



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  
March 8, 2012 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 – Clay Larkin, Chair**
- 2. Approval of January 5, 2011 KMPO Board Meeting Minutes**
- 3. Public Comments**
- 4. KCATT Recap & Recommendations**
  - a. KMPO Travel Demand Model Population and Housing Projections
- 5. Administrative Matters**
  - a. January 2012 KMPO Expenditures Report
  - b. February 2012 KMPO Expenditures Report
  - c. KMPO Draft 2013 Budget Discussion
  - d. KMPO RFQ & I for Legal and Audit Services Update
  - e. ITD & KMPO Memorandum of Understanding Update
- 6. Public Transportation**
  - a. Citylink Status Report – Alan Eirls
  - b. KMC Status Report – Toby Ruhs
  - d. Kootenai County Report– Christine Fueston
  - e. Rural Mobility Manager's Report – Clif Warren
  - f. KMPO Public Transportation Plan Update
- 7. Other Business**
  - a. Travel Demand Model Update and Schedule – Bonnie Gow
- 8. Director's Report**
- 9. Board Member Comments**
- 10. Adjournment**

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## MEETING MINUTES

Kootenai Metropolitan Planning Organization  
Regular Board Meeting  
March 8, 2012  
Post Falls City Council Chambers, City Hall, First Floor  
Post Falls, Idaho

### Board Members in Attendance:

Clay Larkin, Chair	City of Post Falls
Vic Holmes, Vice Chair	City of Rathdrum
Marv Lekstrum	Lakes Highway District
Bob Miller, Alternate	Post Falls Highway District
James Mangan	Worley Highway District
Tim Timmins	City of Hayden
Jim Kackman	Coeur d'Alene Tribe
Damon Allen	Idaho Transportation Department Dist. 1
Deanna Goodlander	City of Coeur d'Alene
Todd Tondee	Kootenai County

### Board Members Absent:

Terry Sverdsten	East Side Highway District
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### Staff Present:

Glenn Miles	Executive Director
Bonnie Gow	Senior Transportation Planner
Kelly Lund	Administrative Secretary

### Attendees:

Donna Montgomery	Citizen
Monty Montgomery	Lakes Highway District
John Pankratz	East Side Highway District
Alan R. Eirls	Citylink
Mark Boyle	IDEQ
Eric Shanley	Lakes Highway District
Robert Palus	City of Post Falls
Rod Twete	Lakes Highway District
Christine Fueston	Kootenai County

## **1. Call To Order**

The regular meeting of the Kootenai Metropolitan Planning Organization Policy Board was called to order by Chair Clay Larkin at 1:30 p.m. Chair Larkin welcomed two new members to the Board, City Councilman Deanna Goodlander, City of Coeur d'Alene and Tim Timmins, City of Hayden.

## **2. Approval of the Minutes**

**Mr. Marv Lekstrum made a motion to approve the January 5, 2012 KMPO Board meeting minutes as presented. Mr. seconded the motion Vic Holmes, which passed unanimously.**

## **3. Public Comments**

There were no public comments.

## **4. KCATT Recap & Recommendations**

### **a. KMPO Travel Demand Model Population and Housing Projections**

Mr. Rob Palus, KCATT Chair, stated it was KCATT's recommendation that KMPO approve the KMPO 2010/2020/2035 Future Growth Projections included in the March 8, 2012 KMPO Board packet. Mr. Palus explained the numbers were generated by the KMPO staff and involved two workshops conducted with KCATT members. He stated the growth projections had been approved by KCATT during their January 24, 2012 meeting. At Vice Chair Vic Holmes request, Mr. Palus explained the purpose of the Kootenai County Area Transportation Team (KCATT) for the benefit of the new board members.

## **5. Administrative Matters**

### **a. January 2012 KMPO Expenditures and Monthly Financial Report**

### **b. February 2012 KMPO Expenditures and Monthly Financial Report**

Mr. Miles commented that the expenditure to Global Realty Advisors was the lease which was paid up through June and why it appears to be abnormally high.

**Vice Chair Vic Holmes made a motion to approve payment of the January and February expenditures as presented. The motion was seconded by Jim Mangan, which passed unanimously.**

### **c. KMPO Draft 2013 Budget Discussion**

At the request of the Chair and Vice Chair, Mr. Glenn Miles stated he was presenting a draft 2013 budget at the six month point, because jurisdictions are in the process of starting their budgeting process for the next fiscal year. Mr. Miles went through anticipated revenues and expenditures contained in the draft 2013 budget and as requested, provided the Board with three options for addressing the local contributions to support the organization. The Board agreed to review the options with their local jurisdictions and agencies and then discuss the options at the May Board meeting.

#### **d. KMPO RFQ & I for Legal and Audit Services Update**

Mr. Miles noted that up until this last year, the City of Coeur d'Alene had been the trustee of KMPO's funds and, for that reason, had been a part of the city's independent audit process. Now that KMPO is a standalone agency, it is now required to have its own independent audit. Mr. Miles stated that KMPO advertised in January requests for qualifications and expression of interest for legal services, as well as independent audit services for the organization.

He stated KMPO did not receive any proposals for either the independent audit or legal services during the time advertisement. Under the procurement rules, it was his understanding if no proposals were received, KMPO can request to negotiate a competitive contract with a qualified firm. He stated the City of Coeur d'Alene and the City of Post Falls both use the same firm and have provided him with their contact information. Mr. Miles stated he will bring a recommendation for an accounting firm next month.

Mr. Miles reported one proposal for qualification and expressions of interest for legal counsel was received after the notice closed. The proposal was received from Witherspoon and Kelly who have attorneys in Spokane and Coeur d'Alene. He stated they have met the qualifications which are dealing with Idaho law, as well as the Federal statutes regarding metropolitan planning organizations under Title 23 and Title 49 of U.S. Code, noting that they did have experience in working in those statutes. Mr. Miles commented that the lead person in their proposal was Stan Schwartz and said he had worked with him in the past and felt they could do a good job. Mr. Miles noted their past legal counsel did not submit a proposal and held the position that he was already their legal counsel and therefore, it was not necessary to submit a proposal.

**Based on Mr. Miles recommendation, Mr. Jim Kackman made a motion to approve a letter advising Witherspoon and Kelly that they were KMPO's new legal counsel. Mr. Jim Mangan seconded the motion, which passed unanimously.**

#### **e. ITD & KMPO Memorandum of Understanding Update**

Mr. Miles said as a metropolitan organization, KMPO receives funds through Idaho Department of Transportation from the Federal Highway Administration and Federal Transit Administration and said it was for that reason both agencies require a signed Memorandum of Understanding between KMPO and the ITD Board. He stated the Federal Highways Administration had requested an updated Memorandum of Understanding as the last memorandum was signed in 2005. The 5 MPO's in the State are working with Randy Kyrias at ITD headquarters in updating the memorandum, ensuring the statutes and references are correct. Mr. Miles added the effort has been in a holding pattern waiting for the new transportation authorization bill, which will most likely change the contents of the MOU. He expected the Senate to be voting on amendments to the next reauthorization bill and said that it should be done by next

Tuesday, and then it goes to the House side. If they pass it, he said they should have the Memorandum cleaned up and ready for their review in May or June.

## **6. Public Transportation**

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

Mr. Alan Eirls noted that it had been two months since he had given his last report. He said they had just moved in to their new facility and were in the process of getting everything put away. He reported a 7,000 passenger increase in ridership from February last year to February this year and noted the system was still flourishing.

Mr. Eirls stated Mr. Lekstrum had brought up an issue regarding a stop on Sherman Avenue which was apparently too close to a fuel pump or some type of gasoline structure. He understood that it had brought some local attention. He said it may be something they have already moved away from, but said they will look at the situation.

Mr. Eirls said they are attempting to get everything organized and will try to have an open house in the new facility in Plummer as quickly as possible.

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

In Mr. Toby Ruhs absence, Christine Fueston provided the KMC report. Ms. Fueston stated there were approximately 1,460 passengers, which closely mirrored the numbers a year ago. She noted that the numbers increase and decrease with the weather, but said with Citylink becoming Citylink Paratransit it is becoming more popular and said the KMC numbers are stabilizing. She said they are still working with their scheduling software, getting the bugs worked out and commented that it has been in about a month and said it will help with efficiencies.

### **c. Kootenai County Report – Christine Fueston**

Ms. Fueston explained the first page of her report was a summary she had provided the City of Coeur d'Alene. She commented that Coeur d' Alene staff will be taking the bike lane issue before their administrative group and believed it would be before city council in the upcoming weeks.

Ms. Fueston also provided the Citylink system annual summary for 2011. She noted the numbers were not final, but said they represent what the entire system had done and was a good summary as a whole indicating they provide a lot of transit service, some by different providers and some under different names, but all part of the system. Ms. Fueston provided the Citylink Paratransit report with February figures noting they continue to bring the cost per passenger down. She explained that in Washington State there is an annual report that provides performance information for each public transportation provider in the State. The report provides a summary of costs in 2010

dollars and indicated the average cost per passenger trip was \$33.91 and noted Spokane was at \$38.53 per passenger trip.

She felt the local providers were doing a fairly good job for being a small startup program and said she would like to get the cost closer to \$30 per passenger and expressed optimism that Kootenai County's new scheduling system would continue to improve that number. Ms. Fueston did note gas prices also impact their costs. Ms. Fueston reported she had met with the cities and Citylink at the City of Post Falls yesterday and had gone through a draft of the proposed service changes. She stated a legal notice published in the Coeur d'Alene Press this morning (March 8, 2012) for the public hearing which is scheduled for March 21 from 4 – 6 p.m. She noted that it would be held at the County Administration Building and noted that KMPO Board members were welcome to attend. Ms. Fueston hoped this would educate the community and explain why the service reduction is being done.

Ms. Fueston reviewed the map and the proposed changes for the Board and pointed out that there is a decrease in revenue service that reduces the overall operating budget by about one-half million dollars. She said the service reduction team attempted to maintain as much service as possible in higher population centers and to major destinations by looking at ridership on a stop by stop basis for each route; however, with the funding cuts, routes become shorter and cover less geographic area. She noted eligible riders who are or will be outside the service area boundary could still access the service, but each will need to get into the service area on their own where they can be picked up at a public location at an agreed upon time.

Chair Larkin thanked Ms. Fueston for all of her work and long hours. He questioned her regarding the route going to the hospital and asked if they would be able to pull into the Dirne Clinic parking lot.

Ms. Fueston stated service would not be entering onto the clinic parking lot, but said it would go by on Lakewood. She noted that as part of the service reduction analysis, they are also attempting to remain on public right of way, which reduces their potential liability and improves travel time.

Chair Larkin commented that when he learned Cabala's was being cut from the route, he had asked Ms. Fueston if the door for further communications would be open after the Beck Road Interchange was complete and noted there would be a greater demand as more businesses came to that area.

Ms. Fueston said they are not precluded from adding areas back into the system as more funding became available. She noted an origin-destination study had not been done so they do not know where the people are coming from. In some cases, Ms. Fueston said people could be walking up to a mile to get to a transit route, but noted, generally, transit patrons walk between 3 and 6 blocks. They may lose some riders, but gain others because they are adding more stops.

Ms. Fueston stated during her discussions with the cities, she noted their contributions had been static for a number of years, but the service increased. She said the Tribe has generously provided the majority of the cost for a number of years and said without them, there is a likelihood that there would not be a transit system like the one that exists today. Ms. Fueston noted when cities help transit agencies with items such as signage, installation of route boards, litter control e.g., transit agencies can use the value of time and materials as local match, so long as it is documented and can be audited. She said this provides them the ability to leverage federal funds that are available with what is called soft match. As the various agencies work cooperatively together, Ms. Fueston said they can stretch the available funds and provide a high quality service.

Mr. Todd Tondee commented that when contributing in-kind/soft match, it is important that it can be tracked, documented and can be audited. He also commented on the service on the west side of Post Falls and said it was successful in generating a lot of trips to Cabala's. He felt they may want to start partnering with businesses in the area to generate some of the local match in order to get service back out to them. He felt that was important and said it provides a better opportunity to approach them about contributing to the system.

Ms. Fueston also mentioned that as jurisdictions address impact fees, there needs to be a discussion about including transit into the analysis. Impact fees are another means to fund capital improvements to the system brought about by growth and development in the region. She also commented that many other communities that have a transit system include transit capital needs in their impact fee structure.

Chair Larkin commented that those who have impact fees would need to go back to their consultants to review the capital improvement plan and determine how much can be legally collected and what amount is defensible in court. He noted that it may be cheaper for the municipalities to just come up some extra money. Chair Larkin commended and thanked the Tribe for their financial presence since day one. He noted that they have been involved about double of what they had anticipated. He wanted to make sure the Tribe knew they were appreciated. He said he believed they all knew this day was coming.

Mr. Glenn Miles stated there were a couple of points he wanted to bring up regarding their discussions. He noted there was a lot of positive response during the meetings with jurisdictions about getting law enforcement involved in the Citylink system. They also discussed looking at organizations that had previously contributed to public transportation. Mr. Miles suggested talking to those organizations about rejoining the collaborative process and financially participating in Citylink again. He stated Ms. Fueston and the Coeur d'Alene had done a great job trying to pull Citylink service back within its financially sustainable means.

Chair Larkin noted that Ms. Fueston had mentioned that the bus seats get torn up on a regular basis and are simply replaced. Since they met yesterday, he had spoken with

Mark Jones, counselor at New Vision High School, who said if they had the materials, an air compressor and a stapler, he was confident that they would like to take on the project of recycling the bus seats. Chair Larkin noted this would save the costs of purchasing new seats and encouraged Ms. Fueston to talk with Mr. Jones. He said they may be able to help and commented they were all partners in this.

Ms. Fueston said the more they can get done locally through their partners, it leaves more money available to put service on the street. She noted they had also discussed garbage collection yesterday and said there are many things the cities are already doing to work with them. It will be a community supported system in which all the agencies have a part and said it will provide good public relations and a sense of community pride.

Chair Larkin stated it was interesting to learn of the large amount of trash that comes off the buses. As an in-kind donation, Chair Larkin asked Commissioner Mr. Tondee if the county would be willing to provide 3 or 4 small dumpsters for trash removal.

Mr. Tondee commented that he certainly could have that discussion with the solid waste department and the commissioners.

Ms. Fueston noted an FTA grant will be submitted in the upcoming month, an operating grant that is similar to last year. She is still including operating, fixed route, and capital replacement. They are also looking at taking the jump up to regular transit coaches for the higher use routes. They will be looking at that on an incremental basis.

Chair Larkin asked Ms. Fueston if she had enough copies of the proposed grant budget for everyone.

Ms. Fueston stated she did, but reiterated they were preliminary numbers and was reluctant to release the draft figures knowing they were going to change between now and the submission to FTA.

Mr. Glenn Miles stated one thing the KMPO Board already has approved and on files with the FTA is the Transportation Improvement Program (TIP) for 2012 through 2016. The TIP has the FTA Section 5307 funding identified for Kootenai County, which can be used a placeholder in the grant until the actual amount is determined.

Ms. Fueston stated it was 1.107 million.

Mr. Miles continued to say he could assure the Board that Kootenai County will need to go through an amendment process if the funding included in the TIP is different than the amount included in final grant application. Using this approach the County can get the grant submitted in a timely manner and reconcile the amounts when the final numbers are known; otherwise the TIP amendment process could take up to 60 days and delay the grant submission.



Chair Larkin asked if someone would like to make a motion for Ms. Fueston's submittal.

**Mr. Jim Mangan made a motion to approve Ms. Fueston's submittal of the 2012 FTA Section 5307 grant application using the funding amount provided in the Approved 2012 Transportation Improvement Program. The motion was seconded by Mr. Jim Kackman.**

Mr. Miles reiterated the motion just so the Board was clear; the grant would be submitted based on the amount indicated in the Transportation Improvement Program, and that the County would come back with an amendment should the funding amount need to be corrected.

**The motion passed unanimously.**

Ms. Fueston introduced Heather Keen, the Public Relations Director for the Coeur d'Alene Tribe and said she will be working with them as they move forward. Ms. Fueston informed the cities Citylink services would be moving to the revised routes and schedules by late April or May depending when they can get all the changes completed and commented that they want to do it right.

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

Mr. Glenn Miles noted Mr. Warren's report was provided in the March KMPO packet.

Chair Larkin asked everyone to review the report and contact Mr. Miles with any questions.

### **7. Other Business**

#### **a. Model Update Schedule (Tentative) & Workshops**

Ms. Bonnie Gow noted Item 4a, KCATT's recommendation that KMPO approve the KMPO 2010/2020/2035 Future Growth Projections as presented.

Chair Larkin noted the oversight and stated a motion was in order to approve Item 4a.

**Mr. Jim Mangan made a motion to approve the population and housing projections as recommended by KCATT. The motion was seconded by Mr. Vic Holmes, which passed unanimously.**

Ms. Gow reported they were continuing to update the travel demand model, working with GIS and the Idaho Department of Labor's data.

Ms. Gow said during the next workshop they will be going through Land Use Categories 1 -16 and said that future forecasts will be grown up at the rate of 2.4% Kootenai County average annual growth (compounded annually) as just approved by the board.

She explained the land use totals would be grown in the out year, with 70% of the total growth placed where it currently exists and 30% of new growth to be hand-placed by the jurisdictions for the single family dwelling units (SFDU), multi-family dwelling units (MFDU), retail and medical land uses. The workshop is scheduled for March 22, 2012 from 1 – 3 p.m. at the KMPO Executive Boardroom. She noted the information had been sent to the board and said they were welcome to attend.

Ms. Gow also noted the following workshop was scheduled for April 17, 2012 at which time they will look further into the model, lengths, functional classification for future years noting a number of proposed developer driven roads that would be classified FFC roads add network to the model. Ms. Gow said there was a lot of work ahead, but anticipated the model being completed by December. She noted there would be an interim model in 2014, as recommended by KCATT, a 2020 and 2035 future travel demand models.

During the last workshop they addressed the traffic analysis zones (TAZ). Ms. Gow noted there were approximately 298 TAZs in the model and said they looked at the trips entering and exiting each zone by connectors. She appreciated the jurisdictions participating in placing the connectors and has asked them to look at future connectors to determine where or not there would be changes and let her know by March 20<sup>th</sup>.

In response to Mr. Tondee's question regarding how the growth projections were calculated, Ms. Gow explained that it was a compounded growth average taken over the past 10 years and backed out to determine the compounded growth rate.

Mr. Miles added that taking the county wide number and growing it may provide a control total, but would not give the necessary resolution for determining the growth rate of each jurisdiction over time. He noted that each jurisdiction and highway district's growth rate was determined historically over the past 10 years is therefore more accurately portrayed.

## **8. Director's Report**

Mr. Glenn Miles stated he had met with Associated Highway Districts of Kootenai County regarding a couple of jurisdictions obtaining Certification Acceptance (CA). He explained once Certification Acceptance is obtained, the jurisdictions have the capacity to manage a project from conception through design, right-of-way, and construction allowing them to take responsibility for their project from start to finish. He also noted quality control would still go through ITD and then Federal Highway Administration. Mr. Miles said currently, projects are handed off to the ITD District or the Local Highway Technical Assistance Council (LHTAC). He said they would like to broaden that capability in Idaho under a pilot program and pointed out ITD held full Certification Acceptance while LHTAC and Ada Highway District held only partial certification. Mr. Miles stated the highway districts were very supportive and have sent a letter to the City of Coeur d'Alene encouraging them to start the CA process.

Mr. Miles stated he had been participating with the Idaho Chamber Alliance with the dry port and local options discussion and attended the annual Legislative meeting in Boise.

Mr. Miles stated that he and Damon Allen, ITD, participated in the Associated General Contractors Convention in Spokane.

Mr. Miles reported the current funding opportunity from the US Department of Transportation was Tiger 4. He stated ITD District 1 and ITD Headquarters had given KMPO permission to put together the Tiger 4 application for the Worley North Stage 2 Project, a \$7.4M project. Mr. Miles explained that Tiger 4 was a two phase application process and reported the pre-application had been accepted by the US DOT as an eligible project with no issues or concerns. He said the final application must be submitted by March 19.

Mr. Glenn Miles reported the Urban Balancing Committee met February 16 – 17. He explained the Urban Balancing Committee consisted of the 5 designated urbanized areas, Idaho Falls, Pocatello, Canyon County, Lewiston, and Coeur d'Alene. He stated the MPOs meet quarterly to go over projects that are funded through the Federal Highway Administration and review the status of their projects. Mr. Miles reported the City of Coeur d' Alene was able to secure an additional \$165,000 for the design effort on Government Way widening from Hanley to Prairie.

Mr. Miles stated he is serving on the City of Hayden's Impact Fee Committee.

Mr. Miles reported Senator Goedde put forth an amendment to the port district statutes in the State of Idaho to allow counties which have national or international trade corridors the opportunity to create a port district. He noted that during the bill print hearing, there was only one dissenting vote, which had 12 – 13 people on the committee. However, when it went to the actual bill hearing, there were only 3 positive votes. None of the issues brought up during the course of the hearing dealt with the amendment itself, but other provisions in the statute. Mr. Miles stated they will continue to work through it and believed there was support for it, but there will be a need to address at least some of the concerns that have been in the bill since it was created decades ago.

Mr. Miles reported the final Inland Pacific HUB Study report came out in January. He said concerns were expressed by both KMPO and ITD about the final report and the benefit cost analysis that was conducted. It was his hope that a revised analysis would be available the week of March 20. He noted Tim Kombrec and Senator Goedde, who had been on the Board since the outset would be leaving the Inland Pacific HUB Board. Mr. Miles said they will be looking for some business interests and community members to serve on the Board. He explained the intent of the Inland Pacific HUB was to investigate how we could use strategic transportation investments to spur and support existing economic development and also to look at new ways to attract job creation to the Inland Northwest area.

## **9. Board Member Comments**

Mr. Vic Holmes invited people to drive by the K-Tech site, noting the progress on the building and said it was scheduled to open September 2012. He commented that there were openings for 300 students and said 800 students had applied.

Mr. Jim Kackman expanded on Ms. Fueston's introduction of Heather Keen, the Public Relations Director for the Coeur d'Alene Tribe. He stated that she worked out of the Chairman's office and had been helping with the Citylink route restructuring. He stated he appreciated her being there and also thanked Mr. Eirls and Ms. Fueston for their diligent efforts on the Citylink service saying he knew it was challenging and difficult, but said he thought it was moving in the right direction.

Mr. Damon Allen commented on the Beck Interchange saying they were conducting the preliminary design review and said since it is designed build, when the preliminary design is approved, construction starts as the design finishes. He stated they were hoping to have it completed this fall. Mr. Allen also thanked Mr. Miles personally and on behalf of ITD for the outstanding job he had done on the Worley North Stage 2 Tiger 4 application. He stated it is because of Mr. Miles' diligence, network, and strategy that they are lucky to have him as a director.

Ms. Goodlander reported the City of Coeur d'Alene was digging sewer and utility lines on Government Way from Dalton to Hanley. She said they anticipate the road will be complete by September or at the very latest when weather would no longer permit paving, but said they are focusing on a September completion date. She stated the city council voted to move forward with the design of the Hanley to Prairie work and said they appreciate the support on that project.

Chair Larkin thanked everyone and commented that they were very lucky to have Mr. Miles for an executive director and noted that he was well connected and said he did not know where KMPO would be without him. He also thanked the Board for their support and attendance noting that they deal with some heavy issues. He said it has been a great experience for all the board members and commented to the new members that he was certain they would enjoy it as well. Chair Larkin thanked the audience for their attendance.

## **10. Adjournment**

**There being nothing further before the Kootenai Metropolitan Planning Organization Board, Mr. Jim Mangan made a motion to adjourn the March 8, 2012 meeting. The motion was seconded by Mr. Vic Holmes, which passed unanimously.**

**The regular meeting was adjourned at 3:02 p.m.**

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Kelly A. Lund, Recording Secretary