



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  
January 5, 2012 1:30 pm**

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

**AGENDA**

- 1. Call to Order – Clay Larkin, Chair**
- 2. Approval of December 1, 2011 KMPO Board Meeting Minutes**
- 3. Public Comments**
- 4. KCATT Recap & Recommendations**
  - a. KMPO Project Selection Criteria – Rob Palus, KCATT Chair
- 5. Administrative Matters**
  - a. December 2011 KMPO Expenditures and Monthly Financial Report
  - b. KMPO Employment Agreement Modification to Conform with U.S.C 57
- 6. Public Transportation**
  - a. Citylink Status Report – Alan Eirls
  - b. KMC Status Report – Toby Ruhs
  - d. Kootenai County Report– Christine Fueston
  - e. Rural Mobility Manager's Report – Clif Warren
  - f. KMPO Public Transportation Plan Presentation – Suzanne O'Neill
- 7. Other Business**
  - a. Model Update Schedule (Tentative) & Workshops
- 8. Director's 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](http://www.kmpo.net)

Regular Board Meeting  
January 5, 2012  
Post Falls City Council Chambers, City Hall, First Floor  
Post Falls, Idaho

Board Members in Attendance:

Clay Larkin, Chair	City of Post Falls
Vic Holmes, Vice Chair	City of Rathdrum
Marv Lekstrum	Lakes Highway District
Lynn Humphrey	Post Falls Highway District
James Mangan	Worley Highway District
Todd Tondee	Kootenai County
Jim Kackman	Coeur d'Alene Tribe
Damon Allen	Idaho Transportation Department Dist. 1
Terry Sverdsten	East Side Highway District

Board Members Absent:

Deanna Goodlander	City of Coeur d'Alene
Richard Panabaker	City of Hayden

Staff Present:

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

Attendees:

Donna Montgomery	Citizen
Monty Montgomery	Lakes Highway District
Rod Twete	Lakes Highway District
Alan R. Eirls	Citylink
Eric Shanley	Lakes Highway District
John Pankratz	East Side Highway District
Mark Boyle	IDEQ
Ken Nichols	Century West Engineering
Kevin Jump	City of Rathdrum
Christine Fueston	Kootenai County
Lisa Key	DEA

Guest:

Suzanne O'Neill	TransitPlus
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**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 Humphreys made a motion to approve the December 1, 2011 KMPO 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. KMPO Project Selection Criteria – Rob Palus, KCATT Chair**

Mr. Palus, KCATT Chairman, presented the proposed Surface Transportation Program Application for Urban and Rural Proposals. He explained the purpose of the application was to provide a common framework for assessing the relative merits of projects within KMPO that were seeking funding from the state's Surface Transportation Program. Mr. Palus stated the application was developed by KMPO staff with input and guidance from the member jurisdictions of KCATT. Based on the actions taken at the December 2011 KCATT meeting, Mr. Palus stated it was the recommendation of KCATT that the KMPO Board approve the Surface Transportation Program application as presented.

Mr. Miles said the participating highway districts and local jurisdictions of KCATT unanimously supported the recommendation and he assured the Board that it would continue to be their prerogative to select the projects and noted that they could take into consideration other factors that may not have been considered in the application criteria. Mr. Miles finished by saying the main objective was to prioritize projects.

**Mr. Marv Lekstrum moved to approve the Surface Transportation Program Application for Urban and Rural Proposals. The motion was seconded by Mr. Jim Mangan. After further discussion, the motion passed unanimously.**

## **5. Administrative Matters**

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

Mr. Miles explained there were two trips, one for the ITD Freight Summit and the other for the CTAI/ITD meetings and said the remaining expenditures were routine bills, salary, and payroll liabilities.

**Mr. Lynn Humphreys made a motion to approve payment of December expenditures. The motion was seconded by Vice Chair Vic Holmes, which passed unanimously.**

## **b. KMPO Employment Agreement Modification to Conform with U.S.C 57**

Mr. Miles stated that in September of 2011, KMPO received their financial program review by ITD and Federal Highway Administration. He explained that although vehicle use is treated as normal income by the IRS, it is not necessarily considered as an eligible reimbursement expense by Federal Highway Administration when it is based on a flat monthly rate. Making the proposed change would allow KMPO to maintain reimbursement eligibility and keep local funds available for federal match. The proposal before the Board would allow the current automobile allowance to be removed and then be treated as normal income; mileage outside of Spokane and Kootenai Counties would be reimbursed at the standard mileage rate.

**Vice Chair Vic Holmes made a motion to modify the Employment Agreement Modification as presented to conform to U.S.C. 57. The motion was seconded by Mr. Jim Mangan, which passed unanimously.**

## **6. Public Transportation**

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

Mr. Alan Eirls reported no significant problems during the month of December, but noted they were still dealing with some emissions control system issues on the buses. He reported three breakdowns on the Link shuttle during the month of December, all during the same evening, but said they managed to get through it without the loss of a run.

Mr. Eirls reported student ridership remained approximately the same while senior ridership was slightly down. He reported a good month across the board and said they did not have any significant problems, making it through the holidays without any real issues.

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

In Mr. Toby Ruhs absence, Christine Fueston provided the KMC report. She said Mr. Ruhs had reported that they were running approximately 1600 passengers a month. During the month of December, they carried 250 wheelchair riders. Ms. Fueston said KMC was running fairly steady and closed out 2011 with 17,900 passengers.

Ms. Fueston noted that KMC and First Transit Inc. were coordinating services and said when KMC has an over flow it flows over to First Transit. As a result, they are not missing folks that they might otherwise not have been able to take.

### **c. Kootenai County Report– Christine Fueston**

Ms. Fueston clarified the December 2011 report was provided, not November 2011. She reported they were up to 802 passengers in December and, as Mr. Eirls mentioned, the numbers that dropped on CityLink were picked up through their service. She stated the cost per passenger was roughly \$33.91 which included maintenance and fuel. Ms. Fueston noted that they are becoming more efficient across the board and said if they

are able to coordinate more closely with KMC, they will see that number drop even more.

Ms. Fueston noted on the second page of her report, she had provided November costs and where they were to date. She noted when capturing those costs, she was working closely with Citylink and using that as the basis for moving forward. She reported "cancels" continue to go up and said they were costly. They are seeking to identify repeat offenders and taking steps to actively manage their client base and service providers. She noted their client base had grown and was up from what had been provided to the Board. Ms. Fueston commented that the tribe had a tremendous investment in public transportation and said they were very thankful to them.

Ms. Fueston reported Citylink had been asked to move their stop from the Super 1 parking lot and said they were working with the City of Hayden to get an alternative operating plan. She said effective Monday, they are back on the public right-of-way mid-block between US 95 and Government Way with new signage posted.

Ms. Fueston reported that she was working on a service reduction plan and said they will be bringing it before the Board. She commented they were considering hours and days of service, noting everything was on the table. Ms. Fueston said they were working closely with CityLink and Jim Kackman, Coeur d'Alene Tribe. She noted the map that had been provided was intended to reflect existing CityLink route structures and said it will be used as a tool to start the analysis and show the impact.

Mr. Marv Lekstrum commented that this was one of the best reports they had received and complimented Ms. Fueston her efforts. He requested she add the cost per passenger for the fixed route service.

Ms. Fueston stated she would add that information to her next report.

Ms. Fueston stated they serviced approximately 516,000 passengers during the 2011 calendar year. She said if you were to take the average cost of service, say for the prior year, from April 2010 to the end of March 2011 and have 510,000 they would be looking at \$1.28 a passenger. Mr. Tondee stated \$2.51.

Mr. Lekstrum noted the cost had come down a bit and said it was \$2.80.

Ms. Fueston said on a Paratransit trip, if you have a qualifying disability and are ADA eligible, you are allowed a personal care attendant or a companion on a space available basis. She explained that a "trip" is a trip to pick up someone although, there may be 2 passengers being picked up.

Commissioner Tondee inquired if 15 passenger vans were the best suited for providing this type of service.

Ms. Fueston explained that most of their trips were solo and said their largest cost was the driver. She said in December the cost of fuel was \$2,961 almost \$3,000 and labor and maintenance almost \$24, 231. She said Paratransit riders need to schedule their trips in advance and said it was their hope to coordinate trips so they are picking up and dropping people off along the way. She said they have some high service demand days and noted Paratransit must provide service during the same hours and days as the fixed route service. For that reason, they pay standby time. She said it is very costly and said that is the reason she is trying to coordinate services and make it more efficient. Alternative services, such as a taxi, could be considered, but would require ADA accessibility and require the driver to be trained. Ms. Fueston said depending on the day, they were running one – three vehicles. She said it is a very difficult service and said perhaps with some adjustments to the fixed route service, they can do better cost containment, but said they are required by law to provide that service.

Mr. Kackman questioned if they ever have riders who request a ride and they drop them off at a fixed route bus stop?

Ms. Fueston referred to the map the Board had been provided. She explained the dots that were outside the green area represented people who were ADA eligible and said they will be picked up if they can get into the area on their own. They will meet them at a public place where they can wait. She stated they are not going outside of their service area and said it is a real hardline. Ms. Fueston commented on the services, the passengers being taken to fixed route buses, their disability, what their capabilities may or may not be, and what bus they may be taken to. She noted the C route and the capacity issues. Down the road, they are looking at providing that integrated service to help them operate more efficiently and want to provide passenger s with a seamless, more integrated service while operating within the rules.

Mr. Miles pointed out other transit systems around the nation who are required to provide complimentary Paratransit service to meet the ADA requirements run in the mid-\$20s in terms of cost per passenger. He commented that this provides a gauge for what they are trying to reach.

Ms. Fueston stated the mid-\$20s would be excellent.

Ms. Fueston said the Sandpoint, Coeur d'Alene/Post Falls, to Airport bus was still running, but said they did not have a large number of passengers. She felt it might be in their best interest to advertise and said did not know if people were aware of the service. Ms. Fueston said because they are an over-the-road service, they have a little different operating structure than an urban fixed route service. She noted that the bus stops at Riverstone and said for that reason, have their insurance indemnification coming into Riverstone. She commented that they are covered. Ms. Fueston commented that they have another extension on the Riverstone lease with Riverstone West, LLC.

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

Ms. Fueston stated Mr. Clif Warren could not be present, but said that he had asked her to report that they are seeking discussions with the City of Rathdrum, Mayor Holmes, and Rathdrum City Administrator, Brett Boyer, regarding upcoming funding opportunities. She noted there was an upcoming funding workshop at ITD that would discuss FTA, Federal Transit Administration Funding, as well as other funding issues.

#### e. KMPO Public Transportation Plan Presentation – Suzanne O'Neill

Ms. Suzanne O'Neill, TransitPlus, presented a PowerPoint presentation updating on the plans status and discussed service alternatives, governance, funding, and the next steps. She said as they move forward, the tasks are to select a preferred alternative, do an implementation plan, and set a public hearing so the public has a chance to comment. Ms. O'Neill recapped some of the findings and noted that during her last presentation she discussed what an asset the CityLink system was in terms of solid ridership and low cost and said it was a tremendous service to the community evidenced by the level of ridership.

The bottom line was that the residents in this area have to determine how important transit is to them, how much service they want, and what they are willing to pay. She said that regardless of the service level, the overall need is to have a unified governance structure, a sustainable funding mechanism and the service able to grow in relationship to the population. Ms. O'Neill said in reviewing the information, the plan, what she heard last time and what Mr. Miles relayed to her about his meetings with the Board members, she said it appeared that the moderate alternative is desirable, but probably not feasible until there is a source of funding. She said the reduced alternative is probably the practical option for the time being.

The immediate action alternative would be within the next 18 months until there is a clear understanding about what they are going to do or aim to get an RTPA on the ballot for 2012. If they had an RTPA in place, one of the immediate actions might be to take positions on state legislation, and really taking an active role in moving forward with the other MPOs in the state to resolve many of these issues. She had the RTPA as a preferred alternative for governance because the Board has taken a previous position and appeared to be unified on that.

She felt it helped build credibility with the voters and other institutions in the region. There are reasons to go forth with an RTPA even when trying to figure out the funding options. She stated there were some pretty hard decisions on how to share costs, as they are looking at service reductions. In terms of funding characteristics, the Board would want to make sure that there is a stable and sustainable financial plan that can hopefully grow with the population; that decisions on how to allocate that funding is equitable amongst the various members; to effectively leverage competitive and apportioned funding that comes from the Federal Transit Administration. In looking across the nation, cities over 50,000 usually 50% of their transit system is funded

through federal funds, but as you grow in population size, the amount of federal funds covered is less and less and the location share increases.

Mr. Glenn Miles indicated that cold stark reality in the short term plan is the reduced service plan, because there are no additional funding available to move anything beyond what currently exists, beyond the current funding with reduced service as discussed with the Coeur d' Alene Tribe. He indicated that for the long term 2035 plan, there needs to be a vision of where they want to go as a community, in order to guide and direct future investments in public transportation. So his recommendation to the Board would be that they talk about the cold stark reality of where they are at today so there are no expectations by the public that when they see these other alternatives, that there are no additional funds today to actually implement them and that if they choose a certain strategy, or a certain level of investment, that funding is going to have to be different than what exists today. KMPO, Kootenai County and the Coeur d' Alene Tribe are showing the public a potential vision of the future, but with a clear expectation and understanding about what exists on the ground today. That would be his recommendation.

Ms. O'Neill She stated local funding is pretty much the only option.

Mr. Jim Kackman said the tribe wanted to get to the point where they will continue to support the local match, but not the overmatch. He noted the tribe was committed to public transit, the success of CityLink, and its transition into the next phase. He said they support the unified governance and that the reduced services alternative is the direction they need to proceed. From an operation standpoint, Mr. Kackman said it made sense to make reductions that have the least effect on ridership and hoped his fellow Board members could support those efforts.

There was discussion regarding whether or not this included the plan for the transit center. Mr. Miles explained that the 30 year plan did include the transit center and explained that it is a part of the plan so that it would be eligible for federal aid funds.

## **7. Other Business**

### **a. Model Update Schedule (Tentative) & Workshops**

Ms. Bonnie Gow reported the next model update workshop would be held on Monday, January 9, 2012, at the KMPO Executive Boardroom from 1:00 – 3:30 p.m. She said they are continuing the work on population, dwelling units, and the growth projections and will be looking at the traffic analysis zones. They will be addressing the update to the TAZ boundaries placing new connectors where new zones were created or the original zones were split. Depending on the discussion, she anticipated final growth projections to be accepted by KCATT during their next meeting. If so, those projections would be presented at the next KMPO Board meeting. She reported there would be another workshop held on February 8, 2012 covering all other land use, growth and employment in each TAZ area.



## 8. Director's Report

Mr. Miles provided the KMPO meeting schedule for 2012. He commented that the meetings had always been held on the first Thursday of each month based on the Board's adopted schedule. Mr. Miles noted a number of months where the first Thursday of the month fell on first day of the month. Mr. Miles said this would make it difficult for those who provide month end reports. For that reason, he provided alternative meeting dates for the months of February, March, May, August, and November, but left the decision up to the Board.

Chair Larkin suggested the KMPO board meetings be held on the second Thursday of every month. After some discussion, the Board felt it would be acceptable to change the KMPO board meeting date to the second Thursday of every month.

**Mr. Lynn Humphreys made a motion to change the monthly KMPO Board meeting date from the first Thursday to the second Thursday of each month. The motion was seconded by Jim Mangan, which passed unanimously.**

Mr. Miles reported that he and Board member Mr. Marv Lekstrum met with a member of the City of Hayden Lake City Council regarding the Miles Avenue project. He believed they had cleared up some misunderstandings surrounding the project and said Hayden Lake City Council had taken action to rescind the ordinance that limited the use of Miles Avenue. Mr. Miles said, in light of that, they were still inline to receive federal aid funding on that project even though it was in preliminary development and had no timeline for construction.

Mr. Miles stated that he and Ms. Fueston had met with Mr. John Stone. He believed they helped clarify the timeline and roles and responsibilities that needed to occur between now and the time when an offer could be made on the property in question.

He stated the legislature is coming in session and said he looking at two key issues. One is the local option discussion. He stated the legislature is being confronted with the point of either dealing with local options in 2012 during the legislative session or face a potential initiative on the ballot which would basically bypass the legislature in giving local jurisdictions a local option.

He stated another issue was an amendment that had been drafted that would modify the current port district legislation in the State of Idaho. He said it would allow, by a local vote, the creation of a port district in counties or communities that have an international or interstate commerce designated corridor. He said it opens other areas in the State of Idaho to have port districts and said the discussion has been received relatively well.

Mr. Miles reported he would be attending a meeting with the Associated Highway District on January 12, 2012.

He said he had also been asked to be a panelist at the Associate of General Contractors meeting the end of January in Spokane.

Mr. Miles said the North Idaho Chamber Alliance will have their meeting in Boise the end of January and noted the Coeur d'Alene Chamber had put the port district discussion on the Agenda under Public Policy.

## **9. Board Member Comments**

Mr. Jim Mangan commented that a few years ago during an election in Kootenai County, there was a proposal for a surcharge to automobile registration. He said although the majority of funds would have stayed within Kootenai County, it failed in every precinct. He commented that the legislature has had a couple of opportunities to look at raising the fuel tax, but said they did not bring it to the committee for a vote. He stated the mission of the highway district, by law, was to maintain the public roads to the extent of their available resources. He said there was nothing addressing public transportation. Mr. Mangan thought an RPTA would be useful and said it would be a concrete entity from which some of these plans could be built and said he thought there was a lot of work ahead.

Chair Larkin reported the first week of December, on behalf of the MPO, he attended the Inland Pacific HUB meeting in Spokane. He commented that Union Pacific was there along with Burlington Northern and said the dialogue was a positive indication.

Chair Larkin stated Board member, Mr. Al Hassel, had retired and would be replaced by Coeur d'Alene City Councilwoman Deanna Goodlander. He noted her absence and said he was hopeful that she would join them for the February meeting.

## **10. Adjournment**

**There being nothing further before the Kootenai Metropolitan Planning Organization Policy Board, the regular meeting was adjourned at 3:07 p.m.**

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Kelly A. Lund, Recording Secretary