



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
September 11, 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 August 14, 2014 KMPO Board Meeting Minutes**
- 4. Public Comments** (limited to non-agenda items 3 minutes).
- 5. KCATT Recap & Recommendations**
 - a. KMPO Draft 2015 Unified Planning Work Program
 - b. KMPO Draft 2015-2019 Transportation Improvement Program
- 6. Administrative Matters**
 - a. August 2014 KMPO Expenditures & Financial Report
- 7. Public Transportation (Informational Items Provided to KMPO)**

KMPO is not the Designated Recipient of FTA Funding for the provision of transit Service in Kootenai County. These informational items are provided as a service to the public and to local jurisdictions. Questions related to service, schedules, or concerns should be directed to Kootenai County.

 - a. Citylink Status Report – Alan Eirls
 - b. KMC Status Report – Toby Ruhs
 - c. Kootenai County Report – Jody Bieze
 - d. Rural Mobility Manager's Report – Susan Kiebert
- 8. Other Business**
 - a. DRAFT 2015-2019 Transportation Improvement Program
 - i. Formal Opportunity for Public Comment on the TIP and POP
 - ii. Response to Comments
 - iii. Decision on 2015-2019 Transportation Improvement Program
 - b. 2014-2016 Transportation Construction Map
- 9. Director's Report** (written report included in Board packet)
- 10. Board Member Comments**
- 11. Next Meeting – October 9, 2014**
- 12. Adjournment**

For special accommodation/translation services, call 1.208-930-4164, 48 hours in advance. KMPO assures nondiscrimination in accordance with Title VI of the Civil Rights Act of 1964, and Civil Rights Restoration Act of 1987 (P.O. 100.259) and the Americans with Disabilities Act.

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 11, 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
Rod Twete	Lakes Highway District
Marvin Fenn, Alternate	Idaho transportation Department, Dist. 1
Dan Gookin	City of Coeur d'Alene

Board Members Absent:

Richard Panabaker	City of Hayden
Lynn Humphreys	Post Falls Highway District
Damon Allen	Idaho Transportation Department Dist. 1

Staff Present:

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

Attendees:

Donna Montgomery	Citizen, KMPO Public Trans Roundtable
Matthew Hutchinson	St. Vincent DePaul
Robert Runkle	Trinity Group House
Laura Winter	Ruen-Yaeger
Alan Eirls	Citylink
Toby Ruhs	Kootenai Health
Jody Bieze	Kootenai County
Bob VanGuilder	First Transit

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

Chair Holmes noted there were no Declaration of Conflicts of Interest.

Mr. Tondee moved to change the Agenda to add the 2014 Transportation Improvement Program (TIP) revision and noted fiscal years 2015, 2014, and 2013 needed to be unbundled in order to have discussion on 2014 Transportation Operations adjustments. Mr. Tondee believed the matter was on the Agenda, but under 2015.

Chair Holmes understood the request and noted the matter was already on the agenda; the motion was made to clarify and separate the items.

Mr. Jim Mangan seconded the motion which passed unanimously.

Mr. Miles handed out the new agenda as amended.

3. Approval of August 14, 2014 KMPO Board Meeting Minutes

Mr. Jim Mangan made a motion to approve the August 14, 2014 KMPO Board meeting minutes as presented. Ms. Wilhelm seconded the motion, which passed unanimously.

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

There were no public comments.

5. KCATT Recap & Recommendations

Mr. Miles noted KCATT Vice Chair John Pankratz was on the Local Highway Technical Advisory Committee (LHTAC) road tour of East Side Highway District.

a. KMPO Draft 2015 Unified Planning Work Program

Mr. Miles noted the Unified Planning Work Program (UPWP) was the annual work program which outlined the activities of KMPO during the next fiscal year which begins October 1. Although most of the work program covers routine matters, two items changed.

A work task within the work program which reflects GIS activities and relates to the development of performance measures had been added; they will be working in collaboration with ITD in the development of transportation performance measures. Federal Highways requested this be added as a separate work task in order to track work activities and effort.

Also included as a suggestion item, is the personal travel survey which was last done in 2005. The survey is important since the Census Bureau no longer asks as many travel related questions and the American Community Survey is a small sampling. Mr. Miles noted they would need additional funds through Federal Highway in order to update the 2005 survey. The survey provides information to assist in the accuracy of the travel demand model and will be used as a basis for the transportation performance measures.

Staff will be moving forward with the Highway 41 Corridor update and have been working with the City of Post Falls, City of Rathdrum, Post Falls Highway District, and ITD, looking at land use, projections, what was done in the previous study, and options/alternatives.

KCATT had recommended the 2015 Unified Planning Work Program (UPWP) be approved.

Mr. Jim Kackman moved to approve the FY2015-2019 Unified Planning Work Program. Mr. Rod Twete seconded the motion, which passed unanimously.

b. KMPO Draft 2015-2019 Transportation Improvement Program

Mr. Miles noted KCATT reviewed the 2015-2019 Transportation Improvement Program (TIP) and recognized that the review was done during the public comment period. The committee made a provisional recommendation to approve the TIP pending the results of the public comment period and agreed to its acceptance as long as any comments received were addressed. There is no action based on KCATT's recommendation. The matter will be addressed under Agenda item 8.

6. Administrative Matters

- a. August 2014 KMPO Expenditures & Financial Report

Mr. Mangan moved to approve payment of the August 2014 expenses. Mr. Twete seconded the motion, which passed unanimously.

7. Public Transportation (Informational Items Provided to KMPO)

KMPO is not the Designated Recipient of FTA Funding for the provision of transit Service in Kootenai County. These informational items are provided as a service to the public and to local jurisdictions. Questions related to service, schedules, or concerns should be directed to Kootenai County.

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

- a. Citylink Status Report – Alan Eirls

Mr. Eirls said they had met with members of the Coeur d'Alene City Council and the Coeur d'Alene Tribe; the City of Coeur d'Alene Parks and Recreation Department is now providing trash removal for a number of bus stops. They also discussed stops where people were creating problems for nearby businesses; adjustments are being considered. It was an average month with ridership at 34,000 down from 35,000 last month and not a lot of bus related issues.

- b. KMC Status Report – Toby Ruhs

Mr. Ruhs provided his report and noted it was a quiet month; he is seeking a replacement for a driver who resigned.

- c. Kootenai County Report – Jody Bieze

Ms. Bieze reported Kootenai County was working with Kootenai Health and Tribe in building a presentation reflecting the mission, vision and the sustainability model for the transit system. Ms. Bieze requested Mr. VanGuilder attend the meeting to provide the report for Paratransit.

Mr. Bob VanGuilder, General Manager for First Transit, Inc., introduced himself. First Transit is providing management services for Citylink Paratransit. When they first began in August 2011, there were 85-100 people on their list; now there is approximately 500. He provided an overview of the international organization.

- d. Rural Mobility Manager's Report – Susan Kiebert

Ms. Kiebert was not present. Mr. Miles commented that he believed there was a meeting in Boise last week with the ITD Public Transportation Advisory Committee who is looking at reinventing the mobility management process in Idaho. Part of ITD's mobility management services is under contract with CTAI of Idaho. Due to staff turnover in ITD management and in the Public Transportation organization, CTAI's contract has been extended six months while ITD does the reorganization and reassignment of management duties/responsibilities.

8. Other Business

- a. DRAFT 2015-2019 Transportation Improvement Program
 - i. Formal Opportunity for Public Comment on the TIP and POP

Chair Holmes opened the meeting for formal public comment on the Transportation Improvement Program (TIP) and Program of Projects (POP).

Mr. Miles noted the purpose of the Transportation Improvement Program (TIP) and Proposed Program of Projects (POP). Through all those processes, various projects are identified for inclusion in the program. This year's program is from 2015-2019 and is approximately \$45M for all projects. Mr. Miles explained the TIP and POP which identifies how the 5307 funds are expected to be expended by Kootenai County in the upcoming year. They will be pulling 2014 and 2015 apart because they have a couple of appropriated years which they need to get under grant. Mr. Miles explained they have included those projects that would normally be included in the 2014 TIP into the 2015 TIP as a failsafe. If Kootenai County is able to get their grant, they will put those projects out of the 2015 TIP so they can maintain their financially constrained responsibility.

Mr. Miles said, as part of the process, they are required to have a 30 day public comment period. The comment period was from August 1 – September 2 and advertised. During that comment period they received 3 comments – one from Trinity Homes, Family Promise, and one from a gentleman who addressed the Board during public comments in August. The comments were passed on to Kootenai County for a response. An addendum was sent to the Board on Tuesday which included a response to those comments as well as the 2014 revisions that they are presenting. Mr. Miles explained the methodology and reasoning for the amendment requests. In response to a question from Mr. Tondee, Mr. Miles confirmed the Huetter Bypass was not in the PD portion for design and said the Huetter Corridor was a right-of-way map that is approved under Idaho Code for the purposes of retaining right-of-way for that corridor for an eventual project.

Chair Holmes opened the meeting for the opportunity for public comment on the TIP and POP.

Mr. Bob Runkle, Executive Director for Trinity Group Homes, stated that his purpose for attending was to see if the Board had any questions about the correspondence he had sent. He noted the need for public transportation for their residence. Some of them were in the areas affected by the reduction which has really hurt them. They would love to see expansion back to where it was before. He asked if there was something they could do and said they would be willing to speak in any setting. Mr. Runkle finished by saying this was a critical need for them.

ii. Response to Comments

Mr. Mangan did not have any questions, but said he read the letter and felt Mr. Runkle's concerns were laid out very well.

Mr. Tondee noted that he had read Mr. Runkle's comments. Their transit department is working on trying to define their goals and the mission statement. He explained that funding was the issue and why the services had been reduced.

As there were no further comments, Chair Holmes closed the public portion of the meeting.

Mr. Miles felt the County responded well to the comments. At the meeting today, he was provided a letter the County Commissioners received on August 20, 2014 from a Colleen Allison relating to the Citylink and Paratransit service; they were very complimentary. That will be added to the record since the County received that during the public comment period.

iii. Decision on 2015-2019 Transportation Improvement Program

iv. 2014 Transportation Improvement Program 2014 Revisions

1. Modified Amendment #1 making revisions to Key #13761 FY2014 Coeur d'Alene UZA Funding – Capital

2. Amendment #3 Carry-over FY-2013 5307 Funding Key #s 13756 & 13757 to Key #13760 FY2014 Coeur d'Alene UZA – Operations

There was a discussion and an explanation from Mr. Miles on the process of handling the Amendments. Ms. Bieze commented that the numbers in the Addendum were correct; the packet the Board received was not. Mr. Miles noted the Addendum was submitted by County as the correction and said he would make sure all the numbers coincided. Mr. Tondee noted the subtotal on Amendment #1 was 1496 instead of 1504 – the other numbers inside the categories are correct.

Chair Holmes said he would entertain a motion on iv, which he believed was inclusive of 1 and 2 and may or may not have a caveat.

Mr. Tondee made a motion to accept the modified Amendment #1 making revisions to Key #13761 for fiscal year 2014 and they accept amendment #3, carry over funds from 2013, 5307 funding, Key #13756 and 13757 to fiscal year 2014 Key #13760. Mr. Mangan seconded the motion, which passed unanimously.

Chair Holmes noted they were stepping back to iii, the decision on the 2015-2019 Transportation Improvement Program (TIP).

Mr. Tondee moved to approve the Transportation Improvement Program (TIP) with the amended documents that were presented with the understanding that if Kootenai County is funded for fiscal year 2014, that they will remove those from fiscal year 2015 program. Ms. Wilhelm seconded the motion, which passed unanimously.

b. 2014-2016 Transportation Construction Map

Mr. Miles noted the construction map is now available and would be available online.

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

Invoices for next year's assessment will be mailed out to the jurisdictions this week.

Mr. Miles said they received notification yesterday that the State of Idaho did receive redistribution funds for obligation authority. There were \$2.1B in funds available to the states. The State of Idaho received \$14,534,458; of that 12.63% goes to local jurisdictions. ITD has a couple of projects on their priority list and is expected to make a decision in September. On the urban list is a City of Heyburn project and the City of Post Falls' Seltice Way Congestion Mitigation project. The number one project on the rural list is East Side Highway District's Burma Road project.

The Coeur d'Alene Chamber of Commerce is having their annual legislative forum on September 23. Mr. Miles has been asked to moderate a session on transportation funding and has asked various interests in the transportation industry to speak on funding. He commented that this a time for local legislators to visit with the business community.

Mr. Miles said they will end the fiscal year with approximately \$25K; \$10K more than last year.

Mr. Tondee requested a discussion on the Marsha Bracke meeting of September 3rd. The Board of County Commissioners met yesterday to discuss next steps. Before the KMPO Board meeting today, an email had been sent to KMPO and the City of Hayden. The email to KMPO was sent to Mr. Miles and Chair Holmes and asked that KMPO prioritize and list their concerns so the Board of County Commissioners could hold a meeting with the right people in hopes of

finding a resolution. Mr. Tondee said the Board of County Commissioners is willing to discuss amending the Airport Master Plan.

Chair Holmes confirmed that he had received and reviewed the email. He was concerned that after six hours of meetings, the County still did not understand their concerns and said he felt they had been laid out very well. He felt dividing the interested parties was not a good idea and questioned why Post Falls Highway District had not been included as they have ownership of the Huetter Road. Chair Holmes said he did not understand why the County did not open up the Airport Master Plan and then go on record to get their comments. He noted that he was speaking for himself and the City of Rathdrum.

Mr. Twete, on behalf of Lakes Highway District, agreed with Chair Holmes.

Although the City of Coeur d'Alene was not directly involved in the matter, Mr. Gookin said he did attend all the meetings. He felt enough had been said and the County should focus on action instead of more meetings.

Mr. Tondee noted the Commissioners' request was intended to have "focused action" on addressing specific concerns and said yesterday, the Board of County Commissioners discussed the fact that they were not in favor of throwing out the old Plan and opening a new Plan. They are in favor of amending the Plan, but need to define those amendments before they go through the process. Mr. Tondee remarked that in the September 3rd presentations, there were a lot of things that were unclear, especially from the City of Hayden, and the County did not understand how it would affect them. From their standpoint, there was not a clear list of concerns with priorities. He said with that list, they can have "focused direction" and include the right people in the discussion. Mr. Tondee felt there was a lot of mistrust that what their airport is saying is actually true, so they need to determine who the right people are and include them, be it the FAA or State Director of Transportation. Mr. Tondee said they plan on meeting with the executive sides of the organizations that are affected and will determine at that meeting, next steps and who should be involved in order to find a resolution.

Mr. Gookin stated that he felt these were extra steps.

Chair Holmes concurred and noted the multiple page PowerPoint presentation they had given and said he felt they were very clear with their concerns. He noted the hours he had dedicated to the matter. He felt it was time to go on public record with these conversations in order to reach a resolution.

Mr. Tondee said that was the reason they outlined this process for handling the matter and felt it would be the most expedient way to resolve the issues. He did not agree that the concerns were clearly laid out and commented that during the September 3rd meeting, Commissioner Nelson asked Mr. Miles what he was asking for and he said, "A compromise on the runway length." Mr. Tondee did not believe this was the only issue.

Chair Holmes said he felt the concern was the runway length as well as its uses which were definitely a topic of discussion and felt the County should reduce the runway to fit existing plans.

Mr. Miles asked for direction from the Board as the County had requested a prioritized list from the KMPO Board and said he could not move forward without that discussion.

Chair Holmes suggested he draft a letter requesting the County open up the process and then request formal comments from the Board.

Mr. Tondee noted the meetings were public and on the record.

Chair Holmes said although it was on the record, it was not on the Master Plan which had been adopted. He felt it should be reopened and on public record for the Master Plan.

Mr. Tondee stated the Board of County Commissioners decided in their meeting yesterday that they are not willing to open the Master Plan for that process, but are willing to amend it at this time. Mr. Tondee explained the Commissioners felt "opening up" the Master Plan has the connotation that they would be throwing it out and starting over. They are not willing to do that as there are good pieces in the Master Plan that should remain. They are willing to talk about the runway lengths and the conflicts with the roads.

Chair Holmes did not feel that anyone was asking them to open it up and start over, but open it up and go on public record.

Mr. Tondee commented that he felt they were saying the same thing and were willing to do that.

Mr. Miles asked Mr. Tondee if the County Commissioners had voted on this.

Mr. Tondee said, "Yes."

Mr. Miles asked if the vote was included on the agenda.

Mr. Tondee replied, "It was on the agenda yesterday, they had an Airport Master Plan discussion meeting."

Chair Holmes noted this matter was not on the KMPO Board Agenda.

Mr. Miles said he not have a chance to read the email from the Commissioners and noted the matter was not on the agenda. He felt it would be appropriate to put it on the October agenda unless he was directed otherwise by the Board. Mr. Miles noted many of the Board members had attended the facilitation meetings; the request by the jurisdictions was for the County to put the matter on their agenda, to bring it up, and vote on it. He believed there was a request that the County notify people when it was going to be on the agenda and said local jurisdictions would have responded based on that. Mr. Miles suggested the County Commissioners notify people in writing that they have made a decision.

Mr. Tondee noted once again that they were willing to amend the Plan. He explained the email sent to KMPO and the City of Hayden this morning was not sent to the Post Falls Highway District as they felt the Highway District was covered as a member of KMPO.

Mr. Miles noted Post Falls Highway District was the owner of Huetter Road and the County's plan proposes to move it. For that reason, the Highway District had standing.

Mr. Tondee commented that they will include the Post Falls Highway District.

Mr. Twete remarked that Lakes Highway District was very involved with Ramsey and Lancaster Roads.

Mr. Tondee noted KMPO included all jurisdiction and is why they have requested a prioritized list from KMPO; the County is attempting to make the effort effective and done in a timely manner.

Chair Holmes remarked that he did not feel he or Mr. Miles could speak for Lakes or Post Falls Highway Districts as they have ownership of the roads that would be impacted.

Mr. Gookin agreed with Chair Holmes and told Mr. Tondee that he felt the County should notify the Highway Districts directly as KMPO met once a month and they would have to wait a month in order to take any action.

Mr. Tondee will take the information back to the Board of County Commissioners and explain they should meet with the Highway Districts to hear their concerns and also give them the opportunity to provide a prioritized list.

Mr. Mangan suggested the Board ask Mr. Miles to come up with what he would recommend their prioritizations and options would be for the October meeting.

Since the timeframe would not be within the Board of County Commissioner's request for a response in 7-10 days, Mr. Tondee asked Mr. Miles to send a note explaining the direction he had been given.

10. Board Member Comments

Mr. Svetsden noted Mr. Pankratz was on the LHTAC bus tour of the Burma Road project today.

Mr. Tondee reported Kootenai County, through 25 churches throughout Kootenai County, organized the Day of Hope. The event was held on September 6th at the Kootenai County Fairgrounds. They planned on providing items and services to 4000 people in need from 10:00 a.m. to 2:00 p.m.; among the donations were groceries, shoes, haircuts, dental exams, job application and interview assistance. Mr. Tondee said 5,150 went through from 9:30 – 11:45 a.m. at which time they ran out of donations and had to close the gates. There were over 1,000 volunteers. They are planning to make it an annual event.

Ms. Wilhelm noted that she had been told by Mayor Jacobson that the City of Post Falls would not be attending the facilitation meetings.

Mr. Mangan said Worley Highway District had gone through their budget and reviewed revenues. Revenue from the Highway Distribution Fund received in FY2014 was up three-tenths of one percent compared to last fiscal year. He noted that the trend continued as their costs go up at a much faster rate than the three-tenths of one percent. Mr. Mangan said the revenue for transportation funding model does not seem to be working anymore. Mr. Mangan said he believed the last gas tax increase was in 1995; the tax is not a percentage, but a flat amount per gallon. As vehicles become more fuel efficient, they are seeing less revenue.

Mr. Kackman commented that he had been considering the transit routes in the urban area and encouraged his staff to see if they could make those routes loop again rather than reverse on themselves; the schedule would have them meet at the transfer center at the time the Link route was there. He would like to make sure the routes are set so they are most effective.

Mr. Twete noted Lakes Highway District was finishing up their construction season and should be done by the middle of next week. They will be getting ready for winter.

Mr. Gookin commented on the length of time it had been since the last gas tax increase and said he believed that was a factor in their funding. Without the tax going up incrementally with inflation, it is put on hold until they have a big issue. He felt it should be addressed.

Chair Holmes noted the City of Rathdrum looked at it in 2007 and found they actually received more money than they are now as a result of vehicles getting better fuel mileage. They are taking money out of the general fund to help pay for roads. Chair Holmes noted the Association of Idaho Cities has brought the matter up several times.

Mr. Miles noted the House Revenue and Taxation Committee was the germane committee with regards to this matter. There have been numerous discussions over the past couple of years and said he thought the Governor had a task force that recommended an increase in the gas tax. There has been several attempts at local option taxes which have not gone very far. Mr. Miles explained the Highway Distribution Account and said local jurisdictions get 12.63% of whatever comes into the State, the balance goes to ITD for state highways. He said until the legislature either moves forward with some type of new enhancement through gas tax or weight fees or another approach, local communities will have to carry the weight themselves and not wait for legislature.

Chair Holmes commented that he believed the Board met at 11:30 a.m. or 12:00 p.m. at one point in time; however, it was changed to accommodate other members. He has a personal conflict and would like to move the meetings back to the earlier time. He is not suggesting they do it this year as the meetings are posted through December, but would like them to consider it in January.

11. Next Meeting – October 9, 2014

12. Adjournment

There being nothing further before the Kootenai Metropolitan Planning Organization Board, and with no objection, the September 11, 2014 Board meeting was adjourned by Chair Vic Holmes.

The regular meeting was adjourned at 2:44 p.m.

Recording Secretary