



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 9, 2012 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 July 12, 2012 KMPO Board Meeting Minutes**
- 3. Public Comments**
- 4. KCATT Recap & Recommendations**
 - a. KCATT Travel Model Land Use Recommendations (Approval)**
- 5. Administrative Matters**
 - a. July 2012 KMPO Expenditures Report
 - b. KMPO 2012 Transportation Improvement Program Amendments
 - i. ITD – US 95 Worley North Stage 2 (Approval)**
 - ii. Kootenai County – CityLink 2012 Program Change (Approval)**
 - c. 2013 Transportation Improvement Program (Draft)
 - d. 2013 Unified Planning Work Program (Draft to be handed out)
- 6. Public Transportation**
 - a. Citylink Status Report – Alan Eirls
 - b. KMC Status Report – Toby Ruhs
 - c. Kootenai County Report– Christine Fueston
 - d. Rural Mobility Manager's Report – Clif Warren
 - e. KMPO 2012 Public Transportation Plan Update (Approval)**
- 7. Other Business**
 - a. KMPO Travel Model Update – Bonnie Gow
- 8. Director's Report**
- 9. Board Member Comments**
- 10. Adjournment**

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MEETING MINUTES

Kootenai Metropolitan Planning Organization
 Regular Board Meeting
 August 9, 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
Terry Sverdsten	East Side Highway District
James Mangan	Worley Highway District
Todd Tondee	Kootenai County
Chief Allan, Tribal Chairman	Coeur d'Alene Tribe
Rod Twete	Lakes Highway District
Lynn Humphreys	Post Falls Highway District
Deanna Goodlander	City of Coeur d'Alene

Board Members Absent:

Tim Timmins	City of Hayden
Damon Allen	Idaho Transportation Department Dist. 1

Staff Present:

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

Attendees:

John Pankratz	East Side Highway District
Donna Montgomery	Citizen KMPO Public Trans Roundtable
Sean Hoisington	City of Hayden
Ken Nichols	Century West Engineering
Jim Kackman	Coeur d'Alene Tribe
Heather Keen	Coeur d'Alene Tribe
Don Davis	Idaho Transportation Department
Kelly Brownsberger	Post Falls Highway District
Alan Eirls	Citylink
Christine Fueston	Kootenai County

1. Call to Order – Clay Larkin, Chair

The regular meeting of the Kootenai Metropolitan Planning Organization Policy Board was called to order by Chair Clay Larkin at 1:30 p.m. He noted there was a quorum. Chair Larkin welcomed distinguished guest Chief Allan, Chairman of the Coeur d'Alene Tribal Council and, on behalf of the Board, expressed appreciation to the Tribe for their support in the community.

2. Approval of the Minutes

Mr. Lynn Humphreys made a motion to approve the July 12, 2012 KMPO Board meeting minutes. Ms. Goodlander seconded the motion, which passed unanimously.

3. Public Comments

There were no public comments.

4. KCATT Recap & Recommendations

a. KCATT Travel Model Land Use Recommendations (Approval)

Chair Larkin noted KCATT Chair Rob Palus was not present. Mr. Glenn Miles explained the 2010 Census data was used in forecasting growth and development and said Ms. Gow had met with each jurisdiction to ensure the appropriate amount of growth and development had been assigned. During the July Kootenai County Area Transportation Team (KCATT) meeting, members agreed to recommend to the KMPO Board the approval of the land use for the purpose of forecasting the Travel Demand Model.

Mr. Jim Mangan made a motion to approve the land use information for the KMPO Travel Demand Model as recommended by KCATT. Mr. Vic Holmes seconded the motion, which passed unanimously.

5. Administrative Matters

a. July 2012 KMPO Expenditures Report

Mr. Glenn Miles explained two disbursements, payment to SRTC for the yearly maintenance cost of VISUM software and payment to Kessler GIS for staff training. In response to Mr. Mangan's inquiry, Mr. Miles explained the use tax expenditure was part of their quarterly report; they are required to report purchases and pay sales tax on items purchased out of state for which sales tax had not been collected. The sales tax was for a plotter which had been purchased from an out-of-state vendor.

Mr. Vic Holmes made a motion to approve the July Expenditures. Mr. Jim Mangan seconded the motion, which passed unanimously.

b. KMPO 2012 Transportation Improvement Program Amendments

i. ITD – US 95 Worley North Stage 2 (Approval)

Mr. Miles explained Worley North Project Stage 2 was part of the bigger project, but had been pulled due to some right-of-way issues. In 2011, it was part of the Transportation

Improvement Program, but dropped due to financial constraints. In February 2012, the project was placed in the Tiger 4 Grant application process scoring high in the rural program, but did not get funded. ITD staff recommended to the ITD Board that the project be included in the State's End of the Year Program. The proposed amendment would put the project in position to be in the program and allow the available balance of their Federal Highway Administration funds to be obligated. Mr. Miles believed the funds had to be encumbered by September 1st and obligated by September 30th.

Mr. Lynn Humphreys made a motion to approve the amendment of the Worley North Stage 2 Project as presented. Mr. Jim Mangan seconded the motion, which passed unanimously.

ii. Kootenai County – CityLink 2012 Program Change (Approval)

As part of the 2012 FTA Section 5307 grant for Citylink, Kootenai County is proposing an updated budget which will re-categorize funds into operating, planning, and lease for replacement buses and Paratransit buses. This change will make the amounts match those on the grant application. Mr. Miles said the amount remains the same and noted they had been authorized to make this change as an administrative amendment.

Mr. Jim Mangan made a motion to approve the Kootenai County Citylink 2012 Transportation Improvement Program adjustments as presented. Mr. Vic Holmes seconded the motion, which passed unanimously.

c. 2013 Transportation Improvement Program (Draft)

Mr. Glenn Miles noted the 2013 TIP Draft was in a 30 day comment period and did not require action today. He explained in the final summary, they will need to provide a list reflecting the level of effort local jurisdictions and agencies put into taking care of their transportation system which includes maintenance and operations. Although Mr. Miles is still working on the analysis, it appears the local jurisdictions, excluding ITD, collectively spend \$25M a year on transportation; of that, 45% of the funds are derived from local sources, a little over 25% from state sources and the remaining from Federal-Aid projects. Mr. Miles believed the total was up approximately \$6M from the last time it was done using 2005 data. The Transportation Improvement Program attempts to show how much they will be spending over the next several years. In this year's program, they were able to advance two projects, the Miles Avenue Project and the Government Way Project, from Hanley to Prairie. They are working on getting two additional projects into the program, the Seltice Way Congestion Mitigation Project and the Ramsey Road Extension Project. More funds may become available with MAP-21. Mr. Miles noted the TIP comment period will close in about two weeks, be presented to KCATT for a recommendation and then to the KMPO Board in September.

d. 2013 Unified Planning Work Program (Draft to be handed out)

Mr. Glenn Miles noted the Board had adopted their annual budget for the upcoming fiscal year in May. Once budget levels are set, the work program is established for activities in the 2013 fiscal year which begins October 1. The Unified Planning Work Program will be presented to KCATT in August and to the KMPO Board in September. The program proposes examination of jurisdictional ownership, maintenance policies, how annexations affect road ownership, moving forward with the recommendation in the Public Transportation Plan Update, and completing the travel demand model update so work on the next round of the transportation plan can begin. The overall budget is approximately \$383,000. Mr. Miles noted the program would begin October 1.

6. Public Transportation

a. Citylink Status Report – Alan Eirls

Mr. Alan Eirls reported the B and C routes were significantly down. The C route had been averaging approximately 20,000 passengers a month, but the last two months ran just short of 9,000. Mr. Eirls noted senior ridership was down and said the recent routing changes created longer delays for returning stops. They are considering restructuring the C Route and changing the placement of a few stops in Post Falls on the B Route in an effort to regain ridership. Mr. Eirls reported on an accident involving one of the Citylink buses in Post Falls last week and a bus breakdown on Mica Peak Saturday. The Link bus had not seen much interruption; the rural route experienced a bit of a drop. Mr. Eirls noted a few years ago the average cost per rider was \$4.39.

b. KMC Status Report – Toby Ruhs

In Mr. Toby Ruhs absence, Ms. Christine Fueston commented that Mr. Ruhs was filling in for a driver and unable to attend. The ridership had increased from 1519 in June to 1617 in July. Wheelchair riders are running just over 200 a month. Ms. Fueston said as Kootenai Medical Center grows, patient transportation costs increase, but noted it provides more local match in seeking Federal funds for other services. Speaking on behalf of Kootenai County, Ms. Fueston thanked KMC, the Tribe, highway districts, and cities for being great partners and commented they would not have the system they do today without each of them.

c. Rural Mobility Manager's Report – Clif Warren

Mr. Miles noted Mr. Warren was the District 1 Mobility Manager and had been in Boise most of the week attending meetings. He and Mr. Warren attended the Idaho Mobility Counsel Workshop. There has been a Request for Proposals (RFP) for intercity bus service between Bonners Ferry and Boise out for some time. Due to some language in the RFP, it was withdrawn, rewritten, and sent out again. They received proposals from Salt Lake City Express and Northwestern Trail Ways; however, during the Mobility Council meeting on Tuesday it was noted that one of the vendors was disqualified. A

split vote between voting members resulted in an impasse. The matter will be taken up again on or before October 23. The service is expected to be a three year agreement with a one year contract for each of those years. Mr. Miles commented that they are attempting to tie in to existing services along that corridor, as well as make better connections between Bonners Ferry, Sandpoint, and Citylink to help feed the north bound service. Mr. Miles noted Craig Wilcox had resigned his position on the District 1 Public Transportation Advisory Committee (PTAC). Gretchen Hellar from Sandpoint had been recommended for appointment as the next PTAC member.

d. Kootenai County Report– Christine Fueston

Ms. Fueston reported they had just over 30,000 riders in the urban area. She said the cost was just over \$63,000 and noted it was down considerably from prior months. As the fleet continues to age and the warranty period comes to a close, their maintenance costs will continue to increase. Ms. Fueston said current cost per passenger is \$2.08. Although it is not atypical for other urban areas, they are attempting to become more efficient and reduce costs. They have started meeting with the cities to do service reviews and will continue on an ongoing basis looking at everything from stops to connecting sidewalk gaps. Ms. Fueston stated they have talked with the City of Hayden about the new MAP-21 and a co-op project for pedestrian improvements, including ADA. They will also discuss with the cities and highway districts ways to make improvements; this will include signage, pedestrian projects, and the possibility of the transit system reviewing developments and assisting them with pedestrian and transit access which could create greater access for potential riders. With the downturn in senior ridership, they are seeking ways to make the system feel more secure, working with police and looking into security cameras for the buses. Ms. Fueston reported they will be installing hardback seats which will reduce vandalism on the buses. She has finished the scope of service for a Paratransit contract. The Board of County Commissioners approved a 3 month extension with the current provider. They are working on the RFP to go out for those services in the near future. The remaining ARRA money will be used to reconfigure the Paratransit buses to increase the wheelchair capacity on board which will assist in keeping their costs down. Ms. Fueston said they are considering a no show policy. After nearly a year, their total cost of service was \$312, 000, an average passenger cost per trip one way was just over \$32.00. Ms. Fueston noted they had seen a drop in last month's costs from prior months and believed the reduction of riders was due to the heat and the reduced Paratransit service area.

e. KMPO 2012 Public Transportation Plan Update (Approval)

Mr. Miles expressed appreciation to Mr. Mangan for providing comments regarding the role of highway districts and an RTPA. He reiterated Ms. Fueston's comment about the importance of the highway districts' participation in the public transportation system. He said their input is vital for planned routes and improvements in both the urban and rural areas. Mr. Miles confirmed that it was too late to place a proposal for an RTPA on the November ballot.

Mr. Jim Mangan made a motion to approve the KMPO 2012 Public Transportation Plan Update. Ms. Deanna Goodlander seconded the motion, which passed unanimously.

7. Other Business

a. KMPO Travel Model Update – Bonnie Gow

Ms. Bonnie Gow noted the land use was now complete and approved. The model had been updated with the links and node data provided by the jurisdictions. They are reviewing mainly developer driven projects for 2014, 2020, and 2035. Changes to the Project List are due September 3rd. Ms. Gow is continuing to work on lane capacities, updating the trip generations which were based off the 2005 Spokane and Kootenai County Regional Travel Survey, and calibrating the model, which should be completed sometime in October. Once she has completed the model calibration, KCATT will review the validation process. She anticipates the travel demand model will be completed by the end of this year. Gary Young, ITD, had previously handled Federally Functional Classification (FFC) updates and approvals. They are now working with Mary Simmons, ITD, and Don Davis, ITD. In response to Mr. Humphreys' inquiry, Ms. Gow stated the last page of the Residential Growth Distribution for KMPO 2035 Model should read 2035 not 2030. Mr. Miles commented on the complexity of travel demand models and said there were 215 discreet geographical areas and 23 land uses for every zone. The primary reason it is important for the jurisdictions to be involved is that this information will be used to inform recommendations and decisions for future transportation investments. From "an out of the gate standpoint," Mr. Miles stated this is one of the best models he has ever seen, largely because of the input provided by the local jurisdictions.

8. Director's Report

Mr. Miles reported Congress had recently passed MAP-21 and commented on the consolidation of programs.

The Board had been provided a draft of the Kootenai Transportation Improvement Program (ITIP). The program in Kootenai County had to identically match this program. The comment periods run concurrently and will end August 30. Any substantive input will be shared between ITD and KMPO. Mr. Miles believed the ITD Board would take it up in September.

Mr. Miles said he had been appointed to the Idaho Mobility Council to represent the MPOS and noted a number of state agencies were on the Council including those providing public and Paratransit service. Rural transportation was a predominate focus; however, the Federal Transit Administration looks at 5311 and 5312, as more than rural transit service. He believed the all-day discussion proved worthwhile in terms of roles and responsibilities of each of the agencies.

The Inland Pacific Hub Board will meet in Spokane at Center Place on August 20th from 2:30 – 4:30 p.m. They have been unable to arrange a time with the Program Project Manager, Ryan Stewart of SRTC, to provide a presentation to the KMPO Board. He will attempt to arrange it for the September Board meeting.

The next Urban Balancing Meeting will be held on August 30th. They will discuss next year's program and what fell off or made it into the End of the Year Program.

9. Board Member Comments

Chair Larkin said they were honored to have Coeur d'Alene Tribal Chairman Chief Allan attending the Board meeting. He thanked Chairman Allan for appointing Mr. Kackman to the KMPO Board and said Mr. Kackman had done a very good job and was a valuable addition. Chairman Allan thanked the Board for allowing Mr. Kackman to serve and said he was a natural fit.

On behalf of the Coeur d'Alene Tribe, Chairman Allan thanked East Side Highway District for their help on improving O'Gara Road. Chairman Allan presented Mr. Terry Sverdsten a check in the amount \$20,000.

Mr. Terry Sverdsten thanked Chairman Allan saying they greatly appreciated the working relationship they had with the Tribe. He said their contribution helped a great deal and again stated his appreciation.

Chair Larkin thanked the Tribe for their generosity in supporting the "Backpack Program" last year and said the program would return in the upcoming year.

Mr. Todd Tondee said he wanted to publicly thank Chairman Allan for the Tribe's participation. He commented they were a great community partner and said Citylink would not be the system it is today without their participation.

Ms. Deanna Goodlander echoed Mr. Tondee's comments. She said the City of Coeur d'Alene had many reasons to be grateful to the Tribe, but noted Citylink. She asked Chairman Allan to express their appreciation to the Tribal Council and thank them for their participation and generosity.

Mr. Rod Twete said he concurred with Ms. Goodlander.

Mr. Lynn Humphreys noted they have had a great relationship with the Tribe from the beginning and said he felt it would continue for years to come.

Chairman Allan said the Tribe likes doing their part and thanked the Board. He expressed appreciation and said they were part of the community.

Chair Larkin said the relationship with the Tribe was a great partnership. He gave an update on Beck Road saying it appears they will make their projected opening of

Thanksgiving 2012. Chair Larkin said one reason they continue to be a successful MPO is their Director, Glenn Miles, and his staff. He thanked them for their efforts.

10. Adjournment

There being nothing further before the Kootenai Metropolitan Planning Organization Board, Mr. Jim Mangan moved to adjourn the August 9, 2012 meeting. The motion was seconded by Mr. Rod Twete, which passed unanimously.

The regular meeting was adjourned at 2:29 p.m.

Kelly A. Lund, Recording Secretary