



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
April 12, 2012 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 – Clay Larkin, Chair**
- 2. Approval of March 8, 2012 KMPO Board Meeting Minutes**
- 3. Public Comments**
- 4. KCATT Recap & Recommendations**
- 5. Administrative Matters**
 - a. March 2012 KMPO Expenditures Report
 - b. KMPO RFQ & I for Audit Services Update
 - c. 2012 Transportation Improvement Program, Amendment #1
Veterans Transportation and Community Living Initiative (VTCLI) Funding
- 6. Public Transportation**
 - a. Citylink Status Report – Alan Eirls
 - b. KMC Status Report – Toby Ruhs
 - c. Kootenai County Report– Christine Fueston
 - d. Rural Mobility Manager's Report – Clif Warren
 - e. KMPO Public Transportation Plan Update
- 7. Other Business**
 - a. Travel Demand Model Update
- 8. Director's Report**
- 9. Board Member Comments**
- 10. Adjournment**

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MEETING MINUTES

Kootenai Metropolitan Planning Organization
Regular Board Meeting
April 12, 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
Terry Sverdsten	East Side Highway District
Todd Tondee	Kootenai County
James Mangan	Worley Highway District
Tim Timmins	City of Hayden
Jim Kackman	Coeur d'Alene Tribe
Marv Lekstrum	Lakes Highway District
Andrea Storjohann, Alternate	Idaho Transportation Department Dist. 1
Deanna Goodlander	City of Coeur d'Alene

Board Members Absent:

Lynn Humphrey	Post Falls Highway District
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Staff Present:

Glenn Miles	Executive Director
Kelly Lund	Administrative Secretary

Attendees:

Donna Montgomery	Citizen
Monty Montgomery	Lakes Highway District
Robert Palus	City of Post Falls
John Pankratz	East Side Highway District
Christine Fueston	Kootenai County
Toby Ruhs	Kootenai Medical
Eric Shanley	Lakes Highway District
Rod Twete	Lakes Highway District
Rod Mitchell	Citylink

1. Call to Order – Clay Larkin, Chair

The regular meeting of the Kootenai Metropolitan Planning Organization Policy Board was called to order by Chair Clay Larkin at 1:30 p.m.

2. Approval of the Minutes

Mr. Jim Mangan made a motion to approve the March 8, 2012 KMPO Board meeting minutes as presented. Mr. Marv Lekstrum seconded the motion.

Mr. Jim Kackman noted under item 2, Approval of the Minutes, in the second sentence, there appeared to be a missing name.

Mr. Glenn Miles stated the next line indicated Vice Chair Vic Holmes seconded the motion.

After the clarification, the motion passed unanimously.

3. Public Comments

There were no public comments.

4. KCATT Recap & Recommendations

Mr. Rob Palus, KCATT Chair, reported no recommendations this month.

5. Administrative Matters

a. March 2012 KMPO Expenditures Report

Mr. Marv Lekstrum made a motion to approve payment of the March 2012 expenditures. The motion was seconded by Mr. Vic Holmes, which passed unanimously.

b. KMPO RFQ & I for Audit Services Update

Mr. Glenn Miles reported KMPO received no responses to the advertised request for independent audit services. Noting the City of Post Falls and the City of Coeur d'Alene use Magnuson & McHugh, Mr. Miles requested permission to negotiate an agreement for the independent audit with Magnuson & McHugh.

Mr. Jim Mangan made a motion to authorize the hiring of Magnuson & McHugh. The motion was seconded by Mr. Marv Lekstrum, which passed unanimously.

c. 2012 Transportation Improvement Program, Amendment #1 Veterans Transportation and Community Living Initiative (VTCLI) Funding

Mr. Glenn Miles reported Kootenai County had received a grant, the Veterans Transportation and Community Living Initiative which was part of a larger grant put in for by the State of Idaho. He stated Kootenai County received \$275,000, \$220,000 federal dollars and \$25,000 from both Kootenai Medical Center and Kootenai County. Mr. Miles explained it would be used to acquire software and some hardware to supplement the public transportation system's ability to coordinate mobility services for veterans and their families. He said although this was an administrative amendment, it would need to be in the Transportation Improvement Program as an amendment.

Ms. Fueston stated she believed Kootenai County would be contributing \$30,000 in soft match funds.

Chair Larkin noted the correction and stated the total amount received would then equal \$275,000 as stated by Mr. Miles.

Ms. Christine Fueston explained the State of Idaho had procured Route Match, a software program which is being used across Idaho to provide a greater coordinated network to assist veterans and their families. She commented KMC and Kootenai County received the system the end of last year and were working out the bugs. Ms. Fueston stated she did not have a true cost proposal, but said it would include the licensing agreement, computers, server and mobile data devices and noted ongoing tech support was provided. She commented the annual licensing cost would be approximately \$5,000 and said it could be covered by grant funds.

Mr. Todd Tondee noted there would also be equipment going in the buses and said the program was in state funding for One Call-One Click, a service available to veterans and others.

Mr. Glenn Miles noted it was part of the 511 system.

Ms. Fueston explained it as a seamless effort for transit and transportation and said she hoped they would become more efficient enabling them to provide a greater amount of service. She noted the in-vehicle mobile data device would be used by dispatch to provide drivers routes, route changes, and updates in real time and said the device had AVL (Automatic Vehicle Location), a security measure, which allows them to know what the vehicle is doing out in the system at all times. Ms. Fueston noted the system was for everyone, but said the funding was primarily for veterans and the disabled. Ms. Fueston explained the veteran's organizations in Kootenai County had not yet been notified about the service, but said they would be doing an outreach effort with the community services for veterans and the VA services in Kootenai County and Spokane.

Mr. Todd Tondee noted they were still trying to work the bugs out of the system before moving to full implementation.

Mr. Jim Mangan made a motion to approve the 2012 Transportation Improvement Program, Amendment #1. The motion was seconded by Ms. Deanna Goodlander, which passed unanimously.

1. Public Transportation

a. Citylink Status Report – Alan Eirls

In Mr. Eirls' absence, Rod Mitchell provided the Citylink Status Report. Mr. Mitchell said they carried 3,000 riders more last month than the same month last year and commented the numbers were still increasing. He said it was a good, but quiet month.

b. KMC Status Report – Toby Ruhs

Toby Ruhs reported one of their buses had been in an accident last week and said there was only one passenger on board when a logging truck swung into the side of the bus. He noted there were no injuries and said the bus would be out of service for a couple of weeks. Mr. Ruhs reported their stats were up from last month and said they are using the Route Match software, working the bugs out and noted things were running a little smoother with the new software system.

c. Kootenai County Report– Christine Fueston

Ms. Fueston reported a busy month. She was continuing to work with Citylink on the service changes and anticipated them going into effect mid-May noting the signs had been delivered to the cities. Ms. Fueston stated they were looking at new, all color, waterproof schedules and would be saving a considerable amount per year, 5-6 cents versus 25 cents per schedule. She commented the price could not be matched locally.

Ms. Fueston reported the county had scheduled a public hearing on the service changes before the Board of County Commissioners on Tuesday, April 17 at 6:00 p.m. saying this would be the last opportunity for public comment. Due to their effort in the media, she hoped the community was aware of the possibility of the changes should it be approved by the board.

Ms. Fueston reported she had applied with the State of Idaho to FTA in order to receive fuel at a reduced matching rate. She explained fuel had been matched by the federal dollar at 50- 50%, but with this approval, a certain portion of their fuel costs (approximately \$46,000) can be matched at the capital rate of 80% federal – 20% local. She noted this would create some savings and although they would not receive any additional money, Citylink would be able to keep more service on the street. She stated their request was for \$619,000, the highest request next to Nampa, and said the feds had only given the 5 small urban areas a total \$426,837. She noted it would go through the MPOs at the Urban Balancing Committee and said she had talked with Mr. Miles who confirmed it was on their next meeting agenda scheduled Friday, April 20, 2012.

Ms. Fueston provided the service change summary, explained the summary highlights, the changes and why they were being done. She noted there were approximately 12 eligible people currently outside the ADA boundary; however, with the proposed change, the number would increase to approximately 37 eligible people who would be outside the urban service area. Ms. Fueston noted they would still be eligible to ride, but would need to get into the service area on their own. She said they were sending letters advising those impacted by the change so it is not a surprise mid-May when the changes take place. Ms. Fueston stated 14 people attended the public open house and said most understood the changes while some were against it.

Ms. Fueston stated Paratransit provided a total of 107 trips last month, up 17% since January, and have approximately 250 eligible clients listed. She noted with more

people riding their trips were becoming more efficient and said their costs per trips were just under \$30, less than \$60 round trip. Ms. Fueston commented that in the past, costs were approximately \$49.50 per trip, per passenger, or \$100 per round trip. She noted the cancellations had gone up, so they were encouraging their passengers/clients to call in their cancellations in as early as possible. Ms. Fueston noted with the Route Match mobile data device, they will be able to advise the driver en-route when a trip has been cancelled.

They are now offering Paratransit coordination through the tribe, holding each other's Paratransit clients list, so they can provide a seamless ride from Tensed and Desmet, all the way to urbanized areas. She said the coordinated network provides a good system to those who may need it.

Citylink operating costs, last month's costs, were \$88,304 bringing the year to date to \$971,196, and that is total operating costs. It does not include any vehicle procurement so they are trying to get those costs in line with the reduction in funding.

Mr. Todd Tondee said he believed this last Tuesday, the Board of County Commissioners accepted the FTA operating grant funding to help pay those costs.

Ms. Fueston stated the County was current on the Coeur d' Alene Tribe's Citylink operating payments.

d. Rural Mobility Manager's Report – Clif Warren

Mr. Warren was not present. Mr. Glenn Miles noted that Mr. Warren's report was in the packet. Mr. Miles commented Jim Deffenbaugh's term on the PTAC (Public Transportation Advisory Committee) was up and said Craig Wilcox was the new representative from this area. He noted ITD released a Contract for Services for the management of the I-WAY program, currently done by CTAI, and said the public bids were due May 31. He reported Urban Balancing Committee had been working with ITD and CTAI on their Job Access and Reverse Commute Grants and the New Freedom Grants in an attempt to make sure the small urbanized areas receive funding as well.

e. KMPO Public Transportation Plan Update

Mr. Glenn Miles stated Suzanne O'Neill, TransitPlus, Inc., has the final draft of the Public Transportation Plan Update completed. He stated there had been a two month delay while they sorted through route restructuring as a result of the reduced service alternative which was contained in the plan. He noted the update would be available on the website and said they will schedule a public meeting enabling people to review the plan. Mr. Miles said the update includes what is being done by the tribe and County and is in sync with the Public Transportation Plan because it is the basis on which Federal grant funds are made eligible. He noted it would be before the board in May and then back before the board in June for adoption.

7. Other Business

a. Travel Demand Model Update

Mr. Miles said Ms. Gow apologized for her absence noting she was on vacation. He reported she had been working with the local jurisdictions and highway districts on the placement of connectors in the model. He noted it was an arduous task, but said they were nearly done. He said Ms. Gow will be going to Portland to meet with the software firm in May to make sure the work that has been done is consistent with the Federal Highway rules. He noted the intent was to have the baseline calibrated, the baseline model up and running and then have the forecast for the future years, as requested by the Board, to them by November – December. He noted that it will be used in the next update and for projects that will be coming up in the next couple of years. He said Ms. Gow has been working really hard and doing a great job. He noted the information will go through KCATT for recommendation and then before the Board for approval.

8. Director's Report

Chair Larkin commented on the Director's Report in the packet saying he appreciated the opportunity to review it prior to the meeting.

Mr. Glenn Miles commented on the great amount of support they received on the Tiger 4 Grant that had been submitted to the US Department of Transportation. He noted the Chambers of Commerce, the jurisdictions, and a number of businesses submitted letters of support which reflects a great deal of goodwill in the community for transportation. Mr. Miles said they are working well together and supporting projects that benefit all of them regardless of the location of the project.

Mr. Miles stated the Urban Balancing committee meeting was scheduled for Friday, April 20, 2012. He commented that he was a proponent of projects being ready to go and stressed the importance of that when unexpected funds become available. Mr. Miles explained the City of Coeur d'Alene had received an STP Urban project funds for the Government Way project and noted it was \$670,000 under the engineer's estimate. He explained under the rules of engagement for federal aid funds, the area receiving the benefit of returned funds, has first opportunity to reallocate those funds to local projects. Mr. Miles noted there would be nearly \$670,000 available with some additional funds going back into the Government Way project. He noted the Miles Avenue project was not a difficult project and estimated it at \$400,000. He had contacted the City of Hayden Lake's engineer and Lakes Highway District to determine whether or not they could turn the project by August 2012. Mr. Miles noted the money must be obligated by August or, under the rules, it would go back to ITD under the "sweeping" and then to the end of the year plan where the money can be spent anywhere within the state. Mr. Miles finished by encouraging jurisdictions and highway districts to have at least one project ready to go.

9. Board Member Comments

Mr. Todd Tondee reported they had been busy and reminded everyone the Citylink public hearing was scheduled for May 17.

In response to Mr. Jim Mangan's inquiry about an update on the Transportation Reauthorization Bill in Congress, Mr. Miles explained the administration offered a bill which was summarily dismissed. He noted the Senate passed their version and said the House was asked to take it up, but at this point, will not and are coming up with their own version starting next week. He said the key issue is that the Senate version is a two year bill, not a five year bill and said the House wants a longer term bill so funding could be programed to get something done over a longer period of time. Mr. Miles commented the House is attempting to tie energy production activity to the bill to help pay for it so there is less borrowing. He thought it would happen by the end of May or the first of June and said there is probably going to be another continuing resolution until 2013 – after the presidential elections. Mr. Miles stated that he was still optimistic it would be before the end of June.

Ms. Goodlander reported the Government Way project was going well commenting Citylink had challenges getting through there and said she thought it was going to get even more complicated, but said they are making it happen.

Ms. Andrea Storjohann, ITD, added to Mr. Miles' comments saying their department is only advertising a certain number of projects. She said there were more sitting there ready until the federal funds were authorized, but were being held back due to the continuing resolution. Ms. Storjohann commented they are trickling out projects that were supposed to have been already advertised and noted there was a backlog at headquarters waiting for the money to trickle in.

Ms. Storjohann reported the Beck Road Interchange was moving along and said they were about finished with preliminary design review. She said they sent a packet to the State Tax Commission yesterday to get the developer reimbursed for the initial cost that HDR did and said it is the first draw from that money that was set up under the STARS program. Ms. Storjohann said they have started reimbursing the developer for money that has been expended and are waiting to get bonds, both payments and performance bonds, and all the right-of-way finished up and commented construction should start before long.

Chair Larkin thanked everyone for coming, saying he appreciated their presence and participation. He commented on the Beck Road Interchange saying it was a "work in progress," a boon to the west side and noted the plan to have the project completed by Thanksgiving. Chair Larkin said at the city level, they were looking at coming back for next year's legislative session to seek dry port legislation and would be asking more agencies for letters of support. He noted a dry port would help them immensely as they have been turning away businesses interested in locating on the Pleasant View corridor because there is no infrastructure in that area. Chair Larkin announced the City of Post

Falls would be giving away trees valued at approximately \$100 each this Saturday 9:00 a.m. at Q'emiln Park.

10. Adjournment

There being nothing further before the Kootenai Metropolitan Planning Organization Board, Mr. Jim Mangan made a motion to adjourn the April 12, 2012 meeting. The motion was seconded by Mr. Jim Kackman, which passed unanimously.

The regular meeting was adjourned at 2:10 p.m.

Kelly A. Lund, Recording Secretary