



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

December 1, 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 November 3, 2011 KMPO Board Meeting Minutes**
- 3. Public Comments**
- 4. KCATT Recap & Recommendations**
- 5. Administrative Matters**
 - a. November 2011 KMPO Expenditures and Monthly Financial Report
 - b. Election of Officers for 2012
 - c.
 - d.
- 6. Public Transportation**
 - a. Citylink Status Report – Alan Eirls
 - b. KMC Status Report – Toby Ruhs
 - d. Kootenai County Report– Christine Fueston
Riverstone Transit Center Site Selection/Affirmation
 - e. Rural Mobility Manager's Report – Clif Warren
 - f. KMPO Public Transportation Plan Update
- 7. Director's Report**
- 8. Other 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
 - d. Local Rural Highway Investment Program (LRHIP) Grants
- 9. Board Member Comments**
- 10. Adjournment**

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Kootenai Metropolitan Planning Organization
Regular Board Meeting
December 1, 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
Marv Lekstrum	Lakes Highway District
Bob Miller (Alternate)	Post Falls Highway District
Al Hassell	City of Coeur d'Alene
James Mangan	Worley Highway District
Todd Tondee	Kootenai County
Vic Holmes	City of Rathdrum
Richard Panabaker	City of Hayden

Board Members Absent:

Damon Allen	Idaho Transportation Department Dist. 1
Terry Sverdsten	East Side Highway District

Staff Present:

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

Attendees:

Donna Montgomery	Citizen
Monty Montgomery	Lakes Highway District
Alan R. Eirls	Citylink
Christine Fueston	Kootenai County
Andrea Storjohann	Idaho Transportation Department Dist. 1
Kevin Jump	City of Rathdrum
Rod Twete	Lakes Highway District
Clif Warren	CTAI
Mark Boyle	DEQ
Lisa Key	David Evans & Associates
Alison McArthur	PFSR Center
Eric Shanley	Lakes Highway District

Guests

Mike Porcelli	Idaho Transportation Department Dist. 1
John Meusch	Northwest Signal

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. Todd Tondee made a motion to approve the November 3, 2011 KMPO Board Meeting Minutes. Mr. Marv Lekstrum seconded the motion, which passed unanimously.

3. Public Comments

Allison McArthur, Executive Director of the Post Falls Senior Center, expressed her concerns with the Paratransit service and how it was impacting the senior citizens in their community. Chairman Larkin thanked Ms. McArthur for her comments and requested that she meet with Ms. Christine Fueston and Mr. Alan Eirls regarding the concerns she expressed to the Board.

4. KCATT Recap & Recommendations

Mr. Eric Shanley, KCATT Chair, reported the KMPO Growth Projections Workshop would be held December 6, 2011.

5. Administrative Matters

a. November 2011 KMPO Expenditures and Financial Report

Mr. Al Hassell made a motion to approve payment of November expenditures. The motion was seconded by Mr. Vic Holmes, which passed unanimously.

b. Election of Officers 2012

Chair Clay Larkin stated the positions for Chair and Vice-Chair were open for election.

Mr. Jim Mangan stated that he felt it would be good for the chairman of the Board to be within the area where much of the transportation related activity is taking place, Coeur d'Alene, Hayden, Rathdrum and Post Falls. He stated Chair Larkin had been gracious enough to stand in as temporary chairman and, in light of that fact, was prepared to nominate Mr. Clay Larkin as Chairman of the KMPO Board for 2012.

Mr. Jim Mangan made motion to nominate Mayor Clay Larkin as Chairman of the KMPO Board. The motion was seconded by Mr. Marv Lekstrum and passed unanimously.

Mr. Larkin thanked Mr. Mangan for his comments and pledged to do his best to represent the Board and carry the mission of the Board forward.

Chair Larkin stated nominations for Vice-Chair were open.

Mr. Al Hassell nominated Mayor Vic Holmes for the position of Vice-Chair. There were no other nominations. The motion was seconded by Mr. Mangan and passed unanimously.

6. Public Transportation

a. Citylink Status Report – Alan Eirls

Mr. Alan Eirls reported their numbers were up from last November, 44,000 this year compared to 42,000 last year. Although this is a slight increase, he said overall the system is leveling off. He reported a few instances that occurred during the snowfall. A couple of runs were shut down when they fell too far behind schedule and another run was dropped when a vehicle hit the bus bike rack.

Mr. Eirls reported the Tribe spoke with FTA on December 1, 2011, regarding the \$1.5 million for the Plummer passenger center that was returned to FTA, and its potential to be used on the Coeur d' Alene Transit center. The FTA has not yet determined whether the funds will be allowed to be transferred.

Mr. Eirls also reported they had been asked to move the transit stop at Super 1 in Hayden. A site on the corner of Hayden Avenue and Government Way would not require extensive moving or retiming because it is near the current location. He stated that it would be a good pass through location for getting the buses turned around and back on the routes. Mr. Eirls has asked for the timing schedules to be checked. Once that is complete, they will move forward with notification, posting changes in the buses and changing literature to reflect the new location. He noted, for a period of time, both stops would be checked for passengers.

b. KMC Status Report – Toby Ruhs

In Mr. Ruhs' absence, Christine Fueston provided the KMC status report. Mr. Ruhs reported to Ms. Fueston that they had carried a total of 1645 passengers last month, out of that 275 were qualified for ADA. KMC is moving forward with a scheduling software program called Route Match. This program will assist KMC in becoming more efficient. Ms. Fueston stated that in her report she mentioned that the county was awarded some funds for that under the State of Idaho veterans program, One Call, One Click. In the future, they will "marry" those systems into one integrated system for all Paratransit services to gain even more efficiency.

c. Kootenai County Transit System Report – Christine Fueston

Ms. Fueston reported that the Kootenai County Board of Commissioners affirmed the current Riverstone location as the preferred site for constructing a transit center. In order for them to move forward with FTA, getting the environmental and the grant itself, it will also require a formal action by the KMPO Board since KMPO conducted the site selection study and had previously approved a recommendation.

Ms. Fueston reported she, along with Glenn Miles and Commissioner Tondee, met with staff from LCDC (Lake City Development Corporation) to consider the possibility of utilizing funds from the two improvement districts within Riverstone. She stated that there were funds within the districts for infrastructure improvements. Ms. Fueston said if LCDC acquired the property for the transit center on behalf of the County, the County could likely use the value of the property as local match for the project. Plan B, would be to ask for an increase in local funding or use what is called, "In Kind Match". Commissioner Tondee confirmed the site location will need to be approved by the KMPO Board before they can move forward and finalize the environmental, which must be done before the appraisal.

Mr. Miles stated the need for affirming the site is paramount in getting the environmental documents approved, so the appraisal process can be done. He suggested to Chair Larkin that the document provided to the Board by Ms. Fueston be referenced as an exhibit and included in the motion affirming the site location. Mr. Miles said the site is described on the exhibits, includes the size and location of the site, is part of the December 2011 KMPO Board packet and, therefore, clearly tied to the record.

Ms. Fueston suggested they include a reference to the site being "approximately four acres."

Mr. Mangan made a motion that the Board affirm the present location that they are using for transit services as the preferred site and indicated by the schematic parcel drawing #1, which is approximately four acres . Mr. Richard Panabaker seconded the motion.

Discussion:

Commissioner Tondee stated that he wanted to make a clarification that the schematic has three parcels. The current site is only Parcels B and C. It would be all A, B, and C to get up to the four acre parcel. Mr. Miles noted the exhibits are stating "approximately" and the approximate acreages are also included on the schematic. For clarification purposes, Mr. Tondee stated that they had referenced site #1.

The motion passed unanimously.

Mr. Miles stated the second motion would be to provide direction on the process to acquire the property. The motion would be to pursue continuation of getting the

environmental document completed, doing the necessary appraisal activities, and then begin having conversations about how to finance the parcel(s) that have been identified.

Mr. Marv Lekstrum made the motion to continue to pursue getting the environmental documents completed, doing the necessary appraisal activities, and then begin having conversations about financing the parcel(s) that have been identified. Mr. Vic Holmes seconded the motion, the motion passed unanimously.

Mr. Glenn Miles stated the reason he was suggesting that motion was the fact that they have it on the record that it is the selection, environmental, appraisal, and then the discussion. He stated, this way, everyone has a clear understanding.

Chair Larkin felt that they had set a pretty good base from which to move forward.

Ms. Fueston continued with her update report. She provided the update on the current grant and said she hoped it would be settled very shortly. Ms. Fueston said she is working with the Citylink and Jim Kackman on some service options and hopes to bring them forward as they get them finalized. She noted the county is in the process of mapping the routes, the Paratransit service area, and the addresses of those eligible so they can determine, from an impact assessment, those who will be impacted by any upcoming changes. This will also allow them to determine if someone is in or out of a service area.

They are continuing to work through the triennial review. The update numbers from First Transit are through the end of December 1, 2011. The miles were 6,754, hours 377, trips 668, passengers 661, cost \$19,810, including maintenance, and cost per trip \$29.97. They are staying fairly consistent and have brought costs down as they have gotten to know the area. Ms. Fueston reported the late trips were 35, no shows 17, and cancels 81. The Paratransit eligible clients increased an additional 20 this week.

Ms. Fueston reported that a Citylink driver had recently been ticketed for a bike lane violation. He stopped in a bike lane to either board or disembark a passenger and received a ticket for parking in a bike lane. She noted that in most communities, on most arterials and collectors, there is likely a bike lane or area for a bike lane. If their ordinance states that it is illegal to occupy or drive in a bicycle lane, it becomes a ticketable offense. Ms. Fueston will be contacting the local cities and ISP and request they change their ordinance to make this an allowable activity.

d. Rural Mobility Manager's Report – Clif Warren

Chair Larkin noted the Mobility Manager's report provided in the December KMPO packet. There were no questions for Mr. Warren.

e. KMPO Public Transportation Plan Update

Mr. Miles reported that they are in the process of going through Tech Memo 2. Suzanne O'Neill met with the Board last month and gave a PowerPoint presentation on the Memo. He stated that he has hand-delivered and discussed the Memo with the Board members. He has also met with Kristine Fueston and Citylink who are in the process of looking at the recommendations in Tech Memo 2 and coming up with a proposed service alternative and looking at reduced route alternatives. They will be giving a formal presentation on recommendations at the January Board meeting that will wrap those operating service changes into it. Mr. Miles said given the financial circumstances that exist, the reduced service alternative will most likely be the near term solution.

7. Director's Report

Mr. Glenn Miles stated US 95 has been "looked at" several times over the years on ways to improve its safety and efficiency. The KMPO was able to provide Idaho Transportation Department with some STP funding to support intelligent transportation system improvements to help them gain greater efficiency from Highway 95 corridor. The funding was used to acquire technology to upgrade the signals and provide signal timing improvements. Mr. Miles noted Mike Porcelli, Traffic Engineer with the Idaho Department of Transportation District 1 Office was present to provide an update.

Mr. Mike Porcelli, District 1 Traffic Engineer, Coeur d'Alene, reported several years ago, he started working on improving traffic flow on US 95. He began to investigate intelligent transportation system applications, which included Adaptive Signal Control. John Meusch, president of Northwest Signal, came to the KMPO Board meeting to give a PowerPoint and explain the benefits being achieved through the signal improvement project.

John Meusch gave a PowerPoint presentation showing how efficiency on US 95 has improved using "green light" priorities. He discussed the use of Adaptive Signal Control which is allowing real time decisions to be made based on analysis of traffic needs and desires. He also discussed a few issues concerning the signal patterns and offered a few solutions. The discussion centered around signal timing options and how different detection technologies may better suit our climate and environmental conditions, i.e. snow and fog.

Mr. Glenn Miles stated that he would be going to Boise next week to attend a facilitated workshop with ITD, the Community Transportation Association of Idaho, and the 5 MPOs to discuss how I-ways fits into MPO planning processes.

Inland Pacific Hub will be having a workshop next Thursday, to discuss prioritizing projects for consideration in the development in their Pacific Hub study. Mayor Larkin will be attending on behalf of KMPO.

Mr. Miles stated he had met with Federal Highway Administration about a week and a half ago. There had been an ongoing discussion about the Ramsey Road extension which was finally resolved. They sent an e-mail to ITD authorizing the release of the funds for preliminary engineering.

Mr. Miles also stated in his conversation with Federal Highways, they discussed Certification Acceptance. It is a process that Federal Highways approves agencies and jurisdictions that are capable of managing Federal aid projects to do the preliminary engineering design, advertising, award, and then construction management. He felt there were one or two agencies in Kootenai County who could make it through that process. Mr. Miles said Coeur d'Alene operates a fairly large public works department and would, therefore, have the capacity for Certification Acceptance. The City of Post Falls and Lakes Highway District may also be considered. With the Board's concurrence and Federal Highways interest, he would like to be able to continue to pursue the idea.

Mr. Marv Lekstrum made a motion to proceed. Mr. Al Hassell seconded the motion to pursue.

For the benefit of the Board, Mr. Miles stated he would like to bring someone in to explain the process. He commented that the only local jurisdiction, to his knowledge, that currently had partial Certification Acceptance Authority in Idaho is Ada County Highway District. Although it may be rare in Idaho, he said it is not rare in other states.

The motion passed unanimously.

8. Other Business

a. KMPO Project Application Mock Scoring Session – Meeting Results

Mr. Glenn Miles reported that they had been working on scoring projects based on the criteria that are being updated, but are still waiting for one topic, how to incorporate accident data as part of the scoring criteria. He stated LHTAC had recently done some GIS work with accident data and had included, in the local system, every accident in the State of Idaho during the last couple years. This will allow them to look at that data not only from an individual accident basis, but also from a corridor basis. They have been working with KCATT do come to a resolution on how to address this.

b. Update to Project Lists Due October 25, 2011

Ms. Gow confirmed that all the projects lists are now in.

c. Model Update Schedule (Tentative) & Workshop

Ms. Gow reported she would be holding the Updated Growth Projections workshop for each jurisdiction Tuesday, December 6, 2011, 1:00 – 3:30 p.m. She said they were

going to be providing the population and the dwelling units based off the 2010 US Census and then project them out to 2020 and then 2035 for the future model. Ms. Gow noted that there would be a separate workshop in January to address land uses.

Mr. Miles said KCATT would like to see Scott Clark, Kootenai County Planning, attend these meetings. He noted that getting the county's insight would be very beneficial because most of the growth occurs in the rural areas.

Ms. Gow stated she would e-mail an updated workshop schedule to the Board.

d. Local Rural Highway Investment Program (LRHIP) Grants

Mr. Miles stated he had the LRHIP grants item on the agenda to remind jurisdictions that when they seek letters of support from the Board, their projects need to be clearly and accurately defined. He would like to ensure that the jurisdictions do not seek to change the scope of a project once the Board has endorsed and provided a letter of support for a particular project.

Mr. Panabaker stated they had a meeting last Tuesday night (November 29) with concerned citizens over the Strahorn Road situation. He stated his staff has done everything they can to find alternative routes for their community. He was told there was a grant in progress for some of the improvements on Miles Avenue and understood that in order to qualify for the grant, the City of Hayden Lake must cooperate with other entities. He questioned if this was correct.

Mr. Miles stated that there were restrictions placed on Miles Avenue which made it effectively a local access road. It was his understanding that the City of Hayden Lake has passed a motion to remove those signs so that it can be used as a collector and arterial as it was designed. He felt their discussions should continue and stated that is an issue for either the City of Hayden or City of Hayden Lake traffic engineers to resolve.

9. Board Member Comments

Mr. Jim Mangan commented that near the end of the Technical Memo 2 KMPO Transportation Plan Update there was mention of some type of permanent financing. He noted that this will take a great educational effort with considerable work and planning.

Mr. Tondee reported that the county has had their FTA consultant working with them attempting to finalize the triennial review and addressing areas that need attention. Their deadline is December 16 and, as he understood it, there would be no extensions. They are letting FTA work through their process. Their grant ends in April. He stated it will be difficult for the County to continue to act as the Designated Recipient for FTA funds if these grants are not processed more quickly and would certainly not be able to

extend contracts or enter into new contracts if they do not have a funding mechanism in place.

Mr. Miles added that FTA has bent over backwards to cooperate with the area throughout this entire process. Given the challenges this past year with the Triennial Review and paratransit contractor issues, he said they are going to go through their checklist very carefully, making sure that everything is in order before they sign off on the pending grant. He stated the next grant process should go more smoothly.

Chair Larkin felt this was critical enough that he would like to have an update during the January KMPO Board meeting.

Mr. Tondee thanked all of their operating partners, the tribe and KMC, for their patience through this process.

Chair Larkin noted this was Mr. Hassell's last meeting as a KMPO Board member. He thanked Mr. Hassell and stated he has been great to work with and said his input was valuable.

Mr. Hassell said serving on the KMPO Board had been an enjoyable experience.

Mr. Jim Kackman noted that Citylink had been discussed quite a bit. He stated, on behalf of the tribe, there were two real goals he was working towards. One, to ensure they make service reductions so the level of service in the urban areas matches the funding that is available. In looking at those service reductions, he is looking at the areas that will have the least impact on ridership. He felt it may be beneficial for the system to take that step back in order to address some of the long terms issues.

Chair Larkin stated that he appreciated Mr. Kackman's participation and input.

Chair Larkin noted mega loads had been going through Pasco and traveling I-90 to Montana. He said they were expecting a total of 300 loads through February. He noted Beck Road was on track. Chair Larkin wished everyone a Merry Christmas and a Happy New Year.

10. Adjournment

There being nothing further before the Kootenai Metropolitan Planning Organization Policy Board, the regular meeting was adjourned at 3:13 p.m.

Kelly A. Lund, Recording Secretary