

## **MEETING MINUTES**

Kootenai Metropolitan Planning Organization  
Policy Board Meeting  
September 3, 2009  
Post Falls City Council Chambers, City Hall, First Floor  
Post Falls, Idaho

### **Board Members in Attendance:**

Jimmie Dorsey, Chair	East Side Highway District
Clay Larkin, Vice Chair	City of Post Falls
Lynn Humphreys	Post Falls Highway District
Andrea Storjohann	Idaho Transportation Department (alternate)
Vic Holmes	City of Rathdrum
Al Hassell	City of Coeur d'Alene
James Mangan	Worley Highway District
Todd Tondee	Kootenai County
Anson Gable	City of Hayden
Marv Lekstrum	Lakes Highway District

### **Board Members Absent:**

Damon Allen	Idaho Transportation Department
Norma Peone	Coeur d'Alene Tribe

### **Staff Present:**

Ryan Stewart, Sr. Transportation Planner  
Donna Lively, Administrative Assistant

### **1. Call to Order.**

The meeting of the Kootenai Metropolitan Planning Organization Policy Board was called to order by Chair, Jimmie Dorsey at 1:31 pm.

### **2. Approval of August Meeting Minutes.**

**Mr. Lynn Humphreys made a motion to approve the August 6, 2009 meeting minutes. Mr. Marv Lekstrum seconded the motion, which was unanimously approved.**

### **3. Public Comments – There were no comments given.**

### **4. Administrative Matters – Ryan Stewart**

#### **Vouchers 4.a.**

**Mr. James Mangan made a motion to approve the payments:**

- a) **KMPO Vouchers for July 2009 in the amount of \$31,030.88.**
- b) **Huetter Corridor Study – Key 9170 for June 2009 in the amount of \$4,009.51.**

**The motion was seconded by Mr. Lynn Humphreys and unanimously approved.**

**b. 2010 FY Unified Planning Work Program.**

Mr. Ryan Stewart stated that the 2010 FY Unified Planning Work Program has been provided to KCATT for review and minor edits were noted. He stated that the responsibility allocations were broken down on page 15 and was intentionally kept generic for KMPO Administrator for the amount of \$275,890.00 for fiscal year 2010. Also specified were \$60,000 for Kootenai County, and \$280,000 for ITD District One, towards for two corridor planning studies.

Mr. Stewart added that the 2010 FY Unified Planning Work Program can be adopted today at the Board's discretion, or defer it to next month's Board meeting; however, the program will go into effect under the federal fiscal year cycle, i.e., October 1, 2009.

Mr. Clay Larkin stated that given the fact that the Board is in the process of selecting a service facilitator for the years to come it might be better to defer action until next month since the budget numbers could change.

**Mr. Clay Larkin made a motion to place a 30-day hold on the 2010 FY Unified Planning Work Program until the Board's October 1, 2009 meeting. Mr. Al Hassell seconded the motion, which was unanimously carried.**

**c. Idaho Co. Risk Management Program (ICRMP) Coverage Changes – John Goedde**

Mr. John Goedde provided several copies of the declarations page for the KMPO Insurance coverage for the upcoming year, noting that there were several changes, but none of significant consequence.

Mr. Goedde noted that ICRMP carries terrorism insurance of \$50 million to be applied statewide; however, but due to the Federal Terrorism Insurance Act passed shortly after September 11, 2001, ICRMP is required to offer each individual member a terrorism policy. Consequently, \$40,000 in terrorism insurance for KMPO would be approximately, \$5,000. He noted that this is duplicate coverage and recommended that KMPO not purchase the optional terrorism coverage.

Mr. Goedde also noted that KMPO does not have auto insurance, since KMPO does not own any automobiles. He recommended that should KMPO purchase any autos they should not be loaned to any other public entity in the State of Idaho, since there is a coverage gap in the policy. Mr. Goedde noted that the premium rose to \$850.00, the

minimum for ICRMP entities now. He left a copy of the policy with the Board for review, noting that the policy renews October 1, 2009 and includes \$40,000 in personal property loss for KMPO property.

He concluded stating that he didn't think a motion was needed to renew the policy, but that a motion would be needed to decline the terrorism coverage. Mr. Al Hassell noted that the policy lists an incorrect address for KMPO of "Spokane, ID." Mr. Goedde stated that the address will be corrected.

Mr. Clay Larkin asked whether private vehicles that are used for KMPO business were covered under ICRMP or whether it would fall under the jurisdiction whom the member represents. Mr. Goedde stated that he felt it would be covered under the ICRMP policy; however, in most cases, it will be the same insurance carrier. Mr. Todd Tondee asked whether the member's individual insurance would be applied first. Mr. Goedde stated that he felt that the member's individual insurance would apply first, but that it would not cover the jurisdiction.

**Mr. Al Hassell made a motion to reject the optional terrorism insurance coverage. Mr. Clay Larkin seconded the motion, which was unanimously approved.**

Mr. Goedde left the signature page with Chairman Jimmie Dorsey for completion.

## **5. Public Transportation**

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

Mr. Alan Eirls reported that ridership went over the 40,000 mark. He added that routes A, B, and C rose, and that both the rural and the link dropped. Mr. Eirls stated that a bus went down during the month and will be held over until the first part of October for repairs and engine replacement.

He noted that a minor drop from September to October is expected since kids are back in school. He stated that Citylink has exceeded the 1 million rider mark (at 1.1 million passengers) and is planning on running an ad campaign as a result.

### **b. KATS Status Report – John Austin**

Speaking for Ms. Helen Stevens was Mr. John Austin who reported that ridership was down all the way around from August of last year, could be the result of Citylink's more timely schedules, increased neighborhood service, and free of charge.

He noted that they may work with Ms. Stevens is developing some satellite routes in picking up riders and bringing them to Citylink stops.

**c. Financial Report – John Austin**

Mr. John Austin reported that \$577,000 in stimulus grant funds are ready to be deposited in the County's account for the purchase of six vehicles for Citylink (2 bus replacements and 4 support vehicles).

**d. DEQ Update – Mark Boyle**

Mr. Mark Boyle reported that the number this year is 57 after having gone through the hottest part of summer. If it remains at 57, the 3 year average will be below the trigger level for the legislative inspection/maintenance/reduction program. He added that if the levels remain at 57, the area will have greater breathing room for next year, too.

Mr. Mark Boyle was asked what the current 3 year average was, to which he replied 61. Mr. Marv Lekstrum asked what the trigger level was. Mr. Boyle stated that it was 64.

**e. Transit Center Location Study Update – Ryan Stewart**

Mr. Ryan Stewart provided copies of the Draft Final Report of the Transit Center Location Study to the Board. He noted that the document has been provided to the Steering Committee, KCATT and the Public Transportation Roundtable for final comments and a 30-day public comment period has also been advertised.

A KCATT recommendation for adoption is anticipated and Board action will be requested at next month's Board meeting. Mr. Stewart noted that the final report includes more detailed cost estimate information on the preferred location that the Board identified at their last meeting.

Mr. Stewart commended the contractor for their work. The contractor, The Land Group, Inc., is continuing to assist the Pan Handle Area Council (PAC) with specific site design and research in order to secure a site within the preferred location.

Mr. Vic Holmes expressed concern regarding the top three location sites that are \$500,000 plus in cost per acre. He questioned why a less expensive site location was not identified in either Post Falls or the City of Hayden so long as it was on an existing Citylink route. Mr. Stewart explained that earlier in the study, various locations throughout Kootenai County were evaluated based on the criteria that was developed by the Steering Committee. The cost of land was one of the criteria used in determining the potential sites, but was not the only deciding factor. Other factors included examining the cost to existing operations for Citylink and KCATTs. A Post Falls or Hayden location would have created ongoing cost increases to Citylink in order to adjust their existing routes to meet in Post Falls. Other factors to consider were a central connectivity point and transit trip generators. He emphasized that the costs were just estimates, and that he hoped that the developer's enthusiasm to have the transit center located in Riverstone will be reflected in the final land cost. He noted that higher capital costs can often offset longer ongoing operational costs.

**f. Citylink Public Transit Forum and Service Evaluation Process – Ryan Stewart/John Austin**

Mr. Ryan Stewart reported that a Citylink Public Transit Forum will be held sometime this November to address requests for service. He reminded the Board that at the August 2009 Board meeting, the Board discussed a complaint that was received regarding a Citylink bus stop location. Mr. Stewart noted that the Board packet memo he drafted was for discussion purposes to address requests for additional service, removal bus stops, etc. At the most recent Public Transportation Roundtable meeting, there was consensus that there should be a consistent, fair, and equitable method to address these requests as well as developing an overall policy for service evaluation.

Mr. Stewart stated that it is up to the pleasure of the Board whether they would like staff to work with Citylink to develop such a policy so that these requests can be addressed in an equitable manner.

**Mr. Clay Larkin made a motion to place a 30-day hold on the Citylink Public Transit Forum and Service Evaluation Process until the Board's October 1, 2009 meeting. Mr. Al Hassell seconded the motion, which was unanimously carried.**

**6. KCATT Recommendations**

No KCATT recommendations to report.

**7. Director's Report – Glenn Miles**

Mr. Ryan Stewart stated that he had nothing to report on behalf of Mr. Glenn Miles.

**8. Other Business**

Chairman Jimmie Dorsey stated that it has been brought to the Board's attention that there is a comment period regarding the Burlington Northern Santa Fe Railroad (BNSF) refueling site. Mr. Todd Tondee stated that there is a schedule for a 5 year licensing project that will be coming before the Board and a public hearing is forthcoming. Mr. Dorsey stated that KMPO will need to comment on the matter and asked whether BNSF could provide staff with copies of the materials.

**Mr. Al Hassell made a motion instructing that copies of the BNSF Refueling Station Report be disseminated to the KMPO Board and staff for comments and authorized KMPO Chair, Jimmie Dorsey, to summarize the comments for submission to Kootenai County no later than September 17, 2009. Mr. Clay Larkin seconded the motion, which was unanimously carried.**

BNSF Representative, Dale Larsen, stated that the Kootenai County Planning Department sent out copies of the document for agency comment on August 17, 2009.

Mr. Larsen provided staff with copies of the documentation for dissemination to the Board.

Mr. Ryan Stewart noted that the Local Highway Technical Assistance Council memo included in the Board packet was for Board information only and that no action was needed.

Mr. Jimmie Dorsey asked Mr. Stewart whether an update from last week's Urban Balancing Committee meeting was available. Mr. Stewart responded that there was not; however, he will ensure that a summary would be sent out.

## **9. Board Member Items**

Mr. Vic Holmes reminded the Board that several years ago, the City of Rathdrum provided funding to cover a shortfall in transit bus funding with the hope that future Citylink connections would be made available to the City of Rathdrum and the northern end of the County. He stated that he is looking forward to working with Citylink to ensure this connectivity occurs.

### **Special Board Meeting/Executive Session**

**Mr. Clay Larkin made a motion that the Board retire to Executive Session under Idaho Code §§ 67-2345 (a) & (b) for no longer than 1 hour for the purpose of hiring an individual agent of the Board to fill a particular vacancy or need and to conduct deliberations concerning to acquire an interest in real property which is not owned by a public agency.**

A roll call vote of the KMPO Board was held to ensure that the two-thirds authorization requirement was met.

<b>Andrea Storjohann</b>	<b>Yes</b>	<b>Clay Larkin</b>	<b>Yes</b>
<b>Marv Lekstrum</b>	<b>Yes</b>	<b>Anson Gable</b>	<b>Yes</b>
<b>Lynn Humphreys</b>	<b>Yes</b>	<b>Vic Holmes</b>	<b>Yes</b>
<b>Al Hassell</b>	<b>Yes</b>	<b>Jim Mangan</b>	<b>Yes</b>
<b>Jimmie Dorsey</b>	<b>Yes</b>	<b>Todd Tondee</b>	<b>Yes</b>

Chair, Jimmie Dorsey, convened the Executive Session at 2:07 pm. The Executive Session concluded at 3:18 pm. and the regular session reconvened.

**Mr. Clay Larkin made a motion to authorize the KMPO Board to offer interviews to two of the three KMPO service contract bidders, Wilbur Smith & Associates and SRTC, on Thursday September 17, 2009 commencing at 8 a.m. for the first interview and approximately 10 a.m. for the second interview. Mr. Lynn Humphreys seconded the motion, which was unanimously approved.**

**Mr. Al Hassell made a motion requesting that direct charges to budget line items under direct and indirect cost categories be provided to the Board Chair by the bidders, which will then be sent electronically to Board members prior to the September 10, 2009 Executive Session. Mr. Vic Holmes seconded the motion, which was unanimously carried.**

Mr. Clay Larkin reported that a 4:00 p.m. Citylink Bench ribbon cutting ceremony will take place outside the Post Falls City Council Chambers. Board members and the public were invited to attend.

### **ADJOURN Regular Session**

There being no further business before the Kootenai Metropolitan Planning Organization Policy Board, the regular meeting was adjourned at 3:22 pm.

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Donna Lively  
Recording Secretary