



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

March 3, 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 February 2011 Minutes**
- 3. Public Comments**
- 4. KCATT Recap**
- 5. Administrative Matters – Glenn Miles**
 - a. December 2010 & January 2011 KMPO Expenditures 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
March 3, 2011
Post Falls City Council Chambers, City Hall, First Floor
Post Falls, Idaho

Board Members in Attendance:

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|-------------------------|---------------------------------|
| 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 |
| Richard Panabaker | City of Hayden |
| Damon Allen | Idaho Transportation Department |
| Jim Kackman | Coeur d'Alene Tribe |

Board Members Absent:

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 February Meeting Minutes.

Mr. Al Hassell made a motion to approve the February 3, 2011 KMPO Board Meeting Minutes. Mr. Lynn Humphreys seconded the motion, which was unanimously approved.

3. Public Comments.

Mr. Patrick Blum with Disability Action Center NW, Inc. (DAC) commented that he would like to see the paratransit services continue and that those who use the services rely on it for employment, medical appointments, and other community based purposes. He requested the Board's assistance in ensuring that the services continue. Mr. Dorsey

responded that the topic is included on today's agenda and that it is the Board's desire to restore these services. He thanked Mr. Blum for his comments.

East Side Highway District Commissioner Mr. Dick Edinger thanked Kootenai County Commissioner Mr. Todd Tondee for his efforts in getting the impact fees passed. Mr. Tondee expressed appreciation for the comment, but noted that it has been a joint effort that remains to be completed.

4. KCATT Recap & Recommendations.

Mr. Glenn Miles reported that the KCATT did not meet in February; thus no recap/recommendation would be provided.

5. Administrative Matters – Glenn Miles

a. KMPO Expenditure Expense List and Monthly Financial Report

Mr. Miles reported that the books for the calendar year have been closed out and Board approval for December and January expenses was needed.

Mr. Panabaker inquired whether extra end-of-the-year funding was available for the City of Hayden's \$800,000 Streetlights and Highway 95/Wyoming Intersection Project. He noted that all the engineering and environmental work has been completed and the project is ready to move forward if funding is available. Mr. Miles stated that the project would need to be in the KMPO Transportation Improvement Program (TIP) and the State of Idaho's Transportation Improvement Program (STIP) via action taken by the Urban Balancing Committee. Mr. Miles requested that the City of Hayden forward the project information to him via email. He added that end-of-the-year funding balancing occurs in July and typically KCATT prepares a list of projects for KMPO Board approval.

Mr. James Mangan inquired about the Federally Approved Cost Plan increase from 59% of Salaries in December to 68% of Salaries in January. Mr. Miles stated that the Federal Highway Administration (FHWA) approved the indirect cost rate which floats based on a 3 year average of overhead expenses. The intent is to recapture unreimbursed expenses that were not previously captured in the previous two years. Mr. Miles explained that KMPO is also waiting for unpaid revenues from ITD.

Mr. James Mangan made a motion to approve the KMPO Vouchers payment for December 2010 in the amount of \$17,109.50 and for January 2011 in the amount of \$7,086.39. The motion was seconded by Mr. Vic Holmes and unanimously carried.

6. Public Transportation

a. Citylink Status Report – Alan Eirls

Mr. Alan Eirls reported that Citylink ridership was up last month over the same month last year. There were no breakdowns for the month of February and the warranty issues have been resolved.

Mr. Todd Tondee inquired as to whether any paratransit riders on Citylink's contracted after-hours service on the C route had been turned away. Mr. Eirls responded that Citylink is providing this service and that no paratransit riders have been turned away.

b. KMC Status Report – Toby Ruhs

Mr. Toby Ruhs distributed a ridership report on Kootenai Medical Center's (KMC) Transportation System for the month of February, which reflected an increase in the number of trips made per day, including daily trips to the City of Rathdrum. Out of the 400 paratransit applications sent to former KCATS riders, 64 have been approved; those that were turned down were outside the $\frac{3}{4}$ mile radius requirement. Mr. Ruhs added that the warranty issues have been resolved with the manufacturer.

c. Financial Report – John Austin

Mr. John Austin commended KMC for their medical paratransit services. A preliminary budget was provided in the Board's meeting materials; costs for paratransit are still unknown, although \$100,000 is being considered for non-medical paratransit services. Approximately \$200,000 in funds previously dedicated to KCATS is now available for fixed routes/enhancements. He stated that the amount requested from the participating jurisdictions remains unchanged over the last 3 years. It is anticipated that the budget will be submitted to Federal Transit Administration (FTA) for approval prior to the grant year commencing April 1st.

Mr. Tondee commented that he expects the paratransit costs to be more, since it does not address those living outside the radius requirement. Mr. Jim Kackman reported that the Coeur d'Alene Tribe is not willing to take on paratransit within the urban area and stated that the best course of action would be to publish a Request for Proposals (RFP) for another vendor, or allow the Panhandle Area Council (PAC) to temporarily operate the service. The Tribe is concerned with inadequate funding due to potential growth.

Mr. Miles noted discrepancies between earlier budgets and the one presented, noting that PAC formerly provided Grant Administration and Planning services while the proposed budget reflects that Kootenai County will provide these services. Also, PAC formerly provided a match. Mr. Austin responded that PAC's contract ends in March and a vendor has not been identified to provide these services; consequently the services default to the County who would also provide the match.

Mr. Miles stated that the Transit Center grant was not reflected in the proposed budget as a potential expense along with the match. Mr. Austin stated that the grant is in the system; however, the numbers are unknown. Mr. Tondee stated that if the Transit Center moves forward, the match requirements (if any) from participating jurisdictions

must be reflected. Mr. Austin responded that he was unsure of the status of the Transit Center and didn't anticipate any expenditure on the project in the next fiscal year; however, it can be included. Mr. Miles stated that the costs related to the environmental and appraisals for the Transit Center can be recouped if the grant is listed under revenues/expenditures.

Mr. Clay Larkin commented that additional funding from the cities is unlikely; Mr. Tondee responded that he wasn't suggesting that the cities provide the match, only that the match requirement be reflected in the budget. It was noted that the grantee is responsible for the matching funds. Mr. Miles suggested that there be a study session outside the normal Board meeting to discuss the issue and that other partners be invited to participate. Mr. Dorsey concurred, recommending that the County take the lead on the discussion.

d. Mobility Manager's Report – Clif Warren

Mr. Warren reported that in addition to the update provided in the meeting materials, he is working on transportation funding for 2012. He noted that due to the match requirement, there were no applications received for providing rural services formally provided by NICE to the Rathdrum, Spirit Lake, and Rathdrum areas.

7. Director's Report – Glenn Miles

Mr. Miles reported that the U.S. Senate passed the extension of the Surface Transportation Bill, which will no longer be subject to the continuing resolution debate occurring in Congress. It is hopeful that the President will sign the extension, which will extend SAFETEA-LU funding through the end of the fiscal year.

The Community Transportation Association of Idaho (CTAI) is hosting a Leadership Conference in Boise, Idaho on Monday and Tuesday of next week. An Urban Balancing Committee meeting is scheduled for next week to discuss the status of available funds and the status of projects statewide. Mr. Miles stated that there is a need to refresh the KMPO project list(s) and formalize the criteria used to identify, select, and prioritize projects, which KCATT will be asked to do.

The joint SRTC/KMPO Board meeting is scheduled for Thursday, March 31st at the Garden Plaza in Post Falls. Mr. Michael Ratcliffe with the U.S. Census Bureau will be speaking, along with Mr. Scott Frey and Mr. Peter Hartman with the Idaho Division office of the Federal Highway Administration. Staff is still trying to secure a speaker from Federal Transit Administration. Mr. Miles commented that the purpose of the joint meeting is to discuss what the census will do for the region and what the implications are from an FHWA and FTA perspective.

8. Other Business

a. Request for Proposals for KMPO Public Transportation Plan Update

Mr. Miles reported that the Request for Proposals (RFP) to update the KMPO Public Transportation Plan closes on Monday, March 7th; 16 firms have expressed an interest in submitting proposals. The RFP 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.

Mr. Miles added that the Idaho 2010 Census data is expected to be released next week.

b. Greensferry and Beck Road Update – Glenn Miles

Mr. Miles deferred this update to those jurisdictions involved in the project. Mr. Damon Allen reported that the I-90 Beck Road Interchange Project is on the ITD website. The environmental assessment has been submitted to ITD and Federal Highways for joint concurrent review; comments are due by March 15. ITD technical staff has studied changing the design year to 2035 to see if it would justify the interchange with Federal Highways.

Mr. Clay Larkin added that the City of Post Falls has an alternate plan for Greensferry; a \$15 million overpass, which would be funded through the East Post Falls Urban Renewal District. The City may have to extend the life of the District, which expires in 2015, in order to fully pay for the overpass. The overpass will establish north/south connectivity that will aid emergency services and economic development. Mr. Larkin added that the Idaho Tax Commission has just over \$7 million to go toward the project; Cabela's being the largest contributor. The completed interchange will open up development on the west side of Post Falls.

9. Board Member Items

Mr. Clay Larkin commented regarding the County's impact fees noting that the Commissioners had stated that prior to implementation; they would coordinate with those cities that will be impacted: Post Falls, Coeur d'Alene, Hayden, and Rathdrum. He stated that this has yet to occur.

Mr. Larkin reported that a Burger King restaurant is going in east of Walmart and that 42 units of an 84-unit apartment complex for senior is also breaking ground.

Mr. Tondee responded to Mr. Larkin's comment stating that once the Kootenai County Commissioners have finalized the impact fee amounts they will coordinate with the cities for implementation.

Mr. Al Hassell inquired whether the Board needed to task KCATT to formalize project selection criteria. Mr. Miles responded that with the KCATT Chairman present, KCATT is on notice to commence work on formalizing project selection criteria.

Mr. Lynn Humphreys asked Mr. Miles to provide an update on the grade separation occurring for the Bridging the Valley project. Mr. Miles responded that the grade separation is under construction; the north/south walls have been erected and the underground water/sewer lines are completed. The project is on schedule and should be completed on time.

Mr. Damon Allen reported that ITD District 1 is gearing up for the Spring STIP update and the funding target amounts for each project are small. There are no expansion projects; only operations, preservation, and rehabilitation projects will be included in the update. He stated that the Access Mobility Study, which yielded a family of mutually exclusive, low cost, high impact projects along US 95, is more valid than ever. The City of Hayden's project is included in that list of projects and ITD supports it. Mr. Allen encouraged jurisdictions to think of small, high impact safety projects going forward.

Mr. Jim Kackman commented that the Tribe is still moving forward to construct a bus maintenance facility and a rural area passenger transfer terminal. He emphasized the need to address the paratransit issue and a workshop might be helpful. The Tribe does not want their fixed route system jeopardized.

Mr. Miles reported that a Regional Chamber Alliance, comprised of the Chambers of Commerce from Spokane and Kootenai Counties, will host their annual trip to Washington D.C. on April 5-8. The US 95 Safety Improvement Projects are included in the list of projects to be presented. Mr. Miles emphasized the importance for elected officials to communicate with their congressional representatives the importance of transportation to the region.

Mr. Miles reported that House Transportation Infrastructure Committee conducted a "Listening Session" in Vancouver, Washington several weeks ago. U.S. Congressman John Mica and Representatives Bill Shuster and Jaime Herrera Beutler were present soliciting ways to improve the next Transportation Authorization Bill. Streamlining the process was suggested, such as concurrent reviews, in order to make more efficient use of federal funds. Mr. Panabaker commented that it is an opportunity to show how the region can get along by selecting projects that are important to the region.

10. Adjournment.

There being no further business before the Kootenai Metropolitan Planning Organization Policy Board, the regular meeting was adjourned at 2:34 pm.

Donna Lively, Recording Secretary