



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

February 6, 2011 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 January 2011 Minutes**
- 3. Public Comments**
- 4. KCATT Recap**
- 5. Administrative Matters – Glenn Miles**
 - a. KMPO Expenditure Expense List and Monthly Financial Report
- 6. Public Transportation**
 - a. Citylink Status Report – Alan Eirls
 - b. KMC Status Report – Toby Ruhs
 - c. Financial Report – John Austin
 - d. Mobility Manager's Report – Clif Warren
- 7. Director's Report – Glenn Miles**
- 8. Other Business**
 - a. Request for Proposals for KMPO Public Transportation Plan Update
 - b. Greensferry and Beck Road Update – Glenn Miles
- 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
February 3, 2011
Post Falls City Council Chambers, City Hall, First Floor
Post Falls, Idaho

Board Members in Attendance:

Jimmie Dorsey, Chair	East Side Highway District
Linda Wilhelm (alternate)	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
Richard Panabaker	City of Hayden
Damon Allen	Idaho Transportation Department
Jim Kackman	Coeur d'Alene Tribe

Board Members Absent:

Clay Larkin, Vice-Chair	City of Post Falls
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Staff Present:

Glenn Miles, Executive Director
Ryan Stewart, Senior Transportation Planner
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 1:30 pm.

2. Approval of January Meeting Minutes.

Mr. Lynn Humphreys made a motion to approve the January 6, 2011 KMPO Board Meeting Minutes. Mr. Marv Lekstrum seconded the motion, which was unanimously approved.

3. Public Comments – There were no public comments.

4. KCATT Recap & Recommendations.

Mr. Ryan Stewart reported that there were no action items to report from the January 25, 2011 KCATT meeting. In addition to project and utility updates, it was reported that

both East Side and Post Falls Highway Districts were awarded Local Rural Highway Investment Program (LRHIP) grants and that KMPO provided a letter of support for the City of Rathdrum's STP rural application. The committee was updated on the Kootenai County Public Transportation Plan as well as the revised meeting date for the joint SRTC/KMPO Board meeting.

Mr. Stewart stated that the bulk of the meeting dealt with the Transportation Analysis Zone (TAZ) delineation process that KMPO staff will begin work on this spring. KMPO staff solicited KCATT participation to assist them in the process. The completed TAZs and the new Transportation Analysis Districts (TAD) will be submitted to the Census Bureau in early summer. The new TAZ structure will be used for agency modeling purposes for the next ten years as well as for the Census Transportation Planning Products (CTPP) datasets, a specialized dataset geared for transportation planners. Mr. Stewart stated the staff will keep the Board updated as additional information becomes available.

Mr. Dorsey clarified that the LRIP grants that were awarded were from last year's applications and not the ones that were recently submitted.

5. Administrative Matters – Glenn Miles

a. KMPO Expenditure Expense List and Monthly Financial Report

Mr. Miles reported that the Monthly Financial Report and Expenditure List for December 2010 are not available at this time. Staff is waiting for additional information in order to finalize the year. Expenditure Lists for both December 2010 and January 2011 along with the monthly financial will be presented at the March 2011 KMPO Board Meeting.

6. Public Transportation

a. Citylink Status Report – Alan Eirls

Mr. Alan Eirls reported that Citylink ridership has doubled since 2008. All new buses are in service; however several had to be taken back to the dealer for various warranty issues; most have since been resolved. He stated that all southbound buses to the Casino were full today. Citylink is still waiting the delivery of two more buses.

b. KMC Status Report – Toby Ruhs

Mr. Toby Ruhs distributed a ridership report on Kootenai Medical Center's (KMC) Transportation System, which reflected an increase due to the absence of services once provided by KCATS.

Mr. Dorsey asked for an update on the 400 paratransit applications that were sent to former KCATS riders to qualify them for KMC services. Mr. Ruhs responded that 100 applications were returned due to invalid addresses. There were 28 completed

applications returned and deemed valid, and 6 others were denied because the addresses were outside of the paratransit radius.

Mr. Lekstrum inquired about the ITD report on KATS. Mr. Miles responded that the report was emailed to the Board a week and a half ago.

Mr. Dick Edinger with the East Side Highway District inquired as to who is responsible for maintaining the bus stop locations, particularly on East Sherman and 4th Streets in Coeur d'Alene. He commented that there are no trash receptacles located where the bus benches are. Mr. Alan Eirls responded that he was not certain who is responsible to maintain these areas; however, he has assigned someone to maintain the stops on a weekly basis. He added that the Coeur d'Alene Tribe purchased approximately 30 trash receptacles and placed them at specific stops.

c. Financial Report – John Austin

Mr. John Austin reported that Kootenai Medical Center (KMC) temporarily took over the medical paratransit services previously provided by North Idaho Community Express and ridership has steadily increased. KMC has offered to take over the medical paratransit services on a permanent basis; however, since it is not the mission of KMC to provide for non-medical transportation County Commissioners will need to seek a permanent provider for that service. The Coeur d'Alene Tribe was also contacted but are not interested in providing non-medical paratransit services. Mr. Tondee commented that the County and the Tribe are still in early negotiations regarding this service. Mr. Austin commended the Commissioners' efforts in seeking existing providers to service the need.

Mr. Austin reported that a preliminary budget will be presented to the Board at their March 3rd Board meeting for the next grant year, which begins on April 1, 2011. Also, the ARRA grant for the acquisition and equipping the 13 buses is nearly ready for closeout, once the final invoices on radios, tires and safety equipment have been paid.

d. Mobility Manager's Report – Clif Warren

Mr. Warren reported that in addition to the update provided in the meeting materials, ITD was close to finalizing negotiations with a provider to restore the intercity connection from Sandpoint to Coeur d'Alene.

He is continuing to work on restoring the rural service; however, the funding match requirement has been a problem.

Mr. Warren reported that CTAI and state-wide mobility managers are working with Mr. Jay Baker, North Area Field Officer for the Idaho Bureau of Homeland Security, and ITD to assist each County Emergency Manager in ensuring that their equipment inventory is sufficient to address potential emergencies.

7. Director's Report – Glenn Miles

Mr. Miles reported that the joint SRTC/KMPO Board meeting has been rescheduled for Thursday, March 31st at the Garden Plaza in Post Falls. A "Save the Date" announcement was recently sent electronically to all stakeholders; Board members were encouraged to confirm their attendance. Staff is still working to secure guest speakers from the Federal Highway Administration (FHWA), the Federal Transit Administration (FTA), and the U.S. Census Bureau to discuss how the census results may impact the region.

Mr. Miles reported that the Urban Balancing Committee met to discuss anticipated funding changes resulting from the Census data. He stated that currently, five metropolitan areas share approximately \$10 to \$12 million a year. Should Spokane and Kootenai Counties merge into a Transportation Management Area (TMA) along with several other metropolitan areas in Idaho, it will leave \$1 million to be shared amongst the remaining individual metropolitan areas. The Urban Balancing Committee will meet with members of ITD and the ITD Board to discuss modifying the funding policy.

Mr. Miles reported that March 4th is the last day for the current federal continuing resolution for transportation. It is anticipated that another continuing resolution for transportation will be passed to support funding through the end of the federal fiscal year, which is September 30th, as well as one for 2012. Meanwhile, there are discussions that the House is moving forward with a Transportation Authorization Bill.

Mr. Miles stated that he has talked with congressional members regarding the use of Section 5307 funds to support the local match for Citylink operating expenses; he will keep the Board apprised of the status of the discussion.

Mr. Damon Allen asked whether Mr. Randy Kyrias, ITD Public Transportation Administrator, would be present at the joint SRTC/KMPO Board meeting to address public transportation. Mr. Miles responded that he would extend the invitation to Mr. Kyrias.

8. Other Business

a. Request for Proposals for KMPO Public Transportation Plan Update

Mr. Stewart reported that based on Board action at the January 6, 2011 KMPO Board meeting, staff drafted a Request for Proposals for the KMPO Public Transportation Plan Update, a copy of which was included in the Board meeting materials. An update to the comprehensive public transportation plan is necessary to reflect existing services, the surge in use, the growing demand, and the financial constraints in the region. The plan must meet the urban transportation planning requirements set forth by the FTA. In order to be eligible to receive ongoing Section 5307 funding, projects and programs must be the result of the MPO planning process and come from an adopted metropolitan transportation plan that has at least a twenty-year planning horizon.

The request for proposals seeks to identify firms or individuals that have the expertise and experience in developing comprehensive public transportation plans for urbanized areas with an existing public transit system, are intimately familiar with FTA requirements for planning, operations, maintenance and financial responsibilities, and have a proven track record for involving a broad range of stakeholders in the planning process. Firms or individuals should also have knowledge and experience in public transportation funding options directly related to the State of Idaho. Proposals are due on or before March 4, 2011 at 4:30 pm.

Mr. Miles noted that the original plan was developed with the assistance of Nelson\Nygaard, a consulting firm specializing in transit and multimodal transportation planning, who predicted that the latent demand for public transportation in Kootenai County would be 35,000 to 40,000 boardings per month. Current demand reflects 50,000 boardings per month. The original plan had no bench marks by which public input could be gauged since no public transportation system was in place at the time. This update however, will reflect the attitudes and opinions of those in the community who are now familiar with Citylink.

Since the Board approved staff to prepare and submit the RFP at the January Board meeting, no action from the Board was needed.

b. Greensferry and Beck Road Update – Glenn Miles

Mr. Miles reported that Ms. Bonnie Gow performed additional modal runs on Greensferry Road for the City of Post Falls and ITD and the reports have been forwarded to the consultant. He anticipates that the consultant will communicate what alternatives are being considered.

Mr. Miles stated that with regard to the Beck Road Project, the consultant, HDR, has been negotiating with Foursquare Properties, Inc., on how to move forward. Mr. Damon Allen added that ITD, the consultant, and Foursquare Properties, Inc. have been discussing how to administer a new design build contract. A Beck Road Project Update is included on the ITD District 1 website. The interchange justification report has been approved by FHWA and now an environmental assessment is need. Mr. Miles noted that the ITD link is included on the KMPO website as well. Mr. Dorsey thanked Mr. Miles and Mr. Damon for the update.

Mr. Miles reported that ITD is also working on the engineering phase of the SH 41/53 Bridge project in Rathdrum, Idaho. They have also advertised for the Pleasant View grade separation project and consultant interviews are forthcoming.

Ms. Linda Wilhelm commented that Foursquare Properties came to the City Council and obtained a building change from a light industrial zone to CCF; they are also scheduled on the next City Council meeting agenda.

9. Board Member Items

Mr. Todd Tondee apologized for being late. He stated that the County Commissioner's Association will be in Boise, Idaho next week to discuss the removal of revenue sharing, which constitutes over \$4 million in Kootenai County's budget, with the legislature. He added that he is in the third week of being chairman of the County Board of Commissioners and with two new commissioners; it has been a huge learning experience.

Mr. Vic Holmes reported that he was in Boise last week with the Idaho Cities Association and noted that in addition to the liquor revenue distribution being gone, the legislature is looking to change sales tax distributions as well. He noted that there are 12 bills in the Senate and 7 in the House of Representatives seeking to remove or limit Urban Renewal Districts' (URD) revenue sources and put a cap on property taxes. He added that this will be a very challenging year financially for the cities and the county.

Ms. Wilhelm reported that Mr. Clay Larkin has been ill, but will return to the Board next month.

Mr. Dorsey welcomed the Coeur d'Alene Tribe Board member representative, Mr. Jim Kackman to the Board.

10. Adjournment.

Mr. Al Hassell made a motion to adjourn the February 3, 2011 KMPO Board meeting; Mr. Lynn Humphreys seconded the motion, which was unanimously carried.

There being no further business before the Kootenai Metropolitan Planning Organization Policy Board, the regular meeting was adjourned at 2:10 pm.

Donna Lively, Recording Secretary