



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 2, 2010 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 – Jimmie Dorsey, Chair**
- 2. Approval of August 2010 Minutes**
- 3. Public Comments**
- 4. KCATT Recap**
- 5. Administrative Matters – Glenn Miles**
 - a. KMPO General August 2010 Expenses (Financial Report forthcoming)
 - b. Adoption of Inland Pacific Hub Bylaws – Ryan Stewart
 - c. Appointment of Idaho Representative to IPH Board – Ryan Stewart
 - d. Bus Bench Monies Disbursement Request – Craig Wilcox
- 6. Public Transportation**
 - a. Citylink Status Report – Alan Eirls
 - b. KATS Status Report – Helen Stephens
 - c. Financial Report – John Austin
 - d. Mobility Manager's Report – Clif Warren
- 7. Director's Report – Glenn Miles**
- 8. Other Business**
 - a. 2010 Draft KMPO Metropolitan Transportation Plan (MTP) and Revised Schedule – Bonnie Gow
 - b. FY 2009-2013 KMPO Transportation Improvement Program (TIP) Amendment #10 – Ryan Stewart
 - c. FY 2011 Unified Planning Work Program (UPWP) – Ryan Stewart
- 9. Board Member Items**

ADJOURN Regular Session

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KOOTENAI METROPOLITAN PLANNING ORGANIZATION

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MEETING MINUTES

Kootenai Metropolitan Planning Organization
Policy Board Meeting
September 2, 2010
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
Al Hassell	City of Coeur d'Alene
James Mangan	Worley Highway District
Vic Holmes	City of Rathdrum
Lynn Humphreys	Post Falls Highway District
Marv Lekstrum	Lakes Highway District
Todd Tondee	Kootenai County
Andrea Storjohann (Damon Allen)	Idaho Transportation Department

Board Members Absent:

Richard Panabaker	City of Hayden
Representative	Coeur d'Alene Tribe

Staff Present:

Glenn Miles, Executive Director
Ryan Stewart, Senior Transportation Planner
Bonnie Gow, Transportation Planner II
Donna Lively, Administrative Secretary

1. Call to Order.

The meeting of the Kootenai Metropolitan Planning Organization Policy Board was called to order by Chair, Jimmie Dorsey at 1:32 pm.

2. Approval of August Meeting Minutes.

Mr. Lynn Humphreys made a motion to approve the August 5, 2010 KMPO Board Meeting Minutes. Mr. James Mangan seconded the motion, which was unanimously approved.

3. Public Comments – There were no comments given.

4. KCATT Recap.

Mr. Ryan Stewart reported that KCATT received copies of the draft 2010 KMPO Metropolitan Transportation Plan (MTP) in July and their comments were due at the

August 24 KCATT meeting. No major revisions are expected to be made to the MTP and there were no KMPO Board recommendations from their August meeting.

5. Administrative Matters – Glenn Miles

a. KMPO General August 2010 Expenses & Financial Report

Mr. James Mangan made a motion to approve the KMPO Voucher payments for June 2010 in the amount of \$53,790.57. The motion was seconded by Mr. Lynn Humphreys and unanimously approved.

b. Adoption of Inland Pacific Hub Bylaws – Ryan Stewart

Mr. Ryan Stewart reported that the Inland Pacific Hub (IPH) Advisory Board approved their final bylaws at their August 12th, 2010 meeting. The IPH Bylaws detail the purpose, objectives, composition, authority, terms, duties, and procedures of the Board, Executive Committee, Technical Committee and staff. A copy of the IPH Bylaws was provided to the Board. Mr. Stewart stated that staff recommends KMPO Board adoption of the final IPH Bylaws.

Mr. Miles added that the IPH Board is comprised of 19 counties and 6 out of 16 Board members represent northern Idaho.

Mr. Clay Larkin made a motion to adopt the Inland Pacific Hub Bylaws. Mr. James Mangan seconded the motion, which was unanimously approved.

c. Appointment of Idaho Representative to IPH Board – Ryan Stewart

Mr. Ryan Stewart reported that Senator John Goedde nominated Mr. C.J. Buck as an Idaho representative on the IPH Advisory Board and that the IPH Board unanimously approved Mr. Buck as an IPH Board member at their August 12th, 2010 meeting. A copy of the IPH Board composition was provided to the KMPO Board. It was noted that nominations for additional members are being accepted.

Mr. James Mangan made a motion to ratify Mr. C.J. Buck as an Idaho representative on the IPH Advisory Board. Mr. Al Hassell seconded the motion, which was unanimously approved.

d. Bus Bench Monies Disbursement Request – Craig Wilcox

Mr. Craig Wilcox, chair of the KMPO Public Transportation Roundtable Bus Bench Subcommittee, requested disbursement of funds in the amount of \$45 for the purchase of the final bus bench plaque. The sponsor, NIC, will be placing the name of a retired instructor on the plaque. Coeur d'Alene Metals will cut and powder coat the plaque, which will be installed by All-American Iron on the corner of 15th and Sherman Avenue in Coeur d'Alene, ID. It is anticipated that the funds will be spent within the week.

Mr. Wilcox noted that the current total in the KMPO/Citylink Bus Bench Trust is \$2,555 and any remaining funds are to be used for maintenance. Although the County is currently mandated to maintain the benches, the locations are currently being maintained by Citylink. Mr. Wilcox asked whether the funds should be moved to the County or to Citylink for maintenance purposes.

Mr. Al Hassell asked whether the Board can designate the Trust as a maintenance fund and reimburse Citylink as needed. Mr. Miles responded that since Kootenai County is the public transportation grant recipient it is recommended the funds be transferred into the County's public transit account to reimburse Citylink for any maintenance performed.

Mr. Al Hassell made a motion designating the remaining \$2,555 in the KMPO/Citylink Bus Bench Trust to be transferred to a Kootenai County account for the purpose of funding bus bench maintenance. Mr. Clay Larkin seconded the motion, which was unanimously approved.

6. Public Transportation

a. Citylink Status Report – Alan Eirls

Mr. Alan Eirls reported that Citylink ridership increased over 4,000 from last month and almost 14,000 from August of last year. Route C is experiencing slow downs due to an increase in wheelchairs loading and offloading that has effected the number of runs on the route. Two ADA complaints were received last month; one pertaining to the number of service animals that were allowed on the bus.

Mr. Eirls stated that Citylink received an ITD inspection in July with no adverse findings. Also, 1 smaller bus and 3 larger buses have been received to date; plates are still needed for the 3 larger buses. In October, the last runs on A, B, and C routes will be removed due to low ridership. The extra funds retained due to one less bus being ordered will be used to outfit the other buses with bicycle racks and other amenities upon Board approval.

Mr. Eirls was asked what the status was on the remaining buses that were ordered. He responded that 4 more buses are expected to arrive late September early October for the urban area; 2 additional buses are on order and are expected to arrive towards the end of October or beginning of November.

b. KATS Status Report – Helen Stephens

Ms. Stephens reported that ridership increased in August. They are hoping for ridership to increase in Rathdrum and ridership in Post Falls has increased by 40. Ridership is expected to increase in September due to a successful inspection from a Medicaid broker. Their 3 new buses acquired with ARRA funds are in use but are experiencing

problems. The manufacturer is sending a team to inspect the vehicles. ITD conducted a weeklong audit of KATS and the results are forthcoming.

c. Financial Report – John Austin

Mr. John Austin reported that \$404,000 has been received to pay for the 3 buses already received. Additional funds were received to outfit the buses with bike racks and radios; however, the 3 buses came with bike racks included. Mr. Austin stated that over \$500,000 remains in the ARRA account of which \$499,000 will be applied toward the purchase of the remaining 4 vehicles. Mr. Austin noted that they are working with the Coeur d'Alene Tribe to determine ways to boost KATS ridership.

d. Mobility Manager's Report – Clif Warren

Mr. Don Davis provided the Mobility Manager's Report on behalf of Mr. Warren who was unable to attend. The Mobility Manager Network meetings were held throughout August to gather input for the annual I-Way plan update. The draft plans are expected to be available in October.

The Kootenai Medical Center (KMC) initiated an employee vanpool serving the Rathdrum area. Other KMC vanpools and Park and Ride lots have been set up in Kingston and outside of Cabela's in Post Falls. The Post Falls Urban Renewal District is interested in seeing better utilization and publicity of these lots.

7. Director's Report – Glenn Miles

Mr. Miles reported that the State Auditor completed their audit in August with no negative findings. A copy of the report is forthcoming to the Board by the end of September. The Urban Balancing Committee met last week; the 5 metro areas in Idaho were able to obligate all monies assigned to them. The ITD Board approved several projects in Kootenai County to be funded with ITD end-of-year monies.

Mr. Miles noted that copies of the 2011-2015 Transportation Improvement Program (TIP) under development by KMPO staff have been provided to the Board for review and comment. Projects contained in the document are broken out by preliminary engineering, right-of-way, and construction. He noted that the TIP is the document by which the Urban Balancing Committee operates in moving projects forward.

Mr. Miles reported that staff received a letter from a consulting firm claiming to represent the Hayden Canyon project in Hayden, ID, requesting KMPO acceptance/endorsement of their micro simulation work. This micro simulation work is based off the older KMPO model and contains substantial revisions – a significant departure from the current KMPO-approved model. Mr. Miles emphasized that the request is not consistent with MPO activities and should be addressed by the developer, the local jurisdiction, and ITD. Staff will review the request and present their findings to KCATT.

Mr. Miles noted that Mr. Lynn Humphreys requested matching funds from the ITD Board for the Pleasant View Bridging the Valley project. Post Falls Highway District agreed to provide a local match subject to an ITD Board match. This issue will be addressed at the September 16th ITD Board meeting in Shoshone, ID. Mr. Miles noted that the original earmark was for 2 projects: the Rathdrum Main Street Extension and the Pleasant View project. Mr. Miles requested Board concurrence on the use of these funds, which will leave \$2.5 million for future projects.

Mr. Lynn Humphreys made a motion to approve the use of the earmark funds towards the Pleasant View Bridging the Valley project. Mr. Clay Larkin seconded the motion, which was unanimously approved.

Mr. Miles noted that the public comment period on the 2011-2015 TIP will commence October 1 and conclude November 1, 2010. Board approval will be sought at the November KMPO Board meeting.

8. Other Business

a. 2010 Draft KMPO Metropolitan Transportation Plan (MTP) and Revised Schedule – Bonnie Gow

Ms. Bonnie Gow reported that KCATT was provided a copy of the draft 2010 KMPO MTP at their July 27, 2010 meeting. KCATT had 1 month to review the draft MTP and present comments to staff at their August 24, 2010 meeting. An addendum was provided, which included KCATT comments and responses to those comments, along with revisions to several maps. Section 5, Financial Analysis, and Appendix J are forthcoming. She noted that small cities were sent copies of the draft MTP as well. The MTP review schedule was revised to reflect KMPO Board and small cities' comments due on October 7th, public comments due November 7th, and final draft MTP to be presented to KCATT for Board recommendation on November 23rd and Board adoption on December 2nd.

Mr. Miles added that staff will work with jurisdictions to clarify project financials for reasonableness, due to a decline in revenue streams. Staff is anticipating the results of the Governor's Task Force Study with regard to future revenue options, as well as what impact the 2010 Census will have on the MPO. The Board was encouraged to email comments or questions to either Ms. Gow or Mr. Stewart.

b. FY 2009-2013 KMPO Transportation Improvement Program (TIP) Amendment #10 – Ryan Stewart

ITD has requested the KMPO FY 2009-2013 TIP be amended to include the US95 Worley North Stage 2 project based on the action of the ITD Board at its August meeting. Staff recommends the KMPO Board approve the KMPO FY 2009-2013 TIP Amendment #10, which allocates \$9,146,000 towards the reconstruction/realignment of US95/Worley North.

Mr. Marv Lekstrum made a motion to approve KMPO FY 2009-2013 TIP Amendment #10. Mr. Lynn Humphreys seconded the motion, which was unanimously carried.

Mr. Stewart reported that this amendment will be included in the draft 2011-2015 TIP, a copy of which was provided to Board members. He noted that the TIP is the financially constrained six year program of highway and transit projects for KMPO's planning area which encompasses all of Kootenai County. The TIP lists projects that have been funded by Federal, State and local sources. Projects located in Kootenai County and ITD District 1 district-wide projects listed in the State Transportation Improvement Program (STIP) must also be mirrored in the KMPO TIP. KMPO Board approval of the 2011-2015 TIP will be requested at their November meeting.

c. FY 2011 Unified Planning Work Program (UPWP) – Ryan Stewart

Mr. Stewart provided copies of the draft FY2011 Unified Planning Work Program (UPWP). The UPWP outlines the scope of work activities that KMPO will be undertaking in the coming year. The UPWP also lists the anticipated budget of revenue and expenditures for each of the activities; this data will be added to the document once confirmed with each jurisdiction. The updated MTP and TIP portions are forthcoming along with revisions to the Kootenai County Public Transportation Plan that was last adopted by the Board at its January 2005 meeting. Staff will present the draft UPWP at the September 28th KCATT meeting and ask for Board approval at their October 7th meeting.

Mr. Clay Larkin asked whether approval of the FY 2011 UPWP will require additional funds from contributing agencies prior to October 1, 2011. Mr. Miles responded that staff will review the cash and carry over from this past year, reallocate remaining funds to next year, and find resources to fund any other work efforts that the Board chooses to undertake. Mr. Todd Tondee asked what additional administrative work will be required if the KMPO's designation changes to a Transportation Management Area (TMA) due to the 2010 Census results. Mr. Miles responded that KMPO staff currently mirrors efforts it provides to SRTC. KMPO will no longer need to request funding through the Urban Balancing Committee, but will be able to prioritize its own projects for funding.

9. Board Member Items

Mr. Todd Tondee reported that Kootenai County has been asked to accept the National Environmental Policy Act (NEPA) report that was prepared on the transit center site. Their legal staff is currently reviewing the document; however, they are considering contracting with an engineer to review the document as well. They have sent their legal staff to a school in Houston, Texas for training on administering large construction projects such as the transit center.

Mr. Larkin asked why the NEPA study was conducted when the property has not yet been selected and/or acquired. Mr. Tondee responded that the "preferred" site for the

transit center that was approved by the Board earlier in the year was the site the study was conducted. The developer paid for the study, which is not acceptable with the Federal Transit Authority.

Mr. Clay Larkin thanked the Post Falls Highway District for the work they have conducted throughout the year and encouraged them to keep up the good work.

Mr. Al Hassell asked whether the Board meeting dates would be changed to accommodate the Coeur d'Alene Tribe representative. Mr. Miles responded that it was the Board's direction to wait for a formal response from the Tribe, which has yet to be received. The regular published KMPO Board meeting dates will apply until further notice.

Mr. Lynn Humphreys thanked Mr. Larkin for complimenting the Post Falls Highway District for their work, adding that all Highway Districts have been successful in completing their projects. He expressed appreciation for the Board's support in acquiring funding to complete their grade separation project.

Ms. Andrea Storjohann expressed the need to celebrate the coordinated efforts amongst the jurisdictions in completing projects. She noted that compared to other jurisdictions outside of Kootenai County, KMPO has been successful in acquiring additional funding to complete their projects because of its ability to ensure project readiness. Mr. Miles added that a Local Highway Efficiency Summit will be held in Boise on October 1, 2010 for local jurisdictions to share best practices for maintenance and construction of roads and bridges. Members of the Governor's Task Force on Transportation Funding are expected to attend. He encouraged jurisdictions within Kootenai County to attend and express their views.

10. Adjournment.

There being no further business before the Kootenai Metropolitan Planning Organization Policy Board, the regular meeting was adjourned at 2:32 pm.

Donna Lively, Recording Secretary