



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

June 11, 2015 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 – Commissioner James Mangan, Vice Chair**
- 2. Changes to the Agenda and Declarations of Conflicts of Interest**
- 3. Approval of May 14, 2015 KMPO Board Meeting Minutes**
- 4. Public Comments** (limited to non-agenda items 3 minutes).
- 5. KCATT Recap & Recommendations – No Recommendations for June**
- 6. Administrative Matters**
 - a. May 2015 KMPO Expenditures & Financial Report
 - b. FY 2016 Budget and 2015 Budget Update - Action Requested
- 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. Kootenai County Urban and Specialized Transit Report – Jody Bieze
 - b. Rural Transit Report – Alan Eirls
- 8. Other Business**
 - a. **KMPO TIP Amendment #4** ITD Government Way Underpass - KN 13861 Increase of \$50,000 in 2015 for Preliminary Engineering – Total Amount \$100,000
 - b. **KMPO TIP Amendment #5** ITD SH-53, N Pleasant View Road Turn Bays, Hauser - KN 13860 – Advance Project to FY 2015 from FY 2019 No Cost Changes
 - c. **SH 41 Corridor Master Plan Update** – Synchro Analysis Consulting Services – Bonnie Gow
- 9. Director's Report** (written report included in Board packet)
- 10. Board Member Comments**
- 11. Next Meeting – July 9, 2015**
- 12. Adjournment**

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MEETING MINUTES

Kootenai Metropolitan Planning Organization
Regular Board Meeting
June 11, 2015
Post Falls City Council Chambers, City Hall, First Floor
Post Falls, Idaho

Board Members in Attendance:

James Mangan, Vice Chair	Worley Highway District
Terry Sverdsten	East Side Highway District
Terry Werner, Alternate	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:

Vic Holmes, Chair	City of Rathdrum
Marc Eberlein	Kootenai County
	City of Post Falls
Richard Panabaker	City of Hayden
Jim Kackman	Coeur d'Alene Tribe
Lynn Humphreys	Post Falls Highway District

Staff Present:

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

Attendees:

Donna Montgomery	Citizen, KMPO Volunteer
Monty Montgomery	Lakes Highway District
John Pankratz	East Side Highway District
Alan Eirls	Citylink
Jody Bieze	Kootenai County
Christopher DeLorto	HDR
Don Davis	ITD

1. Call to Order – James Mangan, Vice Chair

The regular meeting of the Kootenai Metropolitan Planning Organization Policy Board was called to order by Vice Chair James Mangan at approximately 1:36 p.m. He noted there was not a quorum, but said informational items could be covered until the additional Board member arrived.

Mr. Miles stated the administrative matters would be deferred pending a quorum. Informational items on the agenda could be covered beginning with Item 7, Public Transportation.

7. Public Transportation (Informational Items Provided to KMPO)

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a. Kootenai County Urban and Specialized Transit Report – Jody Beize

Ms. Bieze noted the Board had been given her report reflecting services provided on the fixed routes and Paratransit. The Service and Fare Equity Analysis had been launched. They will be hiring a consultant to conduct the analysis which will validate the services and identify bus stops to ensure they are in the right locations. Ms. Bieze noted Mr. Miles had provided some input on the Service and Fare Equity Analysis; a couple of his comments were included. The Board will be part of the presentation for the analysis update.

Mr. Gookin questioned Ms. Bieze about her comment that they were moving in the right direction noting total ridership appeared to be consistently decreasing.

Ms. Bieze explained she was not just looking at ridership, but the whole transit system which includes the fixed route, Paratransit in Kootenai County, and four systems in Benewah County. She, Mr. Eirls, and Kootenai Health have been working together toward formalizing the transit system services. Ms. Bieze said they want to formalize it through the Service and Fare Equity analysis which will allow them to better understand the system, the service needed throughout the service area, and ensure they are headed in the right direction. As far as ridership, that will be directly influenced by whether or not their system is “formalized.” She believed they would see an increase in performance and ridership over time. She recognized that there had been some dips in ridership, but said she believed that would change once they complete the analysis and it is implemented. In response to a question from Mr. Gookin, Ms. Bieze said the analysis is the profiling of the demographics. She did not know if a comprehensive analysis had been done prior to her arrival in July of 2014; she deferred the question to Mr. Eirls and/or Mr. Miles.

Mr. Eirls noted they had all taken part in an analysis which had been done through KMPO and worked directly off the Public Transportation Plan to ensure they set the routing according to the growing plan for the system. Ridership was on a continuous rise until they had to reduce the service. Once the service was cut back, ridership fell to about 50% of what it had been.

Mr. Miles noted demographic profiles were done when they retained Transit Plus Inc. to do the Transit System Analysis. There was a significant amount of survey work done for potential riders, etc. When the revenue they had to run the system dropped, “less than ideal” routes had to be created in order to stay within the financial constraints. Prior to that, the service had loop routes which provided a better opportunity for riders to get on and off and access cross routes. When the restructuring occurred, many of those who were using the system no longer had access to it. Mr. Miles stated summer ridership is typically down.

Ms. Bieze noted there were 100 bus stops which is what Mr. Eirls and Mr. Miles were referring to. She felt they have been taking steps in the right direction since she became involved in July 2014.

b. Rural Transit Report – Alan Eirls

Mr. Eirls noted the Board had been provided his report via email. Ridership has taken a small decline even from a year ago at this time. It is expected to increase as fuel prices go up. There were no accidents to report. The transmission on one of the urban buses will need to be replaced. They will be short a mechanic for 1-3 weeks due to a mishap in the shop last Monday. Two drivers will be coming back from leave which will help move the system along and cut the overtime they have been paying.

8. Other Business

- c. **SH 41 Corridor Master Plan Update** – Synchro Analysis Consulting Services – Bonnie Gow

Ms. Gow reported they have been working with ITD on an RFP for the Synchro analysis which was sent out May 20. The proposals went to ITD; three were received. The evaluation team will be meeting on June 17th to go over the proposals and make a selection; a few KCATT members will take part in that review. The RFP allowed the consultant two months to complete the analysis. Once complete, the findings and recommendations will be added to the Highway 41 Corridor Master Plan.

Mr. Allen commented that ITD, after the legislative session, committed to revisiting their access management policy. He was not certain if the analysis would have timely bearing on the Highway 41 Corridor plan. The ITD Board will be forming a sub-committee; ITD Board member Jim Coleman will be the chair.

At approximately 1:48 p.m., Post Falls Highway District Commissioner Terry Werner arrived.

Vice Chair Mangan thanked Mr. Werner for attending the meeting on short notice. With Mr. Werner present there was a quorum. Vice Chair Mangan directed the Board to the top of the agenda and noted the meeting had already been called to order; only informational items had been covered.

2. Changes to the Agenda and Declarations of Conflicts of Interest

Mr. Damon Allen made a motion to approve the Agenda as presented. Mr. Rod Twete seconded the motion, which passed unanimously. Vice Chair Mangan stated no one indicated a conflict of interest.

3. Approval of May 14, 2015 KMPO Board Meeting Minutes

Mr. Terry Sverdsten made a motion to approve the May 14, 2015 KMPO Board meeting minutes as presented. Mr. Rod Twete 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 – No Recommendations for June

6. Administrative Matters

- a. May 2015 KMPO Expenditures & Financial Report

Mr. Terry Sverdsten moved to approve the expenditures for May 2015. Mr. Terry Werner seconded the motion, which passed unanimously.

- b. FY 2016 Budget and 2015 Budget Update – Action Requested

Vice Chair Mangan noted there was a question at last month's meeting regarding a 3% pay increase.

Mr. Gookin thanked Mr. Miles for providing the requested information in the packet and commented that it seemed to be inline. He was concerned that there was not a policy for setting the increase.

Mr. Miles confirmed there was no policy; traditionally, they look at what had happened in the previous year in terms of overall increases rather than what was anticipated for the upcoming year. Mr. Miles said if the Board would like him to develop a policy for setting raises, he would be more than happy to do that.

Mr. Gookin stated he would be more comfortable if there was a Board policy as opposed to staff making a recommendation. He noted he would always ask what an increase was based on in order to apply consistency and provide oversight. Mr. Gookin said, based on the data provided, the raise seemed to be inline. He had no objection and thanked Mr. Miles for providing the data.

Mr. Dan Gookin moved to approve the budget for FY 2016. Mr. Rod Twete seconded the motion, which passed unanimously.

8. Other Business

- a. **KMPO TIP Amendment #4** ITD Government Way Underpass - KN 13861 Increase of \$50,000 in 2015 for Preliminary Engineering – Total Amount \$100,000
- b. **KMPO TIP Amendment #5** ITD SH-53, N Pleasant View Road Turn Bays, Hauser - KN 13860 – Advance Project to FY 2015 from FY 2019 No Cost Changes

Mr. Miles noted KMPO TIP Amendment #4, Government Way Underpass was an increase of \$50,000 to the existing program year for preliminary engineering which will bring the total for 2015 funding to \$100,000. Mr. Miles understood the purpose of the project was to rehabilitate the Government Way Bridge over I-90.

Mr. Allen remarked that they need to get some preliminary survey and drainage work done before the project can begin. This project is to add a dedicated lane on I-90 under the bridge for those who are getting on at one exist and off the next – eliminating the weaving motion.

Mr. Miles said Federal Highways has determined any changes on cost on any of these projects needs to be amended into the Transportation Improvement Program (TIP) at the MPO level and then approved at the ITD level before they will obligate the additional funds. Mr. Miles noted this was a different practice and said it is more restrictive and provides more disclosure on how public funds are being used.

Vice Chair Mangan authorized Mr. Miles to continue; consideration of both amendments will follow.

Mr. Miles said TIP Amendment #5 is a project on Highway 53 at Pleasant View Road where ITD and Post Falls Highway District have been working together to put in turn bays on Highway 53. The turn bays would prevent traffic from backing up onto the mainline. Mr. Miles said they have looked at this as a low cost safety project which will substantially reduce the potential for accidents. The Amendment was expected to be on the ITD Board agenda next week; however, the agenda item has been pulled. The matter is expected to be back on ITD's agenda in July. Mr. Miles said he would like to approve it into the TIP and hold it until the ITD Board takes their motion and will then submit it all at once. If the Board approves it, they will move forward with TIP Amendment #4 so the project can continue. He noted that he would not want to delay the Highway 53 project any further in fear of losing the construction season.

Mr. Allen remarked that they need to get this approved so they can get it out to bid and constructed this season. It was put into the early development program because they saw the need. Through pure public comment and input, the ITD Board put it in the FY2019 program.

With the MPO funds and the highway district designing the project, they are trying to accelerate the project. Mr. Allen was confident the ITD Board would take action in July.

Mr. Werner stated that he knew the Post Falls Highway District had been pushing the engineering firm to get the design done. He noted they had been getting a lot of comments wanting the project complete.

Mr. Miles noted the project ranks high with getting a grade separation at this location. With the number of trains increasing they expect to see a lot more traffic on the mainline. Pleasant View Road is seen as a critical access between Highway 53 and developments to the south and to I-90. Mr. Miles said they have been working with ITD and the jurisdictions to position these projects, so when funds do become available for high priority projects, even at the congressional level once they look at freight and goods movement, they have ready to go projects that jurisdictions can drop into a competitive process.

Mr. Terry Werner moved to approve KMPO TIP Amendment #4 and KMPO TIP Amendment #5. Mr. Rod Twete seconded the motion, which passed unanimously.

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

Mr. Miles explained how PERSI will have to start reporting unfunded liability in the pension fund. He expects it to show up on financial statements during the next audit. PERSI recently released a report addressing the proportionate share. The report, the Public Employee Retirement System of Idaho Base Plan, is based on the year ending June 30; it is a schedule of employer allocation and collective pension amounts. Mr. Miles said they are looking at the total amount of money that has gone into the PERSI system and how much each entity that is a member of PERSI has contributed. The financial statement will show the unfunded liability. Mr. Miles noted KMPO's total employer contribution from the time they started until now is approximately \$24K; their unfunded liability is rather low. Mr. Miles said he is bringing this to the Board's attention now as they will be closing out their books September 30th, the audit will be done and the unfunded liability item will be part of the financial statement.

Mr. Miles noted MAP-21 expired and was extended to July 31. Next week, the US Senate Committee on Environment and Public Works will be marking up their version of the Transportation Reauthorization Bill; the House TNI Committee has also been working on their version. Mr. Miles said the problem was not putting the Bill together, but how to fund it. Several groups have been asking for a hearing by Congressman Ryan, Chair of the House Ways and Means Committee; a hearing for how to provide sustainable funding for the next reauthorization bill has been scheduled for June 18th. A bill is expected by September; otherwise, it may not occur until mid-year 2017.

10. Board Member Comments

Mr. Sverdsten reported paving on Canyon Road was completed this morning; approaches are now being done; the project is a result of a windfall from the Basin cleanup.

Mr. Allen said ITD has been wanting to formally recognize Mr. Miles. For years, ITD has been working on US 95. It became clear they were not going to get funding to finish the southern portion of US 95 near Worley through the GARVEE bond program. In an effort to complete the project, ITD applied for TIGER 3, TIGER 4, and TIGER 5 stimulus funds, but did not receive any funding. Mr. Allen said Mr. Miles became involved, began critiquing their applications and visiting Washington DC shortly the TIGER 3 grant was denied. When TIGER 6 came out, Don Davis approached Mr. Miles who provided suggestions, assisted with the application, and talked

to people in Washington, D.C. Mr. Miles' efforts help bring \$7.5M back to Idaho to build the last piece of US 95. Mr. Davis was recognized previously. Mr. Allen wanted to recognize Mr. Miles' effort, absolute dedication, and support to transportation in this area. Mr. Miles was presented a personalized Idaho license plate clock, "TIGER 6."

ITD projects this summer included I-90 from Mullan to the state line. Mr. Allen stated they are doing work on one bound lane this year and work on the other bound lane next year; traffic will be returned to both lanes October 15.

Vice Chair Mangan asked if they could possibly cancel the July KMPO Board meeting. He will review the agenda once it is available, if there is nothing pressing, he would like to take a summer break.

11. Next Meeting – July 9, 2015

12. Adjournment

There being nothing further before the Kootenai Metropolitan Planning Organization Board, Vice Chair Mangan adjourned the June 11, 2015 meeting due to the lack of any further business and without objection.

The regular meeting was adjourned at 2:11 p.m.

Recording Secretary