



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**  
**February 13, 2014 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 – Vic Holmes, Chair**
- 2. Approval of January 9, 2014 KMPO Board Meeting Minutes**
- 3. Public Comments**
- 4. KCATT Recap & Recommendations**
  - a. No Recommendations this Month
- 5. Administrative Matters**
  - a. January 2014 KMPO Expenditures & Financial Report
- 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 – Susan Kiebert
  - e. Silver Express Bus Service Request – Charlie Gay
- 7. Other Business**
  - a. Bracke & Associates Scope of Services and Contract - Glenn Miles
  - b. 2014 Transportation Improvement Program (TIP) Amendment #1- Glenn Miles
    - i. Riverstone Transit Center – Section 5339 and Section 5307 funds
    - ii. Transportation Alternatives Program Projects (Community Choices)
  - c. ITD U.S. 95 Corridor Study Follow-Up Presentation – Don Davis
- 8. Director's Report** (written report included in Board packet)
- 9. Board Member Comments**
- 10. Next Meeting – March 13, 2014**
- 11. Adjournment**

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## MEETING MINUTES

Kootenai Metropolitan Planning Organization  
Regular Board Meeting  
February 13, 2014  
Post Falls City Council Chambers, City Hall, First Floor  
Post Falls, Idaho

### Board Members in Attendance:

Vic Holmes, Chair	City of Rathdrum
James Mangan, Vice Chair	Worley Highway District
Terry Sverdsten	East Side Highway District
Todd Tondee	Kootenai County
Linda Wilhelm	City of Post Falls
Jim Kackman	Coeur d'Alene Tribe
Lynn Humphreys	Post Falls Highway District
Rod Twete	Lakes Highway District
Damon Allen	Idaho Transportation Department Dist. 1
Dan Gookin	City of Coeur d'Alene

### Board Members Absent:

Tim Timmins	City of Hayden
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### Staff Present:

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

### Attendees:

Donna Montgomery	Citizen, KMPO Public Trans Roundtable
Charlie Gay	Shoshone County Transit
Monty Montgomery	Lakes Highway District
Barbara Babic	DCC
Susan Kiebert	CTAI
Paula Laws	City of Rathdrum
John Pankratz	East Side Highway District
Sean Hoisington	City of Hayden
Connie Kruger	City of Hayden
Alan Eirls	Citylink
Christine Fueston	Kootenai County

### **1. Call to Order – Vic Holmes, Chair**

The regular meeting of the Kootenai Metropolitan Planning Organization Policy Board was called to order by Chairman Vic Holmes at 1:30 p.m.

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

**Mr. Lynn Humphreys made a motion to approve the January 9, 2014 KMPO Board meeting minutes. Mr. Jim Mangan seconded the motion, which passed unanimously.**

### **3. Public Comments**

There were no public comments.

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

There were no recommendations this month.

#### **5. Administrative Matters**

##### **a. January 2014 KMPO Expenditures & Financial Report**

**Mr. Todd Tondee moved to approve payment of expenditures for January 2014. Ms. Linda Wilhelm seconded the motion, which passed unanimously.**

#### **6. Public Transportation**

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

Mr. Eirls noted there was an increase in ridership from last January to this January. They are applying for two grants and requested a support letter from KMPO. There were two accidents during the month of January; one was an animal strike on Hwy 95, the other involved a car rear-ending one of the buses; in both cases, there were no injuries or damage to the buses.

Mr. Miles noted there were other support letter requests and suggested they do them all at once as they were all consistent with the Public Transportation Plan adopted by the Board.

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

In Mr. Ruhs absence, Ms. Fueston provided the KMC report noting she had been working with KMC/Kootenai Health on improving ridership scheduling and pick-ups. A non-DOT accident occurred on Tuesday when a KMC vehicle hit a concrete light base while making a turn; only the vehicle sustained damage. Non-DOT drug testing was done as required.

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

Ms. Fueston reported on Paratransit noting increasing costs; upcoming reports for January and February will reflect heavy maintenance. A meeting is scheduled between Kootenai Health, First Transit and the drivers to discuss standardizing the vehicles in hopes of reducing maintenance costs since having two separate vehicle fleets has proven to be cost prohibitive. Feedback from the meetings will be taken into consideration during the next vehicle purchase.

Citylink costs have come down as the service has become more efficient; currently, costs are just under \$715,000 per year. Ms. Fueston said, compared to other agencies, it is a very cost effective service.

Ms. Fueston provided a Transit Center funding worksheet. She has been working with Mr. Miles; a STIP amendment will be presented to the Board. After transfers from other transit properties, the total funds available for the transit center are \$ 2.9 million. Including the cost of the property, design, engineering and site improvements, they are approximately \$93,500 short of funding the construction. Ms. Fueston believes it is possible to do the majority of the project with the funding that has been secured.

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

Ms. Kiebert reported Gretchen Heller resigned from Public Transportation Advisory Council (PTAC) in December; George Eskridge has taken her place. She noted PTAC has six Board members, one representative from each District in Idaho. Mr. Eskridge has proposed an amendment to have a 7<sup>th</sup> member appointed to the Council in order to eliminate the possibility of

a tie vote; in the past, Randy Kyrias, ITD Division Administrator for Transportation Performance, had been asked to vote when a tiebreaker was needed.

FTA attended the January District Coordinating Committee meeting; transportation project pre-applications are due to ITD February 24. The DCC will be reviewing full applications, the amount of funding available, and then provide ITD with their recommendations. She noted there were less funding dollars this year; the DCC will continue to look for other funding sources on behalf of the providers.

Ms. Kiebert also reported Northwest Trailways was no longer interested in the inter-city service between Moscow and Coeur d' Alene and no longer serving Sandpoint, Athol, Coeur d'Alene, Plummer or Potlatch. At this time, the route from Moscow to Coeur d'Alene is the #1 inter-city route in the state; they are aggressively looking for someone to take the route.

**e. Silver Express Bus Service Request – Charlie Gay**

Mr. Charlie Gay, representing the Shoshone County Public Transportation System, the Silver Express, gave a brief history on the bus service which is a two vehicle transit system. Previous funding was made possible through North Idaho Community Express (NICE); when NICE no longer provided service, ITD approached Shoshone County and asked them if they were interested in starting the service. The Silver Express is a fixed route bus system that runs from Kingston to Mullan three times a day with thirty-three stops in-between. Ridership is growing each month; last month, they had over 1,000 riders for the first time.

The service provides trips to Coeur d'Alene twice a week - Tuesdays and Thursdays. A nine passenger van is used as a door to door service for riders going to the Coeur d'Alene, Dalton and Hayden areas. It is on a first come first serve basis and has a waiting list every Tuesday and Thursday. They are currently going through the funding process for 2015. Their application for funding includes a plan to expand their service to the Coeur d'Alene area by adding a third day to accommodate more riders. Mr. Gay noted the funding application stated that if they operate inside an MPO, they must ask the MPO for a letter stating their application is consistent with KMPO's Public Transportation Plan.

Mr. Gay answered a number of questions from the Board including, the extent of the Silver Express service, how the riders were accommodated, and how, or if, riders utilized the Citylink services. He noted the service was a demand response service, similar to the Citylink Paratransit service, but was open to anyone and not dependent on disabilities. The funding they seek is an extension of what they had received previously and the same funding source used by Citylink.

Mr. Miles noted both the Citylink and Shoshone services are consistent with the Public Transportation Plan which provides linkages between rural and urbanized areas. He said it was important to acknowledge that an urbanized fixed route service exists within the urban area and said if Silver Express can utilize the service to help people get to where they are going he would encourage their coordination with the County/Citylink fixed route system.

Mr. Kackman noted Mr. Gay's request for Silver Express to access the same funding source the Tribe uses for its service and said the Tribe was in support of their request.

Mr. Miles recommended that KMPO provide support the letters for both applications.

**Mr. Humphreys moved to approve a letter of support for the Silver Express and noted it would not affect them in a negative way.**

**Mr. Mangan seconded the motion to support the continuing operation of the Silver Express to Coeur d'Alene.**

In response to a question from Mr. Gookin, Mr. Gay said there were no private entities offering riders service into the Coeur d'Alene area and no taxi services in the Silver Valley.

**Mr. Tondee moved to substitute the motion with a motion that the Board provide support both letters for Citylink and the Silver Express bus service. Ms. Wilhelm seconded the motion. The motion passed with nine yes votes to one no vote.**

## **7. Other Business**

### **a. Bracke & Associates Scope of Services and Contract - Glenn Miles**

Mr. Miles had commented on the Bracke & Associates scope of service and contract for the public facilitation effort discussed last month and noted that it was included in the Board packet. The draft scope of work was distributed to the parties; input was requested by February 5<sup>th</sup>. Mr. Miles noted a change in the stakeholders; the Aircraft Owners and Pilots Association was named in the scope of services as a stakeholder group, but should have been listed as the Coeur d' Alene Airport Association.

Bracke and Associates has an agreement with ITD to provide services which allows KMPO to utilize them in this process. Ms. Bracke has included an estimate; she intends on coming to Coeur d'Alene to meet with stakeholders in order to conduct one-on-one interviews prior to starting the facilitation process. Mr. Miles said the KMPO Board's authorization is needed in order to enter into and execute the contract with Bracke and Associates.

**Mr. Mangan made a motion that the Board approve of KMPO entering into a contract with Bracke and Associates for the purpose of Kootenai area land use planning. Ms. Wilhelm seconded the motion.**

In response to a question from Chair Holmes, Mr. Miles explained the Unified Work Planning Program (UPWP) adopted previously by the Board, anticipated the scope of work related to the Huetter Corridor and the Ramsey Road extension. The scope of work is an eligible expense as it is in the UPWP; the local match is derived from the dues each jurisdiction contributes to the organization.

**The motion passed unanimously.**

### **b. 2014 Transportation Improvement Program (TIP) Amendment #1- Glenn Miles**

#### **i. Riverstone Transit Center – Section 5339 and Section 5307 funds**

#### **ii. Transportation Alternatives Program Projects (Community Choices)**

Mr. Miles noted TIP Amendment #1 was all inclusive and is submitted to the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA) as a group of projects.

Table 1 reflects the Riverstone Transit Center project and shows where the funds are coming from. Mr. Miles noted that commitments for those funds have been made, but said there may be additional funds that come forward in the next six months to a year. The Amendment helps secure those funds and eliminates ambiguity as to where they are coming from.

Mr. Miles commented that the Community Choices grants, also referred to under the Federal Highway program as the Transportation Alternatives program, and noted ITD had a statewide

competitive process for local jurisdictions. Projects listed in Table 2 of TIP Amendment #1 are projects in this area that have been selected and approved by the ITD Board to receive those funds. Table 2 reflects three projects: a traffic calming project in Harrison, the SH 53 school zone crossing in Rathdrum and the SH-41, Seltice Way to Mullan Avenue bike/ped project in Post Falls.

**Mr. Kackman moved the Board approve TIP Amendment #1. Mr. Mangan seconded the motion, which passed unanimously.**

### **c. ITD U.S. 95 Corridor Study Follow-Up Presentation – Don Davis**

Mr. Davis gave a PowerPoint presentation on the follow-up of the US 95 Corridor Study. The study looked at the stretch of US 95 from Latah County to Canada. The updated report looks at existing conditions, future conditions and alternatives and was compared to the US 95 Coeur d'Alene Corridor Study which was done January 2003. ITD's consultant, HDR, was asked to look at the Ironwood and Spokane River segments. Using traffic forecast volumes, the KMPO model was used to rerun the analysis as well as alternatives in these areas. The results reflect a declining level of service. By 2035, these areas are expected to be beyond the threshold that is considered adequate for performance on a highway. Mr. Davis said the results of the current model confirm that they should be looking at the options and alternatives that were considered in the study. He will be meeting with the Coeur d'Alene City Council next Tuesday to give a similar presentation and discuss project development and public involvement. The matter will be brought back to KMPO and KCATT as it moves forward.

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

Mr. Miles noted KCATT had requested a construction map for the 2014-2016 timeframe; the jurisdictions and utility companies were asked to provide project information by February 26.

The 2014 evaluation of the travel demand model is coming up soon. Mr. Miles said this allows them to check the performance of the model. Ms. Gow requested traffic counts during the last KCATT meeting as it helps in doing the check-in and fine tuning the model. Mr. Miles noted the household travel survey is also coming up in their work program; the last survey was completed in 2005. The survey helps KMPO to understand how people move through their community, what kind of trips they take, how far, and how long, etc. The data is used to drive the model and make sure it is as reliable as possible in forecasting future travel demand. Mr. Miles said they are considering waiting until the 2020 Census to do the household travel survey as it may be the best and most cost effective way to collect the necessary data.

Last month, Mr. Miles noted there was a component of SH 41 Plan included in the Unified Planning Work Program (UPWP). They are looking to see what it would take to do an update; looking at new development and the increasing traffic were noted. Mr. Miles said collectively, the overall goal was to do an update to the Plan and get approval from local jurisdictions as well as ITD; allowing better opportunities to protect the future of the corridor.

Mr. Miles mentioned KMPO was in the midst of the 2013 financial audit with Magnuson and McHugh; it appears to be going very well. The results are expected in the next 45-60 days.

### **9. Board Member Comments**

Chair Holmes asked Mr. Miles to explain KCATT, the Kootenai County Area Transportation Team, to the new Board members.

Mr. Miles noted Board member Terry Sverdsten had been given a draft of the new KMPO Board Member Welcome Handbook to review and critique. The Handbook is intended to help new board members understand the purpose and responsibilities of KMPO. The document will be finalized soon and given to all Board members.

Mr. Sverdsten said the document is very helpful and has raised some questions. He thanked Mr. Miles for his effort in putting the Handbook together.

Mr. Humphreys reported the Prairie Avenue widening project was moving forward in a timely manner. The right-of-way was cleared over the winter; construction is expected this summer.

Mr. Allen provided an update on the SH 41/SH 53 Bridge in Rathdrum. He will be working with Mr. Miles on the SH 41 Plan update and looking at the scope to ensure ITD can support and adopt the Plan.

Mr. Gookin thanked Mr. Miles for being respectful in his reference to the public's money.

Chair Vic Holmes thanked ITD for the continued work on the SH 53/SH 41 Rathdrum bridge.

**10. Next Meeting** – March 13, 2014

**11. Adjournment**

**There being nothing further before the Kootenai Metropolitan Planning Organization Board, and with no objection, the February 13, 2014 Board meeting was adjourned by Chair Vic Holmes.**

**The regular meeting was adjourned at 2:47 p.m.**

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**Recording Secretary**