



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

August 4, 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 July 7, 2011 KMPO Board Meeting Minutes**
- 3. Public Comments**
- 4. KCATT Recap & Recommendations**
- 5. Administrative Matters**
 - a. July 2011 KMPO Expenditures and Monthly Financial Report
 - b. KMPO staffing Update
 - c. KMPO Draft Personnel Policies Memo on PTO
 - d. KMPO 2012 Transportation Improvement Program DRAFT
- 6. Public Transportation**
 - a. Citylink Status Report – Alan Eirls
 - b. KMC Status Report – Toby Ruhs
 - c. Kootenai County Report– Christine Fueston
 - d. Mobility Manager's Report – Clif Warren
 - e. KMPO Public Transportation Plan Update – Transit Plus/PAC West
- 7. Director's Report**
- 8. Other Business**
 - a. 2012 Unified Planning Work Program Activities
- 9. Board Member Items**

ADJOURN Regular Session

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KOOTENAI METROPOLITAN PLANNING ORGANIZATION

250 Northwest Blvd, Suite 209, Coeur d' Alene, ID 83814

Web site: www.kmpo.net

MEETING MINUTES

Kootenai Metropolitan Planning Organization
 Regular Board Meeting
 August 4, 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
Marv Lekstrum	Lakes Highway District
Jim Kackman	Coeur d'Alene Tribe
James Mangan	Worley Highway District
Lynn Humphreys	Post Falls Highway District

Board Members Absent:

Damon Allen	Idaho Transportation Department Dist. 1
Todd Tondee	Kootenai County
Vic Holmes	City of Rathdrum
Richard Panabaker	City of Hayden

Staff Present:

Glenn Miles	KMPO Executive Director
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Attendees:

Donna Montgomery	Hayden Lake
Monty Montgomery	Lakes Highway District
Lisa Key	David Evans Assoc. Inc.
John Pankratz	East Side Highway Dist
Kevin Howard	Worley Hwy. Dist.
Alan Eirls	Citylink
Clif Warren	CTA
Rod Twete	Lakes Highway District
Sean Hoisington	City of Hayden
Christine Fueston	Kootenai County

1. Call To Order

The regular meeting of the Kootenai Metropolitan Planning Organization Policy Board was called to order by Chair, Jimmie Dorsey at 1:35 p.m.

2. Approval of the minutes

Mr. Lynn Humphreys made a motion to approve the July 7, 2011 Board meeting minutes as presented. Mr. James Mangan seconded the motion, which passed unanimously.

3. Public Comments

There were no public comments requested

4. KCATT Recap and Recommendations

KCATT had no recommendations for the August Board meeting, they began their review of the 2012 Transportation Improvement Program, Unified Planning Work Program, as well as received updates from the utilities and projects underway

5. Administrative Matters

a. July 2011 KMPO Expenditures and Monthly Financial Report

Mr. Lynn Humphreys made a motion to approve the KMPO July Expenditures and Monthly financial Reports. The motion was seconded by Mr. Marv Lekstrum, and was approved unanimously.

b. KMPO Staffing Update

Mr. Miles informed the Board that Ms. Bonnie Gow has accepted the Senior Transportation Planner position with KMPO. Ms. Gow will begin report to work on September 1st. Interviews for the Administrative Secretary position are currently underway and should completed prior to the September Board meeting. KMPO has filed paperwork with the State of Idaho to register as an employer with various State agencies should have the paperwork in place by September 1st.. Filling the positions is necessary to complete work on developing a health care benefits program and enrollment in the PERSI.

c. KMPO Draft Personnel Policies on Paid Time Off

Mr. Miles presented the Board with a memo on the similarities and differences between a traditional vacation/sick leave program and a Paid Time Off pool. After reviewing the information, Mr. Miles recommended the Board move forward with a PTO pool for employees and integrating a short term disability insurance coverage to cover legitimate major illnesses that may extend beyond the amount of time available in a PTO program. Mr. Mangan expressed some concern that a PTO pool might be subject to abuse,, where an employee uses up their time and then seeks short term disability to cover routine illnesses. Mr. Al Hassell indicated that short-term disability must be qualified through a physician, preventing common illnesses from coverage.

Mr. Clay Larkin moved to approve the recommendation as presented and to include the provision of short-term disability insurance as part of the KMPO benefits package to employees. The motion was seconded by Mr. Jim Kackman, which was approved unanimously.

- d. KMPO 2012-2016 Transportation Improvement Program Draft
Mr. Miles briefly went over the Draft 2012-2016 Transportation Improvement Program that is currently out for public comment. He indicated the TIP will be open for public comment until August 15, after which the document will be finalized and brought forward to the Board for adoption at the September Board meeting. There were no questions regarding the draft program. Mr. Kackman asked if it might be helpful to include the Coeur d' Alene Tribe's program of projects in the TIP. Mr. Miles indicated that it would provide fuller picture of transportation projects occurring in the County and therefore be welcomed in the document.

6. Public Transportation

- a. Citylink Status – Alan Eirls

Mr. Alan Eirls with Citylink provided the Board with an update on Citylink activities, ridership and vehicle challenges since the last Board meeting.

- b. KMC Status Report – Christine Fueston

Ms. Fueston provided an update on paratransit service being provided by Kootenai Medical Center indicating they continue to stretch their capability and have began using the single dispatch system in conjunction with First Transit Inc.

- c. Kootenai County Report – Christine Fueston

Ms. Fueston provided an update on the Kootenai County's contracts and status of paratransit including the restoration of service. Ms. Fueston also indicated the County will be participating in the FTA Triennial review in August and KMPO has provided assistance to the County in trying to prepare for the 3 day review. Ms. Fueston also indicated that Kootenai County and transit providers are moving to a single paratransit scheduling service in order to improve efficiency among the providers.

- d. Rural Mobility Manager's Report – Clif Warren

Mr. Clif Warren indicated that there will no earmark funding available for 5311 and 5316 programs and ITD is retaining approximately 6% of the funds to support a statewide capital replacement program. The change in funding is expected to impact at least two rural routes. Mr. Warren also informed the Board that inter-city service from Bonner's Ferry to Boise through the lease of a van from Enterprise Inc.. Mr. Larkin inquired how the scheduled service from Sandpoint to the Spokane International Airport was doing. Mr. Warren stated the service is seeing approximately 5 riders per day. Mr. Warren also let the Board know that Sandpoint's new rural service is seeing about 4,000 riders per month.

- e. Public Transportation Plan Update – Glenn Miles

Mr. Miles introduced the consultant team working on the Regional Public Transportation Plan Update. Suzanne O' Neil with Transit Plus Inc. and Stefany Bales with PAC West provided and update on the progress of the study and provided an overview of the recent community survey that was used to assess the areas understanding and views of

public transportation and needs in Kootenai County. The Board expressed appreciation for their work on the update and looked forward to the recommendations that will come in the next phase of the study, which includes long term and short term needs, governance recommendations, and funding options.

Director's Report

Mr. Miles indicated that all administrative activities have been transferred from SRTC to the KMPO office in Coeur d' Alene. KMPO's phone number is (208) 930-4164 KMPO has filed with the State of Idaho to receive the necessary accounts for hiring employees, and is working with the City of Coeur d' Alene on improving the efficiency in which KMPO invoices and pays vendors.

7. Other Business

a. Post Falls Access Project Update – Bonnie Gow

The Board was provided a memo from Ms. Bonnie Gow on KMPO activities related to the Post Falls Access Project, there were no questions from the Board on the memo..

8. Board Member Items

There were no Board members items for August

9. Adjournment

10.

There being no other business before the KMPO Board, the Board adjourned at 3:15p.m.

Glenn F. Miles
Executive Director