



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

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Cooperatively Developing a Transportation System for all of Kootenai County, Idaho

**KMPO Board Meeting**

**May 5, 2011 1:30 pm**

Post Falls City Council Chambers, Post Falls City Hall, 1<sup>st</sup> Floor  
408 N. Spokane Street, Post Falls, Idaho

**REVISED AGENDA**

- 1. Call to Order – Jimmie Dorsey, Chair**
- 2. Approval of March 31, 2011 Joint Board Meeting Minutes, April 7, 2011 Regular Board Meeting Minutes, and April 21, 2011 Special Board Meeting Minutes**
- 3. Public Comments**
- 4. KCATT Recap & Recommendations (No April KCATT Meeting)**
- 5. Administrative Matters**
  - a. March 2011 KMPO Expenditures and Monthly Financial Report
  - b. KMPO Public Transportation Plan Update Contract Award
  - c. *RESOLUTION: Terminate contract for administrative and technical staff services.*
  - d. *Hire Executive Director*
- 6. Public Transportation**
  - a. Citylink Status Report – Alan Eirls
  - b. KMC Status Report – Toby Ruhs
  - c. Financial Report – Christine Fueston, Kootenai County
  - d. Mobility Manager's Report – Clif Warren
  - e. KMPO Public Transportation Roundtable Subcommittee Update – Pearl Bouchard
- 7. Director's Report**
- 8. Other Business**
  - a. Greensferry and Beck Road Update – Damon Allen
- 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  
May 5, 2011  
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
Lynn Humphreys	Post Falls Highway District
Marv Lekstrum	Lakes Highway District
Todd Tondee	Kootenai County
Richard Panabaker	City of Hayden
Vic Holmes	City of Rathdrum
Damon Allen	Idaho Transportation Department
Jim Kackman	Coeur d'Alene Tribe

### Board Members Absent:

### Staff Present:

Mark Rohwer, Interim Transportation Manager  
Ryan Stewart, Senior Transportation Planner  
Bonnie Gow, 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 March Meeting Minutes.**

Mr. Vic Holmes noted that his alternate, Ms. Debbie Holmes, attended the March 31<sup>st</sup> Joint Board meeting on his behalf.

**Mr. Vic Holmes made a motion to approve the March 31, 2011 Joint Board Meeting Minutes as corrected, along with the April 7, 2011 Regular Board Meeting Minutes, and the April 21, 2011 Special Board Meeting Minutes As presented. Mr. Lynn Humphreys seconded the motion, which was unanimously approved.**

### **3. Public Comments.**

East Side Highway District Commissioner, Mr. Dick Edinger, commented that recent newspaper reports indicate that KMPO will be hiring an Executive Director. He stated

that he was a KMPO Board member back in January 2003 and the Board determined at that time that Mr. Glenn Miles was the best candidate for the position. He encouraged the Board to retain Mr. Miles for the Executive Director position with KMPO.

#### **4. KCATT Recap & Recommendations (No April KCATT Meeting).**

Mr. Ryan Stewart reported that KCATT did not meet in April; however, staff has been working with the KCATT subcommittee to revise the STP Urban Call for Projects application and evaluation form. This item will be addressed at the May KCATT meeting with an anticipated recommendation to be brought to the Board in June.

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

##### **a. March 2011 KMPO Expenditures and Monthly Financial Report**

Mr. Stewart reported that total revenues through March 2011 year-to-date are \$44,907 and total expenditures are \$76,906.

**Mr. Lynn Humphreys made a motion to approve the KMPO Vouchers payment for March 2011 in the amount of \$8,220.30. The motion was seconded by Mr. Vic Holmes and unanimously carried.**

##### **b. KMPO Public Transportation Plan Update Contract Award**

At the April 7, 2011 meeting the KMPO Board authorized staff to initiate negotiations on the contract and final scope of work for the Public Transportation Plan Update. The proposed scope has been modified to narrow the focus to core essential tasks including public opinion surveying, service assessment, funding and scenario analysis, and development of any recommended changes to the plan. KMPO staff will lead the majority of the public outreach effort and will provide technical assistance in areas such as current service data and GIS analysis.

The update to the Public Transportation Plan is listed in the Board adopted 2011 Unified Planning Work Program (UPWP) under item 3.0 Public Transportation Planning.

Staff requests the KMPO Board grant authority to the KMPO Board Chair to sign and execute the contract with TransitPlus for consultant services in an amount not to exceed \$75,000 for the 2011 Kootenai County Metropolitan Area Public Transportation Plan Update.

Chairman Dorsey announced that items c and d of the revised agenda would not be addressed due to failure to meet the 48 hour public notice requirement. These items will be addressed at a future special meeting.

Mr. Stewart stated that Board action was needed for agenda item 5b. Mr. Jim Kackman inquired whether the budgeted amount for the update was for \$60,000. Mr. Stewart stated that the budget was set for approximately \$65,000; however, the total amount

listed in the KMPO Unified Planning Work Program (UPWP) is \$110,000. He stated that additional funds were requested and believed secured for the increased amount.

**Mr. Lynn Humphreys made a motion granting the KMPO Chairman, Mr. Jimmie Dorsey, authority to execute a contract with TransitPlus for consultant services to update the 2011 Kootenai County Metropolitan Area Public Transportation Plan in an amount not to exceed \$75,000. Mr. Marv Lekstrum seconded the motion, which passed unanimously.**

KMPO legal council, Mr. Art Macomber, requested permission to be dismissed since the revised agenda items c and d would not be addressed at today's meeting. Mr. Dorsey thanked Mr. Macomber, who was allowed to leave the meeting.

## **6. Public Transportation**

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

Mr. Alan Eirls reported that Citylink received an American's with Disability Act (ADA) claim from a passenger who had a pit bull as a service animal and was denied service due to failure to maintain control of the animal. The matter was resolved peacefully.

Citylink received a telephone message from the owner of a vehicle who claimed that it was clipped by a Citylink bus as it maneuvered a street corner. The individual did not notify the police and the Citylink driver did not recall such an incident. The driver was unable to substantiate the claim; however, Citylink made a record of the incident and submitted it to their insurance company.

At the end of April, one Citylink bus clipped a vehicle while negotiating a turn at Sherman and 4<sup>th</sup> knocking off the vehicle's side mirror. Citylink has contacted the individual and has made arrangements to resolve the issue.

Ridership is up by 6,000 riders from the same period last year. Mr. Eirls stated that Citylink's accident records will be forwarded to the County for reporting purposes.

### **b. KMC Status Report – Toby Ruhs**

Mr. Toby Ruhs reported that KMC ridership was up by 2 last month and is expected to reach nearly 1,500 by next month.

### **c. Financial Report – Christine Fueston**

Ms. Christine Fueston stated that she did not have a financial report, but would provide an update of the County's activities over the past month. The County has had discussions with Federal Transit Authority (FTA) to restore full transit services, including negotiating a temporary contract for paratransit services. She has worked with the contractor to inspect the vehicles returned from KATS and will coordinate complimentary 8 am – 5 pm paratransit services with KMC and Citylink.

Post Falls Highway District graciously approved use of their Seltice Way facility for temporary vehicle storage. In the interim, the contract will be renewed on a monthly basis based on service demand assessments. Meanwhile, a permanent service provider contract will be sought.

Ms. Fueston will be updating the Transit Center's Categorical Exclusion document based on the results of the Transit Center Location Study, which will be brought to the County Commissioners for a site recommendation. An updated environmental document will be sent to FTA for approval, which will allow the County to complete the environmental process before proceeding with the right-of-way process with ITD.

Ms. Fueston reported that the last possible date for the FTA 2011 Triennial Review was requested, which will include 23 areas where compliance is needed. They will work with FTA to get the current grant through the process. Contribution letters will be forwarded to all participating jurisdictions and no increase is anticipated.

Mr. Larkin asked whether enough documentation will be available to provide a financial report to the Board in June. Ms. Fueston anticipates that a report will be provided to the Board in June. Mr. Larkin asked whether it has been determined that all prior reporting requirements to all levels of government were met. Ms. Fueston responded that upon her discovery, all reporting requirements have not been met. Mr. Tondee responded that this process has been brought back in house and the County is working with FTA to obtain system access during this transition process. It was noted that grant submittals do not agree with STIP amounts and that the County is held liable for these discrepancies.

Mr. Tondee noted that with regard to the Transit Center, ITD will assist with the appraisal process, and not the right-of-way process as Ms. Fueston reported earlier.

#### **d. Mobility Manager's Report – Clif Warren**

Mr. Clif Warren reported that the inter-city services he announced would commence in April 18<sup>th</sup> has not begun due to fluctuating ticket agents and locations.

He announced that the Community Transportation Association of Idaho (CTAI) held a driver training class, which was taught by KMC's Toby Ruhs. Mr. Warren also attended FTA's Triennial Review Training Class in Seattle, WA. He will forward the training materials to Kootenai County for their use.

#### **e. KMPO Public Transportation Roundtable Subcommittee Update – Pearl Bouchard**

Ms. Bouchard reported that the Roundtable subcommittee is interested in continuing to explore additional funding sources for Citylink. They are examining the recommendations from the State of Idaho's committee that addresses public transportation. The Roundtable will be working with the consultants regarding the possibility of other revenue sources.

There is a pool of funds just exceeding \$900,000 out of the Reverse Commute funds available statewide to small urban areas. Mr. Warren added that it was Section 5316 Job Access and Reverse Commute (JARC) funds that the Public Transportation Advisory Council (PTAC) of Idaho approved for the a portion of the Citylink route.

## **7. Director's Report**

Mr. Ryan Stewart introduced the Spokane Regional Transportation Council's Interim Transportation Manager, Mr. Mark Rohwer. Mr. Rohwer stated that he recently retired from the Washington State Department of Transportation (WSDOT) after 32 years of service.

Mr. Stewart reported that the ITD's FY 2012 Update Packet for the Capital Investment Program is now available and had copies handy for Board review.

GIS staff is working with local jurisdictions on a Transportation Analysis Zone Delineation process based on the 2010 US Census results. Staff needs responses from all the Highway Districts, the City of Rathdrum, the City of Coeur d'Alene, Kootenai County, the Coeur d'Alene Tribe, and various smaller municipalities. The deadline is May 20<sup>th</sup>.

On Monday, April 25, former Transportation Manager, Mr. Glenn Miles, submitted a request to the Urban Balancing Committee for available funds for the Wyoming Avenue to SH 53 project due to a \$350,000 increase from original engineers' construction estimates. A request was also made to transfer funds within the UPWP to accommodate the Public Transportation Update as well as additional modeling efforts on the City of Post Falls I-90 Access Improvement Project. A confirmation on this request is forthcoming.

Staff has been undergoing traffic counts in support of the I-90 Access Improvement Project. Mr. Stewart commended Ms. Bonnie Gow for coordinating this effort for post-processing of the model for current and future forecast volumes and turning movements. Mr. Stewart thanked various jurisdictions and additional KMPO staff for their work on the counts as well.

Mr. Stewart briefed the Board on the final Revenues and Expenditures Recap for Fiscal Year 2010; a handout was provided.

Mr. Panabaker commented that a large portion of funding seems to go towards project planning and increased engineer estimates and questioned whether there are ever any funds available for construction. Mr. Stewart responded that he could not answer his question, but took note of Mr. Panabaker's comment/concern. He stated that it is part of the MPO's role to seek and secure funding for project planning and construction and that Mr. Miles has been successful in securing such funds through the Urban Balancing Committee. Mr. Damon Allen added that with regard to the Wyoming signal issue, there was a lot of miscommunication. ITD secured stimulus funding to rebuild the roads on US Highway 95 from Wyoming to SH 53. The City of Hayden requested and designed a signal for the Wyoming intersection during a statewide bid phase for stimulus projects.

The ITD Board agreed to approve the project if there was stimulus savings available. Since no stimulus savings were available, the project stalled. Mr. Miles was able to secure Urban Balancing funds with the expectation that ITD would contribute towards the project; however, there were no additional funds available. ITD is still working on securing the remaining funds for this project.

## **8. Other Business**

### **a. Greensferry and Beck Road Update – Damon Allen**

Mr. Allen reported that ITD is nearing a decision point on the I-90 Access Project on whether federal approval will be obtained.

With regard to the private Beck Road Interchange project, the consultant is still working on the environmental assessment. A public comment period is anticipated in June, and their finding of no significant impact is anticipated in August. Construction could possibly commence late summer.

## **9. Board Member Items**

Mr. Vic Holmes reported that the City of Rathdrum completed their Quiet Zone project.

## **10. Adjournment.**

**Mr. James Mangan made a motion to adjourn the May 5, 2011 KMPO Board meeting; Mr. Marv Lekstrum 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 2:15 pm.

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Donna Lively, Recording Secretary