



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

November 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 – Clay Larkin, Chair**
- 2. Approval of October 6, 2011 KMPO Board Meeting Minutes**
- 3. Public Comments**
- 4. KCATT Recap & Recommendations**
 - a. Jurisdictional Support Letters for the Local Rural Highway Improvement Program 2013 (LRHIP) Grant Applications
- 5. Administrative Matters**
 - a. October 2011 KMPO Expenditures and Financial Report
 - b. Transit Plus Inc. Supplemental #1 Public Outreach Increase
 - c. Interagency Agreement Between Kootenai Metropolitan Planning Organization (KMPO) And Kootenai County For The Federal Transit Administration (FTA) Required Process For Planning/Program Of Projects
- 6. Public Transportation**
 - a. Citylink Status Report – Alan Eirls
 - b. KMC Status Report – Toby Ruhs
 - d. Kootenai County Transit System Report – Christine Fueston
 - e. Rural Mobility Manager's Report – Clif Warren
 - f. KMPO Public Transportation Plan Update – Suzanne O'Neill
- 7. Old Business**
 - a. KMPO Project Application Mock Scoring Session – Meeting Results
 - b. Update to Project Lists Due October 25, 2011
 - c. Model Update Schedule (Tentative) & Workshops
- 8. Executive Director Report**
- 9. Board Member Comments**
- 10. Adjournment**

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KOOTENAI METROPOLITAN PLANNING ORGANIZATION

250 Northwest Blvd, Suite 209 Coeur d' Alene, ID 83814
1-208-930-4164 website: www.kmpo.net

Kootenai Metropolitan Planning Organization
Regular Board Meeting
November 3, 2011
Post Falls City Council Chambers, City Hall, First Floor
Post Falls, Idaho

Board Members in Attendance:

| | |
|--------------------|---|
| Clay Larkin, Chair | City of Post Falls |
| Jim Kackman | Coeur d'Alene Tribe |
| Damon Allen | Idaho Transportation Department Dist. 1 |
| Marv Lekstrum | Lakes Highway District |
| Lynn Humphrey | Post Falls Highway District |
| Al Hassell | City of Coeur d'Alene |
| James Mangan | Worley Highway District |
| Todd Tondee | Kootenai County |
| Jim Mangan | Worley Highway District (Alt) |
| Terry Sverdsten | East Side Highway District |

Board Members Absent:

| | |
|-------------------|------------------|
| Vic Holmes | City of Rathdrum |
| Richard Panabaker | City of Hayden |

Staff Present:

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|-------------|-------------------------------|
| Glenn Miles | Executive Director |
| Bonnie Gow | Senior Transportation Planner |
| Kelly Lund | Administrative Secretary |

Attendees:

| | |
|-------------------|---------------------------------|
| Donna Montgomery | Citizen/KMPO |
| Monty Montgomery | Lakes Highway District |
| Clif Warren | CTAI |
| Alan R. Eirls | Citylink |
| John Pankratz | Eastside Highway District |
| Rod Twetz | Lakes Highway District |
| Christine Fueston | Kootenai County |
| Sean Hoisington | City of Hayden |
| Lisa Key | David Evans & Associates |
| Kevin Howard | Worley Highway District |
| Eric Shanley | Lakes Highway District |
| Don Davis | Idaho Transportation Department |

Consultant

| | |
|-----------------|-------------|
| Suzanne O'Neill | TransitPlus |
| Stephanie | TransitPlus |

1. Call To Order

The regular meeting of the Kootenai Metropolitan Planning Organization Policy Board was called to order by Chair, Clay Larkin at 1:30 p.m.

2. Approval of the Minutes

Mr. Lynn Humphrey made a motion to approve the October 6, 2011 Board meeting minutes as presented. Mr. Marv Lekstrum seconded the motion, which passed unanimously.

3. Public Comments – There were no public comments.

4. KCATT Recap & Recommendations

a. Jurisdictional Support Letters for the Local Rural Highway Improvement Program 2013 (LRHIP) Grant Applications

Mr. Eric Shanley made a recommendation that KMPO provide letters of support to local jurisdiction for their Local Rural Highway Improvement Program grant applications. A Memorandum listing the jurisdictions' projects was included in the KMPO packet.

Mr. Jim Mangan made motion to approve. The motion was seconded by Mr. Lynn Humphrey and unanimously approved.

5. Administrative Matters – Glenn Miles

a. October 2011 KMPO Expenditures and Financial Report

Mr. Glenn Miles covered expenditures for the month of October in the amount of \$49,000. He noted a typographical error – expenses were for October, not September. Mr. Al Hassell questioned the Annual Budget Dues, Subscriptions and Membership in the amount of \$6,500.00. Mr. Miles explained KMPO is a member of the Coalition for American Gateways and Trade Quarter, an association in Washington D.C. that keeps KMPO up to date with transportation issues. The charge was for annual dues.

Mr. Al Hassell made motion to approve payment of October expenditures. The motion was seconded by Mr. Jim Mangan and unanimously approved.

b. Transit Plus Inc. Supplemental #1 Public Outreach Increase – Glenn Miles

Mr. Glenn Miles reported when this budget was presented to the Board last May, the regional scope had been shaved back due to the uncertainty of funds that would be available after the agency had gone through the transition. Since KMPO has started their new fiscal year and is entering into the public outreach activity phase of the Public

Transportation Plan Update, Mr. Miles requested a \$10,000 supplement to support the public education outreach effort. The Supplement provides for 30 hour-long meetings or a total of 30 hours, including the follow-up of those meetings and \$1,200 in expenses. The goal is to explain and discuss with as many people as possible the plan update recommendations. Mr. Miles assured that the Supplemental #1 funds will be stretched as far as possible.

Mr. Jim Mangan made motion to approve. The motion was seconded by Mr. Lynn Humphrey and unanimously approved.

c. Interagency Agreement Between Kootenai Metropolitan Planning Organization (KMPO) And Kootenai County For The Federal Transit Administration (FTA) Required Process For Planning/Program Of Projects

Mr. Glenn Miles stated there was a draft of the resolution included in the KMPO November packet which, he understood, the commissioners approved and signed this week. He said if it was approved by the Board, it would then go to FTA as part of their meeting compliance of the triennial review actions.

Mr. Todd Tondee said he would like to state for the record that his name is listed as the Chairman of the Kootenai County Board of Commissioners on the Interagency Agreement between KMPO and Kootenai County for FTA. Since he is also on the KMPO Board, he questioned staff and attorneys to ensure there was no conflict on either side. It was deemed there was no conflict and noted there was no financial benefit to either side. For this reasons, he will be participating in these discussions. . Mr. Tondee wanted to make sure this was on the record. Chair Larkin stated he appreciate Mr. Tondee's disclosure.

Mr. Jim Mangan made motion to approve. The motion was seconded by Mr. Lynn Humphrey and unanimously approved.

Chair Clay Larkin noted a letter included in the November KMPO Board packet. The letter was from SRTC Board Chair, Gary Schimmels, and addressed to Chair Larkin. Mr. Glenn Miles explained the letter was a response to a letter that had been sent to the SRTC Board, on behalf of the KMPO Board, thanking them for their service over the past seven years. Mr. Schimmels thanked KMPO for their letter and stated they looked forward to working with KMPO in the future. The letter reflects a good working relationship with SRTC.

6. Public Transportation

a. Citylink Status Report – Alan Eirls

Mr. Alan Eirls reported a passenger drop between October 2010 and October 2011, but stated numbers were leveling off and remaining where they had peaked a few months ago. He stated senior and wheelchair ridership had been good for a long time; however, due to crowding on some routes, riders had shifted to KMC and FirstTransit services creating a significant drop on some of the routes. Mr. Eirls stated the system is taking hold and noted what was falling off of Citylink is more likely being picked up by other services. Mr. Eirls reported the system was running smoothly with rural areas picking up better than expected, in part, due to the addition to the Paratransit, or on demand system. He noted this addition filled a void for the passengers who could not access the regular system.

Mr. Eirls reported NIC and high student population remained consistent with a number of students riding to and from high schools. He stated Citylink had received a request from John Krause, ITD, asking for a summary of services affecting all local schools. Mr. Eirls stated they could report schools near route areas, and the fact that the buses do carry students to and from those locations, but said it would be difficult to segregate.

Mr. Eirls reported the bus maintenance facility could be open as early as Thanksgiving – as late as mid-December. Mr. Jim Kackman said the challenge is getting power to the building which involves the neighboring medical clinic project. He stated this will impact the opening date. Once the facility is complete, they should be having a ceremony.

Mr. Kackman reported he had discussed the Passenger Transfer Facility Project with the Tribal Counsel on October 20. The council will not be proceeding with the project. They have sent a letter to FTA notifying them and stated in the letter that the tribe was supportive of utilizing that money to benefit public transit in Kootenai County, if it was still a possibility. Mr. Kackman stated he would get in touch with Elizabeth Sire, Federal Transit Administration, to find out what they can do with that money since it will not be used for that facility. Mr. Glenn Miles commented it would be up to FTA to decide whether or not those funds could be used in Kootenai County.

Chair Clay Larkin asked Mr. Kackman to notify everyone when the bus maintenance facility was complete.

b. KMC Status Report – Toddy Rush

Mr. Toby Rush reported that their numbers were up and added that it had been a busy, but quiet month.

c. Kootenai County Transit System Report – Christine Fueston

Ms. Christine Fueston provided an update for the grant pending with Federal Transit. She stated they have announced the 2012 certifications and assurances were up and said the grant would not be approved until the new certifications and assurances had been executed. When they are available, she will take them through the commissioners

to leverage the grant free. Ms. Fueston stated the 2012 assurances follow the Fed fiscal year, so will be out the first of October, but said they had not yet been formally published. She noted the tribe had been paid for three months of service out of county funds.

Mr. Tondee added the Board of County Commissioners had authorized payment for three months of services, currently \$36,000 a month. At that time, they were hopeful they would be closer to the grant project. He stated this is a financial hardship for the tribe because they are not getting paid for the services they are doing.

In discussions with Rathdrum, Ms. Fueston reported she had checked with ITD and was told all of the rural monies that were set aside have been expended and the vehicles are gone. She stated there was still the possibility of a van pool, but that there was not a fixed route service. Ms. Fueston noted the next funding cycle starts in January.

Ms. Fueston said under the pending grant, payments to the tribe have increased by approximately \$116,000. She stated that she had reallocated some of the Paratransit monies because they are seeing more efficient service and said they have discussed reallocating additional funds to the tribe once they determine the actual cost of Paratransit. Mr. Tondee stated they will be able to process the invoices very timely once they have a guaranteed funding source.

Chair Clay Larkin asked Mr. Kackman to let the tribe know that they appreciate their patience and to assure them that they are working to provide a positive monthly cash flow.

Mr. Kackman stated he is doing what he can to help the county and appreciates the county putting out their funds. He stated Ms. Fueston has been good about working with the tribe and added the additional \$116K will help preserve some of the existing urban services. Mr. Kackman said he appreciated Chair Larkin's point and will convey that to the tribe.

Ms. Fueston reported FirstTransit ridership was up with 775 eligible riders for the month reflecting an increase in patronship. She noted that costs have come down as they are taking more passengers on shared rides. Ms. Fueston said they will be meeting with the tribe today and looking at renewing their current contract and will discuss a capital replacement schedule for the ARRA buses that were received. She noted that the vehicles were all manufactured in the same year and for that reason, they are considering staggering the procurements on an annual or semi-annual basis, having a spare fleet, and a contingency fleet. Ms. Fueston had discussed with Mr. Jim Kackman, Mr. Eirls, and Mr. Miles the potential of getting ARRA monies for the Riverstone site. She said she will be setting up a meeting next week with Lakes City Development Corporation to discuss the two districts that are within the Riverstone area. Ms. Fueston

added there were some monies left in their funds which could potentially be used for property acquisition.

Mr. Miles stated Ms. Fueston brought up a point he did not want overlooked. The State of Idaho did provide service in Kootenai County through N.I.C.E. for rural service. However, when the service stopped, there was an expectation that those vehicles and funds designated for Kootenai County would continue until they were able to get them reconstituted. The buses and funds were re-allocated to adjacent counties, Shoshone and Bonner. They need to make sure this gets acknowledged by ITD and the funds get reinstated in this next fiscal year. He stated they should not wait for the next competitive program as there were a number of people relying on the service. New service or expanded service was started in adjacent counties with funds that were already being used to support people in Kootenai County.

Ms. Fueston stated the remainder of the N.I.C.E. monies, the next group of monies available for this year, and the vehicles that were used in Kootenai County and were given to Dover and Shoshone County. She confirmed Mr. Miles statement that these were both new start programs.

Mr. Clif Warren clarified that N.I.C.E. was already providing services in the other two counties and that they did leave behind unused allocations. He stated the amount of granted money going to N.I.C.E. was \$180K a year to be divided between the three counties and said estimated close to \$60K for service in Shoshone County. Mr. Warren added there was no service restored in Kootenai County because there was no match and no one to provide the service. He said the money was available, but there needed to be a match to acquire the service. The buses were re-allocated to Shoshone County and to Bonner County where service was already being provided as part of the N.I.C.E. service. He clarified that not all of the funds allocated to N.I.C.E. were used by those counties and said some of the money went back to the state.

d. Rural Mobility Manager's Report – Clif Warren

Mr. Clif Warren reported he was putting finishing touches on the draft of the I-Way LMMN 1B Transportation Mobility Plan. The plan draft is complete and available for public comment on www.i-way.org. Mr. Warren stated he made every attempt to cover all bases for providing service in Kootenai County, including a strategy to get service from Rathdrum into an urbanized area. He stated applications can start being submitted January 2012; however, money would not be available until 2013. Mr. Warren stated there was a match required, but that they did not have a funding source for the match at this time.

e. KMPO Public Transportation Plan Update – Suzanne O'Neill

Ms. Suzanne O'Neill presented KMPO Transportation Plan Update Technical Memo 2 and explained that it focused on alternatives and covered three basic areas, Findings and Issues, Service Alternatives, and Governance and Funding. She stated the issue of funding was very important and would require community conversation, including discussion of what value the community places on transit services, what can be provided at what cost and what the community is willing to pay for. Ms. O'Neil felt the discussion should take place with voters and civic leaders. She said ultimately, what is recommended as the preferred plan should reflect the feedback from those people. She did not put together funding levels for the long term alternatives, in part, because she wanted a sense of direction from KMPO. She stated there needs to be some public outreach done in order to have a sense of the direction desired by the community.

Suzanne O'Neill gave permission to reproduce Tech Memo 2. Mr. Miles stated the Memo would be posted to the website and colored hard copies provided to the KMPO Board.

Chair Clay Larkin stated the Board would compile their questions, create a master list with Mr. Miles and provide the list to Ms. O'Neill for her to response before next board meeting.

7. Old Business

a. KMPO Project Application Mock Scoring Session – Meeting Results

Ms. Bonnie Gow reported that the jurisdictions that attended the mock scoring workshop became more comfortable with the application and scoring process. She stated they are still working on some of the suggested changes. Once accepted by KCATT, it would be brought before the Board.

b. Update to Project Lists Due October 25, 2011 Model Update Schedule (Tentative) & Workshops

Ms. Bonnie Gow reported the project list will continue to see changes, making it a "living document." She stated the updated model is expected to be complete November/December of 2012. The jurisdictions decided to use the 2010 base, the 2020 interim year and the 2035 future forecast model. Ms. Gow ran the modeling scenarios in the future based on the I-90 Post Falls improvement corridor model to show the affect a project can have on the results. The attendees appreciated the idea of utilizing the model in the future to look at projects and how they could impact the region.

Ms. Gow has held two workshops with approximately 4 -5 of the jurisdictions attending. The next workshop, Project Population/Dwelling Units, is scheduled for November 29, 2011. A schedule of upcoming workshops is included in the November KMPO packet.

8. Executive Director's Report

Mr. Glenn Miles stated he was notified this week that KMPO had been dismissed, with prejudice, from a lawsuit involving a transit service encounter with a woman who had been hit by a car.

Mr. Miles reported the Senate Environment of Public Works committee voted MAP 21 out last week. He stated this was their version of the next reauthorization bill and would be in the Senate for “markup” on November 9th. Mr. Miles said they are trying to get it in the House as soon as possible to beat the debt reduction or debt financing committee. Mr. Miles added there were two bills on the Senate floor today seeking reauthorization; however, they are both expected to be defeated. If a short term reauthorization bill, it will probably be one next week with mark up the following week.

Mr. Miles reported Federal Highway and ITD have put together the State Transportation Innovation Counsel. He stated the theme is “Everyday Counts” and explained that “everyday” it takes to bring a project from conception to construction and completion counts. He stated the intent is to try to find innovative ways to reduce the number of days of a project. Mr. Miles stated he had been appointed to the Innovation Counsel for a two year cycle – two year renewable. He believed there were 12 people on the counsel, including himself. Mr. Miles stated the counsel would like to take projects from planning to completion bringing in different people, with different expertise, to streamline the processes making it more efficient and cost effective.

Mr. Miles reported the STP Urban Balancing Committee will be meeting in Pocatello on November 17 and reviewing all project in the state urban program.

Mr. Miles reported the State Highway 53 Stakeholder public meeting is scheduled for November 16. The first meeting of the day will be held at Hauser City Hall from 3:30 – 5:30 p.m. and a second meeting at Rathdrum City Hall from 6:30 – 8:30 p.m. Mr. Miles stated they would be discussing access issues on Highway 53.

Mr. Miles reported KMPO provided a letter of support for ITD’s Worley North Project. He stated it was a \$7M project for the completion of the US 95 project through Worley. The application was put together by Don David, on behalf of ITD, and sent to Washington, D.C. on Monday, October 24.

Mr. Glenn Miles reported Ms. Gow had been working on both the website and blog. He stated they were up and running, Agendas, Minutes, and documents will be posted and downloadable from the website.

Mr. Miles stated KMPO will be closed on Veteran’s Day.

9. Board Member Comments

Mr. Jim Kackman thanked the TransitPlus consultants for their work on Technical Memo 2. He said he had reviewed it and felt it was substantial, helpful, and something they

could work with. In light of Chair Larkin's recommendations, Mr. Kackman stated he was willing to wait another month for discussion on the Memo.

Mr. Allen Damon reported the Sandpoint-Byway project was ahead of schedule. He stated the contractor planned to switch traffic to the new alignment sometime in October/November and finish the project in the spring. Mr. Damon stated the District would be putting together a ribbon cutting or public event for the opening of the project.

Mr. Damon, ITD, reported the developer of the Beck Road Interchange had selected their preferred design build team and would be submitting it to ITD and, eventually, to Federal Highways. Mr. Allen believed they would probably work on the design through the winter and start construction in the spring.

For clarification, Mr. Damon stated there were a number of issues being addressed on Highway 53. He reported there were public meetings for the Bridging the Valley design, public meetings for the Highway 53 Access Study, a District 1 corridor study initiative being led by Mr. Don Davis, and said they are also looking at near term solutions for Pleasant View and Highway 53 with Post Falls Highway District and others. Although these projects may involve all the same people, Mr. Damon stated they are different projects with different timelines.

Mr. Damon reported they were moving ahead on the Highway 95 Garwood to Sagle bonding program. He stated the goal was to get the frontage road on the east side of Highway 95 built before Silverwood opened next spring. He said they will then move all mainline 95 traffic over to the frontage road. In doing this, they hope to save a year on that project.

Mr. Al Hassell commented that there may be new councilmen appointed next week and new appointees in December.

Chair Larkin stated that he believed the Stateline Bridge could be open as early as Thanksgiving.

Mr. Miles stated that the election of officers would be on the Agenda next month.

There being nothing further before the Kootenai Metropolitan Planning Organization Policy Board, the regular meeting was adjourned at 2:14 p.m.

Kelly A. Lund, Recording Secretary