



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  
September 12, 2013 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 August 8, 2013 KMPO Board Meeting Minutes**
- 3. Public Comments**
- 4. KCATT Recap & Recommendations – Kelly Brownsberger KCATT Chair**
  - a. Recommendation to Accept KMPO Transportation Scenarios Report
  - b. Recommendation to Adopt 2014 Unified Planning Work Program
  - c. Recommendation to Adopt 2014-2018 Transportation Improvement Program
- 5. Administrative Matters**
  - a. August 2013 KMPO Expenditures & Financial Reports – Glenn Miles
  - b. 2012 Financial Audit Accept Report – Glenn Miles
  - c. ICRMP Reaffirm Renewal and Rejection of Full Coverage for Terrorism
  - d. 2014 Unified Planning Work Program – Recommended for Adoption
- 6. Public Transportation**
  - a. **Public Hearing on Kootenai County Proposed FTA Program of Projects**
  - b. Citylink Status Report – Alan Eirls
  - c. KMC Status Report – Toby Ruhs
  - d. Kootenai County Report – Christine Fueston
  - e. Rural Mobility Manager's Report – Susan Kiebert
- 7. Other Business**
  - a. KMPO Draft 2014-2018 Transportation Improvement Program – Recommend Approval
- 8. Director's Report** (written report included in Board packet)
- 9. Board Member Comments**
- 10. Next Meeting – October 10, 2013**
- 11. Adjournment**

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KOOTENAI METROPOLITAN PLANNING ORGANIZATION  
250 Northwest Blvd, Suite 209 Coeur d' Alene, ID 83814  
1-208-930-4164 website: www.kmpo.net

## MEETING MINUTES

Kootenai Metropolitan Planning Organization  
Regular Board Meeting  
September 12, 2013  
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
Tom Feely, Alternate	Worley Highway District
Jim Kackman	Coeur d'Alene Tribe
Rod Twete	Lakes Highway District

### Board Members Absent:

James Mangán	Worley Highway District - Excused
Tim Timmins	City of Hayden
Lynn Humphreys	Post Falls Highway District - Excused
Damon Allen	Idaho Transportation Department Dist. 1
Deanna Goodlander	City of Coeur d'Alene - Excused

### Staff Present:

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

### Attendees:

Donna Montgomery	Citizen KMPO Public Trans Roundtable
John Pankratz	East Side Highway District
Christopher DeLorto	HDR
Susan Kiebert	CTAI
Kelly Brownsberger	Post Falls Highway District
Alan Eirls	Citylink
Christine Fueston	Kootenai County

## **1. Call to Order – Clay Larkin, Chair**

The regular meeting of the Kootenai Metropolitan Planning Organization Policy Board was called to order by Chairman Clay Larkin at 1:30 p.m. Chair Larkin noted a public hearing was scheduled; anyone wishing to speak during the public hearing was asked to fill out one of the forms available at the podium and submit it to KMPO staff.

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

**Mr. Todd Tondee made a motion to approve the August 8, 2013 KMPO Board meeting minutes. Vice Chair Vic Holmes seconded the motion, which passed unanimously.**

### **3. Public Comments**

There were no public comments.

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

KCATT Chair Kelly Brownsberger noted KCATT had three recommendations before the Board.

#### **a. Recommendation to Accept KMPO Transportation Scenarios Report**

The committee recommended the Board accept the KMPO Model Scenario Workshop Report prepared by Ms. Gow.

**Vice Chair Vic Holmes made a motion to accept the KMPO Model Scenario Workshop Report as recommended by KCATT. Mr. Terry Sverdsten seconded the motion, which passed unanimously.**

#### **b. Recommendation to Adopt 2014 Unified Planning Work Program**

The committee also recommended the KMPO Board adopt the 2014 Unified Planning Work Program.

**Mr. Terry Sverdsten made a motion to adopt the 2014 Unified Planning Work Program as recommended by KCATT. Mr. Jim Kackman seconded the motion, which passed unanimously.**

#### **c. Recommendation to Adopt 2014-2018 Transportation Improvement Program**

The final recommendation made by KCATT Chair Kelly Brownsberger was the adoption of the 2014-2018 Transportation Improvement Program (TIP).

The Board deferred voting on the matter until after the public hearing was held.

### **5. Administrative Matters**

#### **a. August 2013 KMPO Expenditures & Financial Reports – Glenn Miles**

**Mr. Todd Tondee made a motion to approve the August 2013 Expenditures. Vice Chair Vic Holmes seconded the motion, which passed unanimously.**

#### **b. 2012 Financial Audit Accept Report – Glenn Miles**

Mr. Miles noted the KMPO Board had received a copy of Magnuson, McHugh and Co.'s Audit Report last month; there were no findings or recommendations.

**Vice Chair Vic Holmes made a motion to accept the 2012 Financial Audit Report. Mr. Rod Twete seconded the motion, which passed unanimously.**

**c. ICRMP Reaffirm Renewal and Rejection of Full Coverage for Terrorism**

Mr. Miles said although KMPO already had terrorism coverage under the current ICRMP policy, ICRMP was required to offer it under Federal statute. If the insurance was not rejected, the premium would be approximately \$5,500; the coverage had been rejected in the past.

**Vice Chair Vic Holmes made a motion to reaffirm renewal of ICRMP insurance and moved to reject full coverage for terrorism. Mr. Todd Tondee seconded the motion, which passed unanimously**

**d. 2014 Unified Planning Work Program – Recommended for Adoption**

Mr. Miles noted the Program had been adopted upon KCATT's recommendation under Agenda item 4.b.

**6. Public Transportation**

**a. Public Hearing on Kootenai County Proposed FTA Program of Projects**

Chair Clay Larkin officially opened the meeting for a public hearing. Those wishing to speak were asked to submit their forms to KMPO staff.

Ms. Christine Fueston outlined Kootenai County's proposed Program of Projects and Budget of FY 2013 Federal Transit Administration (FTA) Sections 5307, 5310, and 5339 capital and operating grants; the funds support public transportation activities in the Coeur d'Alene/Post Falls area.

Section 5307 revenue and local match cover Complementary Paratransit, Fixed Route Urban Service, planning, and capital for the Riverstone Transit Center property/construction totaling \$2,381,503. Ms. Fueston noted that they did receive more funding as a result of their reporting and increase under the Census. The Tribe's \$1.4M ARRA grant is with FTA awaiting the Memorandum of Understanding (MOU) between Kootenai County and the Tribe; Mr. Kackman noted the MOU had been executed.

Section 5310 funds transportation for the elderly and disabled totaled \$191,264, includes an 80/20 match rate and is formula driven. The County intends to purchase 2 vehicles for Paratransit use with these funds.

Section 5339 funding for capital bus and facilities projects totaled \$182,931 and includes an 85/15 match rate. Ms. Fueston said in addition to the 5339 funds, the County had approximately \$236,000 set aside for vehicle procurement. Under MAP-21, they are

required to have an asset management plan. Although it is not known what the requirements will be, Ms. Fueston is working on gathering data.

Chair Larkin noted there were no questions and, upon confirming no forms had been turned in to KMPO staff, closed the staff and public portions of the hearing. The matter was turned over to the KMPO Board for deliberation.

Mr. Tondee commented that he supported the proposed FTA Program of Projects being added to the operations of the Citylink service.

There were no further comments from the Board.

**Mr. Tondee moved to accept and approve the capital operations grant for the 5307, 5310, and 5339 into the Transportation Improvement Program (TIP). Mr. Jim Kackman seconded the motion.**

Mr. Miles noted the hearing was publicly advertised in the Coeur d'Alene Press and given a 30 day public comment period in which individuals could submit comments by mail, phone or e-mail. The comment period closed yesterday, September 11; no comments were received. Mr. Miles noted a letter had been received from the Local Highway Technical Assistance Council (LHTAC) regarding 3 local highway safety projects that had been awarded, but said the projects would be "grouped projects" and would not need to be specifically identified in the TIP.

**The motion passed unanimously.**

**b. Citylink Status Report – Alan Eirls**

Overall ridership was up from last August, but down from the previous month. Mr. Eirls provided an update on the mechanical condition of some of the buses and actions being taken to resolve those issues; use of Federal Transit Administration (FTA) funds to repair the buses was discussed with Scot Rastelli of FTA. Mr. Eirls noted that they had held a meeting with Community Transportation Association of Idaho (CTAI) the beginning of September and negotiated GIS tracking devices for the buses; although the matter is still being discussed, Mr. Eirls, Ms. Fueston, and Kootenai Medical Center all agree the devices will work well for the public in tracking the buses online. Mr. Eirls said the system will eventually tie into 511.

**c. KMC Status Report – Toby Ruhs**

In Mr. Ruhs' absence, Ms. Fueston provided the Kootenai Health report and noted the service was consistently running over 1,700 riders per month. The automated scheduling system is expected to help with efficiencies. Ms. Fueston commented on the higher destinations and said Kootenai Medical is discussing the potential of adding another vehicle as they are running out of capacity.

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

Ms. Fueston reported they had just reached 1,600 riders and said the applications keep coming in. Paratransit cost is down to approximately \$25.50 per trip; costs are expected to decrease with the scheduling system. Since the service change in 2012, they are averaging approximately \$61,000 a month; however, costs increase when they are faced with repairs. They are looking into providing Citylink one of their Dodge Caravans to serve as a driver shuttle; currently, buses are being used.

Ms. Fueston is working with the Tribe on the new agreement for the Transit Center.

#### **e. Rural Mobility Manager's Report – Susan Kiebert**

Ms. Kiebert had no updates to report. The ITD Board would be visiting District 1 September 18 and 19; the Board meeting is scheduled Thursday, September 19.

Mr. Tondee said the County was attempting to get funding for the trail north to Garwood/Athol and encouraged anyone who would be attending the ITD Board meeting, and interested in the trail, to let ITD know that it is a priority for the County. Mr. Tondee noted that he would not be able to attend the meeting.

Mr. Miles explained funding for the trail program would fit under the Community Choices Program or Transportation Alternatives Program under MAP-21,

### **7. Other Business**

#### **a. KMPO Draft 2014-2018 Transportation Improvement Program – Recommend Approval**

Mr. Miles noted the draft 2014-2018 TIP had been advertised and was open for a 30 day public comment period. A page had been modified in the TIP to reflect an existing project, the Government Way Hanley to Prairie project; the project is in the existing program and a carryover from previous years. Page 18 of the TIP reflects \$158 Million worth of projects in Kootenai County between 2014 and 2018. Mr. Miles commented on the importance of the discussion and need for additional federal/state revenue for transportation. He noted the drop in funding levels (2014/\$99M, 2015/\$12.2M, 2016/\$8M, 2017/\$13M, 2018/\$3.6M) and said it did not represent new construction, but reconstruction and rehabilitation. Local jurisdictions collectively spend \$22M a year on maintenance and operations (project related programs were not included in this total).

**Mr. Jim Kackman made a motion to adopt the KMPO Transportation Improvement Program 2014-2018. Vic Chair Vic Holmes seconded the motion, which passed unanimously.**

## **8. Director's Report** (written report included in Board packet)

In coordination with Job Plus and the Coeur d'Alene Chamber, a group will be going to Edmonton, Alberta on October 28 and 29 to discuss transportation and economic development opportunities with Port Alberta and several businesses in the Edmonton area. Mr. Miles explained Port Alberta Board of Directors member, Shawn Smith visited the Coeur d'Alene/Kootenai County area last winter.

The Urban Balancing Committee held their meeting recently; there may be an opportunity to secure an additional \$600,000-\$700,000 through the Federal Transit Administration's 5339 program to assist in the construction of the Riverstone Transit Center. As of yet, ITD had not obligated the FY13 5339 funds at the statewide level; a request for those funds has been made. Idaho Falls may release 5307 funds to help support the construction of the transit center.

Mr. Miles sits on the Board of Directors for the Coalition for Americans Gateways and Trade Corridors, a group out of Washington D.C. Although there has been an effort to aim the National Freight Network at seaports and interstates that serve seaports, there has been discussion on land border crossings. The House Transportation and Infrastructure Committee asked the Coalition to prepare a paper on land border crossings; the paper is expected to be out in the next couple of weeks. While doing research, Mr. Miles learned Eastport, of all US rail corridors, was ranked 10th for the amount of rail freight in and out of US land borders and 26th in the nation for loaded cargo containers by truck. This is significant when considering the expansion at the Port of Lewiston and the amount of activity in the Dakotas. Mr. Miles said it was important that US 95 through Kootenai County and the border at Eastport get recognized as part of the National Freight System.

## **9. Board Member Comments**

Mr. Kackman said the Coeur d' Alene Tribe is getting ready to send out an offer to purchase letter on the Riverstone property for the transit center.

Vice Chair Vic Holmes introduced Rathdrum City Council member Paula Laws who will serve as a substitute in his absence.

Mr. Tondee said the Coeur d'Alene Airport had received grant awards for environmental and economic sustainability and Wildlife Hazard Assessment. They will be accepting those dollars if an agreement on the scope of work can be reached.

Mr. Sverdsten noted Jimmy Dorsey, a former Board member and East Side Highway District commissioner, was recovering and doing well after being involved in an accident. He reported on the Burma Road project saying Highway District supervisor John Pankratz was concerned about the work that still needs to be completed this operating season.

Chair Larkin reported on the Beck Road project saying the south landing was open for business and the north side up to Seltice was still a work in progress; the project is expected to be completed by November. A public open house on the Greensferry Overpass project will be held on September 26 from 4 – 6 p.m. at the Post Falls Police Department; the City is seeking public input.

**10. Next Meeting** – October 10, 2013

**11. Adjournment**

**There being nothing further before the Kootenai Metropolitan Planning Organization Board, all moved to adjourn the September 12, 2013 meeting, which passed unanimously.**

**The regular meeting was adjourned at 2:23 p.m.**

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**Recording Secretary**