



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
August 14, 2014 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 – Mayor Vic Holmes, Chair**
- 2. Changes to the Agenda and Declarations of Conflicts of Interest**
- 3. Approval of June 12, 2014 KMPO Board Meeting Minutes**
- 4. Public Comments** (limited to non-agenda items 3 minutes).
- 5. KCATT Recap & Recommendations**
 - a. Pleasant View Road Turning Bays Project Advancement
- 6. Administrative Matters**
 - a. June & July 2014 KMPO Expenditures & Financial Report
 - b. KMPO Title VI Update and Annual Report – Compliance Notification
 - c. KMPO 2013 Financial Audit – Accept Report
 - d. KMPO Public Involvement Policy Update
 - e. KMPO Draft 2015 Unified Planning Work Program
- 7. Public Transportation (Informational Items Provided to KMPO)**

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 - a. Citylink Status Report – Alan Eirls
 - b. KMC Status Report – Toby Ruhs
 - c. Kootenai County Report – TBD
 - d. Rural Mobility Manager's Report – Susan Kiebert
- 8. Other Business**
 - a. DRAFT 2015-2019 Transportation Improvement Program
 - b. Cost Benefit Analysis for Bicycle Facilities Follow-up – Bonnie Gow
- 9. Director's Report** (written report included in Board packet)
- 10. Board Member Comments**
- 11. Next Meeting – September 11, 2014**
- 12. Adjournment**

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KOOTENAI METROPOLITAN PLANNING ORGANIZATION
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MEETING MINUTES

Kootenai Metropolitan Planning Organization
Regular Board Meeting
August 14, 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
Richard Panabaker	City of Hayden
Jim Kackman	Coeur d'Alene Tribe
Lynn Humphreys	Post Falls Highway District
Rod Twete	Lakes Highway District

Board Members Absent:

Damon Allen	Idaho Transportation Department Dist. 1
Dan Gookin	City of Coeur d'Alene

Staff Present:

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

Attendees:

Donna Montgomery	Citizen, KMPO Public Trans Roundtable
Alan Eirls	Citylink
Christopher DeLorto	HDR
Susan Kiebert	CTAI
Jody Bieze	Kootenai County
Matt Derium	Citizen

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. Changes to the Agenda and Declarations of Conflicts of Interest

There were no changes to the Agenda or Declarations of Conflicts of Interest.

3. Approval of June 12, 2014 KMPO Board Meeting Minutes

Mr. Jim Kackman made a motion to approve the June 12, 2014 KMPO Board meeting minutes as written. Mr. Lynn Humphreys seconded the motion, which passed unanimously.

Mr. Todd Tondee arrived at 1:31 p.m.

4. Public Comments (limited to non-agenda items 3 minutes)

There were no public comments.

5. KCATT Recap & Recommendations

a. Pleasant View Road Turning Bays Project Advancement

Mr. Miles noted KCATT had reviewed the request to advance the Pleasant View Road Turning Bays project at Highway 53 and Pleasant View Road on behalf of the Post Falls Highway District and ITD. ITD has been working on the engineering and design of an interchange consistent with what was in the Bridging the Valley program. Post Falls Highway District as well as the traveling public have expressed an interest in putting in turning bays in order to get the traveling public off Highway 53 as an interim safety measure. Post Falls Highway District has been working on financially supporting the development of the engineering design effort. Mr. Miles noted there were some residual funds in the design and engineering phase of the Pleasant View Road project that could be moved over to support the construction of the turning bays. In order to get the project into the next Transportation Improvement Program (TIP) which will come up for adoption next month, they need to put a letter and a request in during the public comment period for ITD. KCATT has recommended the project be approved for inclusion in the TIP and the Idaho Transportation Improvement Program (ITIP).

Mr. Jim Mangan moved to approve and made a recommendation that the project be included in the TIP and the Idaho Transportation Improvement Program. Rod Twete seconded the motion which passed unanimously.

6. Administrative Matters

a. June & July 2014 KMPO Expenditures & Financial Report

Mr. Miles explained the payroll liability payments that were reflected in the expenditures.

Mr. Lynn Humphreys moved to approve payment of the expenses for June and July 2014. Mr. Jim Mangan seconded the motion, which passed unanimously.

b. KMPO Title VI Update and Annual Report – Compliance Notification

As a recipient of federal aid funds through Federal Highway Administration, KMPO is required to put together a Title VI Plan and an annual update. Mr. Miles noted a letter from Ken Angell, Civil Rights Manager, approving the Title VI Plan and update was included in the Board packet.

c. KMPO 2013 Financial Audit – Accept Report

KMPO received the FY 2013 Financial Audit Report by Magnuson McHugh the end of May. A copy of the Report was provided to the Board in June and included in the August Board packet. There were no findings in the audit. Mr. Miles noted KMPO's net position had improved since 2011; the unrestricted funds are not attributed to a specific line item in the budget as they provide latitude to fund studies as projects move forward.

Mr. Terry Sverdsten moved to accept the FY 2013 Financial Audit Report from Magnuson McHugh, September 30, 2013. Mr. Jim Mangan seconded the motion, which passed unanimously.

d. KMPO Public Involvement Policy Update

The Board had discussed updating the Public Involvement Policy (PIP) in June. Mr. Miles noted representatives from other modes of transportation had expressed interest in being engaged in the process. He discussed the matter with KCATT last month to get their perspective on the options in updating the Policy and engaging other modes of transportation including bicycle, pedestrian, aviation, rail, trucking, etc. The group was supportive of adding members to KCATT, but questioned if those representing the multimodal group would be ex-officio or voting members. Mr. Miles explained that was a policy decision for the Board. Mr. Miles suggested not siting a preferred option, but including all options in the draft for public comment; a preferred option could be decided once the public comment period is over.

Under Title 23 and 49, KMPO represents predominately highways, transit, and non-motorized transportation which includes walking, biking, etc., but is responsible for the rail planning aspect as it relates to road crossings, therefore, the interrelationship with railroads. Trucking is transportation movement of freight and goods on state highway systems and a mode of transportation whose interests would differ from the general citizen. Mr. Miles noted there was a limited amount of money available for making transportation improvements and said for that reason, it becomes a matter of prioritizing investments throughout the region based on a broader discussion. He said engaging other modes of transportation in the discussion educates and informs a broader base of citizens about why these decisions are made.

KCATT advises, informs, and votes on recommendations that would be brought before the Board, but does not make decisions about where the funds are spent. Adding multimodal representatives to the committee would incorporate other modes of transportation in an advisory capacity.

Chair Holmes favored adding members to KCATT not as a voting member, but as an ex-officio member making recommendations to the Board.

Mr. Mangan concurred with Chair Holmes, but said he would like to see non-voting members have the ability to include a supplementary page to the report from KCATT; therefore, if they disagreed with KCATT's decision, the Board would have that information.

Mr. Lynn Humphreys believed KCATT currently had enough voting members and felt Mr. Mangan's suggestion of a supplementary page may suffice.

Ms. Wilhelm said she did not see why multimodal representatives would not have a vote since KCATT is a recommending body and KMPO makes the final decision. She believed all modes of transportation should be included as it might prevent future problems noting the airport issue.

Mr. Mangan noted current KCATT members are well aware of day-to-day tradeoffs between needs and resources whereas the other modes of transportation would be voting on matters that would not affect their funds. He questioned whether or not they could view an issue with the gravity that those who are resource limited do and felt voting privileges may lead to an imbalance.

Mr. Miles will bring the matter back to the Board in September for initial consideration.

e. KMPO Draft 2015 Unified Planning Work Program

Mr. Miles noted the Board had a draft of the Unified Planning Work Program (UPWP) for fiscal year 2015. The anticipated funding sources and work elements being considered have been identified. The purpose is to look at roles and responsibilities, but also major tasks they want to

consider during the upcoming year. He noted continued work on the Highway 41 Update which was tasked in 2014, an update of the home interview survey done in 2005, continued work on various studies related to growth and development throughout the region, as well as routine work that is done on an annual basis. Mr. Miles welcomed comments. The draft will be presented to KCATT in August and back before the Board in September.

7. Public Transportation (Informational Items Provided to KMPO)

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a. Citylink Status Report – Alan Eirls

Chair Holmes noted the Public Transportation portion of the agenda was for informational purposes only; any questions should be directed to Kootenai County.

Mr. Eirls noted July was a relatively quiet month. Ridership was consistent with last July and, although there was an extra day in the month, ridership in all categories was up from last month. Mr. Eirls noted they had five recaps blow out on the buses; they have received some replacements as it could be attributed to a manufacturing flaw. They received a sizable grant and may, over the next few months, purchase two more big buses, a small bus and a service truck over the next few months. Mr. Eirls noted Andrew Murphy was no longer with Citylink.

Although the opportunity for public comments had passed, the Board agreed to allow a citizen to comment on public transit. Without objection from the Board, Chair Holmes went back to the Public Comments Agenda item #4.

Citizen Matt Derium (inaudible), Sherman Avenue, Coeur d'Alene said he would like to comment on the Transportation Improvement Program (TIP). He had recently spoken at the City of Coeur d'Alene Council meeting regarding the Citylink Bus Service and said he believes the people of Kootenai County deserve a better bus system. He read an article in the newspaper about the \$1.2M to build a new transfer station, and asked, "If the bus service is rather dysfunctional, what is the utility of having a nice transfer station." The citizen said he recently became disabled and, although he had a Master's degree, is underemployed and relies on the transit system since he cannot afford a vehicle. He commented that the bus system makes it difficult to get around – there are 10 routes a day, if you miss a bus, you have to wait two hours. The citizen said there was a transient population that rides the bus, but a lot of disabled people use the service. He asked if there would be a vote on the \$1.2M so the public would have input on whether or not there will be some improvements on the bus route for the working poor of Idaho; noting there was a lot of funding for other city projects. He would like to help and would like feedback on how the public can be more involved in the matter. The citizen mentioned he had heard there may be a link to the bus system into Spokane.

Chair Holmes remarked that they would all like to see a better program and said, as funding becomes available, he was sure it would happen. He noted there was no bus service in the City of Rathdrum. Chair Holmes explained public process is ongoing, is advertised as events come up and said the public is invited to comment.

Mr. Miles noted the transit property had been in the acquisition process since 2007 and did include a great deal of public process. The funds were dedicated for capital improvements - not operations. He noted the Transportation Improvement Program (TIP) was currently open for public comment.

b. KMC Status Report – Toby Ruhs

Mr. Ruhs was not present. Mr. Tondee commented Ms. Fueston was no longer with the County and introduced Jody Bieze who will be taking over. Ms. Bieze said Mr. Ruhs apologized for not attending; he is short staffed. He had nothing to report.

Ms. Bieze responded to the citizen who made the public comment saying they do, and will in the future, have opportunities for the public to participate on the bus routes, stops, and operations.

c. Kootenai County Report – TBD

Ms. Bieze said she had been in her new position only three weeks and had a number of assessments, but would prefer to give her report next month. She asked the Board for some guidance as to the type of report they would like to see on an ongoing basis.

d. Rural Mobility Manager's Report – Susan Kiebert

Ms. Kiebert reported public transportation had been moved within ITD to statewide Contracting Services under Monica Crider. They are currently advertising for a program manager for transit. Ms. Kiebert noted all the counties she serves now have a transportation team; they are starting to see all modes of transportation come together. In December of last year, Northwest Trailways decided they were no longer interested in providing the inter-city service between Coeur d'Alene and Moscow; they are looking for a provider for the inter-city service.

8. Other Business

a. DRAFT 2015-2019 Transportation Improvement Program

Mr. Miles noted the comment period for the 2015-2019 Transportation Improvement Program (TIP) and the Kootenai County Program of Projects began August 2 and will go through September 2. It was advertised July 31, August 1 and 2 in the Coeur d'Alene Press and posted on the KMPO website. Once the comment period has closed, they will respond to any comments that were received during the comment period; comments relating to the Kootenai County Program of Projects will be forwarded to them for their consideration. The matter will be before the Board on September 11. Modifications may be made to the TIP during the comment period. To date, no comments have been received from the public. The Board was provided a copy of the 2014-2016 construction map which is now available and part of the public outreach effort; he noted the TIP programed a number of those projects. Jurisdictions are moving into maintenance mode until funding becomes available at the state or federal level. Although funding for transportation is starting to diminish, there are still a lot of projects that are being supported by the funds that are available. The FY2015 TIP ranges from \$44-49M.

b. Cost Benefit Analysis for Bicycle Facilities Follow-up – Bonnie Gow

In June, Ms. Gow presented KCATT with Mr. Mangan's question asking if there was any other processes that would help in making decisions for non-motorized facilities. She explained to KCATT the different methods she had discussed with the KMPO Board, sketch plan, online analysis tool, and modeling. Ms. Gow reviewed KCATT's discussion in the minutes from June and noted their points that facilities already exist which makes it a question of expansion, there are not a lot of commuters or bike traffic in the rural area to justify expansion of the facilities, the Trail of the Coeur d'Alene's was used as an example of a facility that was heavily used, but did not have a costs benefit or level of service analysis done to justify the project. She said the group felt the question may be more about maintenance of roadways for bicyclists; it was noted that snowmobilers purchase a grooming sticker every year to help pay for the grooming of trails

and suggested the possibility of a similar method to help pay for the maintenance of roadways for bicyclist. During the KCATT meeting, Chair Gordon Dobler noted the tools they currently have are qualitative and felt they should stay with known evaluations like ASHTO, look at demand, or what they can expect in the future. He said he did not know how they could become more refined in this area and believed they have captured the aspect of the multimodal for non-motorized the best they can; he noted projects were prioritized. Ms. Gow noted not all federal aid applications have a section where they get additional points for non-motorized projects. KCATT did not feel non-motorized projects easily lent themselves to a cost benefit analysis.

Mr. Miles commented that the bike path along Highway 95 had been programmed by ITD in the TIP for design and engineering; once design and engineering are complete, ITD can move forward with construction in the event additional funds become available. The project was part of the US 95 expansion project.

9. Director's Report (written report included in Board packet)

Mr. Miles said the topic of the Federal Functional Classification (FFC) system came up during a meeting in Boise a couple of weeks ago. On August 26, ITD is taking the state highway system classification to the ITD Board for their approval; it will then go to Federal Highways who gives approval for the FFC system. Metropolitan areas have noticed a lack of principal arterials designated within those areas. Mr. Miles said there may be an effort to reclassify some of the roads so the function is more consistent with the way they operate. They will be working with ITD over the next 6-8 months to address the issue.

The next facilitation meeting is scheduled for September 3 at the Kroc Center. Marsha Bracke has asked the jurisdictions to forward their presentations to her by August 26.

Mr. Miles said the redistribution of obligation authority happens each year about this time. The Federal Highway Administration looks at each of the states to determine whether or not funds have been allocated; by late August, funds that have not been allocated are identified and redistributed to those states that have obligated all of their money. Under obligation authority, those states have until September 30th to obligate those funds. Mr. Miles said Idaho traditionally received \$8-12M and up to \$17M in the redistribution; 12.6% of those funds goes to the urbanized area and the rest to the state highway system. He sent an email to all the jurisdictions requesting those projects that could be ready by September 15th. The City of Post Falls has the Seltice Way Congestion Mitigation project which is nearly ready to go and, depending on the amount of money received, may advance from 2018 to 2014 obligation; they should know more by September 15. Mr. Miles expressed the importance of having projects ready to go noting the opportunities. He appreciated the effort the City of Post Falls has put forward.

Mr. Miles reported ITD now has a program called OTIS, Office of Transportation Investment System, which allows projects within the state to be searched a number of ways. He has used the program several times and found it very useful.

Mr. Mangan commented that the facilitation meeting is scheduled for September 3 and said the formal rules include a provision allowing the jurisdictions to have a technical representative at the table. He asked Mr. Miles if he felt a formal presentation was in order and asked if he felt comfortable as their technical representative.

Mr. Miles felt a formal presentation was in order and said, if assigned to the task, he would accept the appointment as the technical representative for KMPO at the meeting.

Chair Holmes noted the matter was not on the agenda for a vote, but said it would be proper for the Chair and Vice Chair to assign Mr. Miles as the technical representative.

Mr. Miles said KMPO would be presenting their view of the comparative analysis of the former master plan and the existing master plan as it relates to both Ramsey and Huetter Roads. He said it was important to note that both roads provide regional transportation benefit and said they are working on the documentation and a financial analysis reflecting the benefits to the travelling public in Kootenai County.

10. Board Member Comments

Mr. Humphreys reported the Prairie Avenue project was progressing well.

Mr. Kackman reported the Tribe had been asked to consider providing inter-city service between Coeur d'Alene and Moscow; they will take the request into consideration. In response to Ms. Bieze's request on how the Board would like to see the urban Citylink data reported, Mr. Kackman said, from his perspective, the format previously provided on a monthly basis worked well.

Chair Holmes invited everyone to attend the second annual Taste of Rathdrum on Saturday, August 16.

11. Next Meeting – September 11, 2014

12. Adjournment

There being nothing further before the Kootenai Metropolitan Planning Organization Board, and with no objection, the August 14, 2014 Board meeting was adjourned by Chair Vic Holmes.

The regular meeting was adjourned at 2:51 p.m.

Recording Secretary