



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
November 8, 2018 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 – Jim Mangan, Chair**
- 2. Changes to the Agenda and Declarations of Conflicts of Interest**
- 3. Approval of September 13, 2018 Meeting Minutes – *Action Item***
- 4. Public Comments** (limited to non-agenda items 3 minutes)
- 5. KCATT Recap & Recommendations – Eric Shanley**
 - a. Recap of Activities – September/October 2018
- 6. Administrative Matters**
 - a. September and October 2018 KMPO Expenditures & Financial Report – *Action Item*
 - b. 2018 Financial Audit - Update
 - c. 2018-2022 KMPO Transportation Improvement Program – Administrative Amendments
 - a. Amendment #11 KN 13871 Increase in Metro Planning and Advancement of KN20134 4th Street, Dalton to Prairie Avenue Design and Engineering
 - b. Amendment #12 KN 19833 US 95, North Corridor Access Improvement Project
 - c. Amendment #13 Modifications to existing projects to consolidate and define scope and budget for a trail project within existing key numbers
 - d. Amendment #14 Modifications to existing projects to increase funding levels for FY 2019 activities with key numbers 19452 and 20120
 - e. Amendment #15 Incorporating Selected Projects from the Adopted 2019-2025 Transportation Improvement Program into the 2018 Transportation Improvement Program to Accelerate Obligation of FY 2019 Funding
 - d. 2019 KMPO Board and KCATT Meeting Dates & Locations – *Action Item*
 - e. KMPO Website Review – Kelly Lund
- 7. Other Business**
 - a. KMPO 2016-2040 Population and Employment Forecast Update Presentation – Ali Marienau
 - b. KMPO 2016-2040 Travel Demand Model Update Presentation – Ali Marienau
- 8. 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 presentations and 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 or the Coeur d' Alene Tribe.

 - a. Kootenai County Transit Update Presentation – Amber Conklin
 - b. Coeur d Alene Tribe Rural Transit Report – Alan Eirls
- 9. Director's Report** (written report included in Board packet)
- 10. Board Member Comments**
- 11. Next Meeting – December 13, 2018** (Election of 2019 Officers)
- 12. Adjournment**

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MEETING MINUTES

Kootenai Metropolitan Planning Organization
Regular Board Meeting
November 8, 2018
Post Falls City Council Chambers, City Hall, First Floor
Post Falls, Idaho

Board Members in Attendance:

James Mangan, Chair	Worley Highway District
John Austin	East Side Highway District
Bob Bingham	Kootenai County
Lynn Borders	City of Post Falls
Terry Werner	Post Falls Highway District
Rod Twete	Lakes Highway District
Dan Gookin	City of Coeur d'Alene

Board Members Absent:

Jim Kackman, Vice Chair	Coeur d'Alene Tribe
Dick Panabaker	City of Hayden
Vic Holmes	City of Rathdrum
Damon Allen	Idaho Transportation Department, Dist. 1

Staff Present:

Glenn Miles	Executive Director
Ali Marienau	Transportation Planner
Kelly Lund	Executive Secretary

Attendees:

Amber Conklin	Kootenai County
Chad Ingle	Kootenai County
Jeff Voeller	Coeur d'Alene School District
Alan Eirls	Citylink and CdA Casino
John Pankratz	East Side Highway District
Diane Fountain	Lakes Highway District
Robert Palus	City of Post Falls
Eric Shanley	Lakes Highway District

1. Call to Order – Jim Mangan, Chair

The regular meeting of the Kootenai Metropolitan Planning Organization Policy Board was called to order by Chair Jim Mangan at 1:32 p.m. He noted there was a quorum.

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

Mr. Terry Werner moved to approve the agenda as presented. Mr. Lynn Borders seconded the motion which passed unanimously. No declarations of conflict were declared.

3. Approval of September 13, 2018 KMPO Board Meeting Minutes – *Action Item*

Mr. John Austin moved to approve the September 13, 2018, KMPO Board minutes as presented. Mr. Bob Bingham seconded the motion which passed unanimously.

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

Eric Shanley, Lakes Highway District, stated he would like to make a public comment on a matter not on the agenda. He noted a public discussion and article in the Coeur d'Alene Press this week

regarding a matter between Lakes Highway District and the Coeur d'Alene School District. As an offer and gesture of goodwill toward the Coeur d'Alene School District, Lakes Highway District is seeking to bring before the KMPO Board a discussion regarding major corridors in our community. Lakes Highway District has directed Mr. Shanley to ask KCATT to consider, specifically, Prairie Avenue, signalization, approaches that may require signalization given the infrastructure, and the intent and operation of those facilities. He is expecting the matter to be before KCATT in November and before the KMPO Board once KCATT has given the matter consideration. Mr. Shanley noted he had attended the Coeur d'Alene City Council meeting Tuesday night. He expressed appreciation and thanked Councilman Gookin for his comments during the meeting.

5. KCATT Recap & Recommendations – Eric Shanley

a. Recap of Activities – September/October 2018

KCATT Chair, Eric Shanley, Lakes Highway District, stated the September and October KCATT meetings included typical project and utility updates.

6. Administrative Matters

a. September and October 2018 KMPO Expenditures & Financial Report – *Action Item*

In response to an inquiry from Mr. Bingham, Mr. Miles explained the increase in salary from September to October was due to Ali Marienau returning from leave.

Mr. Lynn Borders moved to approve the expenses for September and October 2018. Mr. John Austin seconded the motion which passed unanimously.

b. 2018 Financial Audit – Update

Mr. Miles noted Magnuson, McHugh & Company would be doing the FY 2018 financial audit. The draft audit report is expected the first or second week in December.

c. 2018-2022 KMPO Transportation Improvement Program – Administrative Amendments

- a. Amendment #11 KN 13871 Increase in Metro Planning and Advancement of KN20134 4th Street, Dalton to Prairie Avenue Design and Engineering
- b. Amendment #12 KN 19833 US 95, North Corridor Access Improvement Project
- c. Amendment #13 Modifications to existing projects to consolidate and define scope and budget for a trail project within existing key numbers
- d. Amendment #14 Modifications to existing projects to increase funding levels for FY 2019 activities with key numbers 19452 and 20120
- e. Amendment #15 Incorporating Selected Projects from the Adopted 2019-2025 Transportation Improvement Program into the 2018 Transportation Improvement Program to Accelerate Obligation of FY 2019 Funding

Mr. Miles noted KMPO's FY 2019 Transportation Improvement Program (TIP) had been approved by the KMPO Board but said ITD had not yet submitted the Statewide Transportation Improvement Program (STIP) to the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA) for review and approval. Although ITD anticipates submitting the STIP in the next few weeks, the approval process can take up to two months. Mr. Miles explained amendments were effective in addressing changes while keeping projects moving forward; the approval process typically takes just 20 days. As the amendments are administrative, no action is required.

d. 2019 KMPO Board and KCATT Meeting Dates & Locations – **Action Item**

Mr. Rod Twete moved to approve the 2019 KMPO Board and KCATT Meeting Dates & Locations calendar. Mr. Lynn Borders seconded the motion which passed unanimously.

e. KMPO Website Review – Kelly Lund

Ms. Kelly Lund provided an overview of the new KMPO website which has not yet been publicized. The online construction map and roadway information links were noted.

7. Other Business

a. KMPO 2016-2040 Population and Employment Forecast Update Presentation – Ali Marienau

Ms. Ali Marienau provided a PowerPoint presentation on the 2016-2040 forecasts. Detailed information was included in the Board packet. Data collection, various land use categories, population, methodology, and forecasts were discussed. KCATT will be reviewing the information and providing the Board with a recommendation next month.

b. KMPO 2016-2040 Travel Demand Model Update Presentation – Ali Marienau

Ms. Ali Marienau provided a PowerPoint presentation on the 2016 travel demand model update. The base model is 2016 with forecast years 2020, 2035, and 2040. The next update will be done in 2020 and include the 2020 census data. Ms. Marienau noted the 2016 update was not as significant as the 2010 update. She discussed land use, roadway network with new construction, external trips, and traffic count updates. PTV has assisted in the model update. Model documentation will be prepared and provided to the Board for review.

Mr. Miles commented on current conditions. He noted the last household travel survey was done in 2005 and is looking at options for the next survey.

8. Public Transportation (Informational Items Provided to KMPO)

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a. Kootenai County Transit Update Presentation – Amber Conklin

Mr. Chad Ingel, Kootenai County Fixed Route Specialist, provided an overview of their report noting a 7% increase in ridership in 2018. On-time performance delays were attributed to road construction and congestion. They are currently not charging a fare, but will be doing another analysis in order to implement the fare system. Mr. Ingel provided an update on the Transit Center project which is currently under construction; a temporary parking lot has been set up.

b. Coeur d' Alene Tribe Rural Transit Report – Alan Eirls

Mr. Alan Eirls provided an update on various issues related to ridership, the buses, and preparing for the winter months. There were no accidents in September or October. Their drug policy is being updated. The Title VI Plan has been updated and submitted to FTA. The bus contract was awarded. The new supervisor vehicle was received in October. The maintenance and utility vehicle is expected to arrive in the December/January timeframe. They are preparing to go out for advertisement for an assistant transportation manager and two mechanics. Due to construction at the casino, a temporary bus stop has been set up.

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

Mr. Miles noted there would be a call for FTA projects using Section 5339 capital funding; approximately \$500,000 is available. KMPO recently had the annual ITD Title VI on-site review

and has received a letter reflecting compliance and KMPO's Title VI Plan being a model for best practice for the agencies throughout the State of Idaho.

10. Board Member Comments

Chair Jim Mangan noted December would be his last month as Board Chair. Mr. Jim Kackman has served as the KMPO Board Vice Chair for two years and has volunteered to be elected as Board Chair if no one else wishes to serve in that position. Chair Mangan said if anyone wished to be considered for the Chair position, they should contact the KMPO office so a ballot can be prepared for the December meeting.

11. Next Meeting – December 13, 2018 (Election of 2019 Officers)

12. Adjournment

There being nothing further before the Kootenai Metropolitan Planning Organization Board, Chair Mangan adjourned the November 8, 2018 meeting without objection.

The regular meeting was adjourned at 3:04 p.m.

Recording Secretary