratz	East Side Highway Dist
Kevin Howard	Worley Hwy. Dist.
Alan Eirls	Citylink
Clif Warren	CTAI

### **1. Call To Order**

The regular meeting of the Kootenai Metropolitan Planning Organization Policy Board was called to order by Chair, Jimmie Dorsey at 1:31 p.m.

### **2. Approval of the minutes**

**Mr. Al Hassel made a motion to approve the June 2, 2011 Board meeting minutes as presented. Mr. Vic Holmes seconded the motion, which passed unanimously.**

### 3. Public Comments

There were no public comments requested

### 4. KCATT Recap and Recommendations

There was no meeting of KCATT in June

### 5. Administrative Matters

a. May 2011 KMPO Expenditures and Monthly Financial Report

b. June 2011 KMPO Expenditures and Monthly Financial Report

Mr. Vic Holmes made a motion to approve the KMPO May and June Expenditures and Monthly financial Reports. The motion was seconded by Mr. Clay Larkin, and was approved unanimously.

c. KMPO Staff Position Descriptions

Mr. Miles outlined the two draft KMPO staff positions contained in the Board's packet, which included the position of Sr. Transportation Planner and Administrative Secretary. Mr. Miles indicated that once the staff position descriptions are approved by the Board, he will advertise the in order to have them filled by early August. Filling the positions will also be necessary to complete work on developing a health care benefits program and enrollment in the PERSI.

**Mr. Clay Larkin moved the position descriptions for Sr. Transportation Planner and Administrative Secretary be approved as presented to the KMPO Board. The motion was seconded by Mr. Marv Lekstrum, which was approved with Mr. Al Hassell abstaining.**

d. KMPO Draft Personnel Policies

Mr. Miles presented the Board with an initial draft of KMPO's Personnel Policies that were included in their packets for their review and comment. The intent would be to obtain the Board's concerns and direction on various aspects of the personnel policies and provide options for consideration by the Board before seeking Board approval on the document.

Mr. Tondee noted that vacation and sick leave appear to be generous and that he would like to start the discussion on considering moving from the traditional categories of sick leave and vacation leave to a paid time off approach. Mr. Miles indicated that he would do some research on the topic to see if there is a side by side comparison between the public and private sector and where these approach is being used. The Board expressed an interest in understanding the differences in the two approaches. Mr. Miles expressed to the Board he would do some research and bring the information back the KPMO Board at their August meeting.

The agenda item was carried over to the August meeting.

e. KMPO TIP Amendment – Section 5307 Modification

Ms. Christine Fueston, FTA Grant Administrator for Kootenai County provided the Board with a description of the proposed Transportation Improvement Program (TIP) being requested by Kootenai County that was included in the Board packet. Mr. Vic Holmes asked for a breakdown of the local funding indicated in the grant and whether the City of Rathdrum contribution was included in the figures presented. Ms. Fueston provided the Board with a breakdown of the contributions by local jurisdiction, indicating the City of Rathdrum's contribution was included in the calculation.

Mr. Holmes and other members of the Board expressed they are in the final stages of adopting their 2012 budget and final numbers would be needed as soon as possible. Mr. Holmes expressed some concern regarding their contribution to public transportation in that Rathdrum receives limited service and ridership has been very light.

Mr. Todd Tondee, expressed concern that it would be important to act on the amendment request in order to complete the pending grant and allow vendors to be paid for their services under their contracts. He also indicated that if funding levels should change, a subsequent amendment could address those concerns.

**Mr. Todd Tondee made a motion to approve Kootenai County's request to amend the 2011 Transportation Improvement Program as presented to the KMPO Board. Mr. Jim Kackman seconded the motion, which was approved unanimously.**

f. KMPO Board Resolution 2011-1 Appointing a Designee

Mr. Miles reviewed with the Board the history of KMPO's Joint Powers Agreement as well as the Coeur d' Alene Tribes participation on the KMPO Board and transportation planning activities. Mr. Miles reminded members the agreement to the request by the Coeur d' Alene to allow a non-elected official to represent them on the Board had a probationary period of six months to determine the commitment of the Tribe to regularly attend meetings and actively engaged in matters before the Board.

Mr. Kackman has filled the Tribes board position since January and has been actively participating in Board activities. Since the probationary period has expired, the Board was provided a copy of Resolution 2011-1 approving the Coeur d' Alene Tribe's request to allow a non-elected official to be appointed by the Coeur d' Alene Tribal Council to represent the Tribe on matters before the KMPO Board.

**Mr. Al Hassell made a motion to approve Resolution 2011-1. Mr. Clay Larkin seconded the motion, which was approved by Board with Mr. Kackman abstaining.**

## **6. Public Transportation**

### **a. Citylink Status – Alan Eirls**

Mr. Alan Eirls with Citylink provided the Board with an update on Citylink activities, ridership and vehicle challenges since the last Board meeting.

### **b. KMC Status Report – Toby Ruhs**

Ms. Christa Thompson with Kootenai Medical Center gave a report on KMC's para-transit service during the past month. She indicated the KMC's is virtually at ridership capacity with their existing scheduling software and the number of vehicles they operate.

### **c. Inland Pacific Hub Update – Glenn Miles**

Mr. Miles referenced the report provided in the Board's packet and indicated the Stage 2 phase is now in the process of identifying key programs or projects that should be further evaluated by the consultant team.

### **d. Financial Report – Christine Fueston**

Ms. Fueston provided an update on the Kootenai County's contracts and status of para-transit indicating a desire to have service restored by the end of July. Ms. Fueston also indicated to the Board there will be a meeting held by Kootenai County in association with Citylink and KMC on the County's Title VI plan and current transit operations. The meeting will be held July 25, 2011 on the lower level of the Kootenai County Administrative Office building from 4 until 6 pm.

Mr. Holmes indicated that several Board members may be attending the meeting and that KMPO should notice the meeting, in the event a quorum of the Board attends.

### **e. Rural Mobility Manager's Report – Clif Warren**

Mr. Clif Warren indicated that transit service has commenced Sandpoint and that representatives from Idaho Smart Growth were going to be in the Coeur d' Alene area on July 12<sup>th</sup> to discuss the possibility of a statewide initiative in support of local option funding for transportation.

### **f. Public Transportation Plan Update – Glenn Miles**

Mr. Miles indicated the consultant team working on the Regional Public Transportation Plan Update has been actively working to secure information to complete the first draft report. In addition, the team has been working on fielding the community survey being conducted as part of the effort to better understand the public perception and knowledge of public transportation services being provided in Kootenai County. The survey is expected to field the week of July 11<sup>th</sup> and results of the survey will be provided to the KMPO at the August Board meeting. Mr. Miles indicated the effort to ensure adequate public outreach may need additional funding provided to the consultant contract.

## **7. Director's Report**

Mr. Miles indicated that most of the administrative activities have been transferred to the KMPO office in Coeur d' Alene. We should have internet and phone service completed

by July 8, 2011. With approval by the Board of the two job descriptions, the positions will now be advertised, with the expectation of filling those positions in early August.

Mr. Miles indicated that he would be participating in the ITD Board tour in July as they will be traveling around parts of Kootenai County. He will also be participating in the Coeur d' Alene Chamber Public Policy Committee meeting on legislative priorities for transportation.

## **8. Other Business**

### **a. Post Falls Access Project Update – Bonnie Gow**

The Board was provided a memo from Ms. Bonnie Gow on KMPO activities related to the Post Falls Access Project, there were no questions from the Board on the memo..

## **9. Board Member Items**

Mr. Jim Kackman informed Board members the Tribe has received their road construction allocation and will be actively working on roads on the reservation. Mr. Kackman indicated they have also been working with the local highway districts on various projects as well. The Tribe is looking into developing a programmatic agreement with BIA on road funding they receive, in order to provide greater flexibility on the use of the transportation funds.

Mr. Larkin provided the Board with an update on the Beck Road interchange, expecting to receive word on FHWA issuing a finding of no significant impact (FONSI) by the end of July or early August. He indicated there appears to be a few right of way challenges still to address, but was hopeful the project could still be out to construction this season, since it is being constructed using private funds. Mr. Larkin also provided an update on the Post Falls Access Project, letting the Board know the Post Falls Council voted not to extend the East Post Falls Urban Renewal District, which would have provided funding in support for either an interchange or overpass at Greensferry. Mr. Larkin expressed concern about the amount of time, money and effort on the project to date, with now no clear funding available to support implementation of the project.

Mr. Vic Holmes wanted to let the Board and audience know they were invited to Rathdrum Prairie Day's and enjoy all the various activities that will be going on, which includes a heritage skills fair and a tour of the restored historic county jail.

## **10. Adjournment**

There being no other business before the KMPO Board, the Board adjourned at 2:25 p.m.

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Glenn F. Miles  
Executive Director