



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 15, 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 September 13, 2012 KMPO Board Meeting Minutes**
- 3. Public Comments**
- 4. KCATT Recap & Recommendations**
 - a. Local Rural Highway Investment Program (LRHIP) Grant
(Approve Ranking)
- 5. Administrative Matters**
 - a. September 2012 KMPO Expenditures Report
 - b. October 2012 KMPO Expenditures Report
 - c. Inland Pacific Hub Study Phase 2 Final Report (Accept Report)
 - d. 2013 TIP Modifications and Deletions – Discussion
 - e. Request for Qualifications for On-Call Consulting Services
- 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. Urban Mobility Council Update - Glenn Miles
- 7. Other Business**
 - a. Travel Demand Modeling Presentation & Schedule – Bonnie Gow
- 8. Director's Report**
- 9. Board Member Comments**
- 10. Next Meeting – December 13, 2012**
- 11. Adjournment**

For special accommodation/translation services, call 1.208-930-4164, 48 hours in advance. KMPO assures nondiscrimination in accordance with Title VI of the Civil Rights Act of 1964, and Civil Rights Restoration Act of 1987 (P.O. 100.259) and the Americans with Disabilities Act.

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

MEETING MINUTES

Kootenai Metropolitan Planning Organization
Regular Board Meeting
November 15, 2012
Post Falls City Council Chambers, City Hall, First Floor
Post Falls, Idaho

Board Members in Attendance:

Clay Larkin, Chair	City of Post Falls
James Mangan	Worley Highway District
Jim Kackman	Coeur d'Alene Tribe
Lynn Humphreys	Post Falls Highway District
Rod Twete	Lakes Highway District
Deanna Goodlander	City of Coeur d'Alene

Board Members Absent:

Vic Holmes, Vice Chair	City of Rathdrum
Terry Sverdsten	East Side Highway District
Todd Tondee	Kootenai County
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:

Donna Montgomery	Citizen KMPO Public Trans Roundtable
Monty Montgomery	Lakes Highway District
Robert Palus	City of Post Falls
John Pankratz	East Side Highway District
Jay Hassell	JUB
Christopher De Lorto	HDR
Toby Ruhs	KMC
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. Chair Larkin noted there were 6 Board members present which constituted a quorum. Five Board members had been excused.

2. Approval of the Minutes

Chair Larkin noted the Board did not meet in October.

Mr. Lynn Humphreys made a motion to approve the September 13, 2012 KMPO Board meeting minutes. Ms. Deanna Goodlander seconded the motion, which passed unanimously.

3. Public Comments

There were no public comments.

4. KCATT Recap & Recommendations

a. Local Rural Highway Investment Program (LRHIP) Grant (Approve Ranking)

KCATT Chair Robert Palus reported KCATT had received four LRHIP applications in three categories from member jurisdictions in October. A sub-committee reviewed and ranked the applications and presented their recommendations to KCATT during their October 23rd meeting. The Transportation Plan application from Lakes Highway District was ranked #1 as it was the only application received in the category. In the Construction Project category, the application from the Post Falls Highway District for an overlay project on Hayden Avenue ranked #1 and the application from the City of Harrison for right-of-way acquisition at the intersection at State Highway 97 and Rose Street ranked #2. The only Sign Project application received was from Worley Highway and ranked #1. KCATT accepted the rankings of the sub-committee. Mr. Palus explained the ranking process and said KCATT recommended the Board accept the rankings and provide a letter of support for each of the four projects. He said the letter will accompany the application for final consideration by LHTAC.

Mr. Lynn Humphreys made a motion to approve the rankings as recommended by KCATT and provide a letters of support for all four projects. Mr. Rod Twete seconded the motion, which passed unanimously.

Mr. Glenn Miles noted on page 2 of the KCATT sub-committee report, there was a discussion and a consensus that the scoring application did not provide enough information to score applications nor did the application cover and ask the same questions that were suggested in the scoring criteria. KCATT has requested KMPO send a letter to LHTAC suggesting, in the future, they harmonize the Application and Scoring Criteria. Mr. Miles asked for the Board's concurrence.

The Board unanimously agreed to have a letter sent to LHTAC addressing the relationship between the LRHIP Application and Suggested Scoring Criteria.

5. Administrative Matters

- a. September 2012 KMPO Expenditures Report**
- b. October 2012 KMPO Expenditures Report**

Mr. Jim Mangan made a motion to approve the September 2012 and October 2012 Expenditures. Mr. Lynn Humphreys seconded the motion, which passed unanimously.

c. Inland Pacific Hub Study Phase 2 Final Report (Accept Report)

Mr. Miles noted Ryan Stewart, Senior Transportation Planner for SRTC and study manager for the Inland Pacific Hub Study, gave a PowerPoint presentation on the Inland Pacific Hub Study in September. Mr. Miles covered the recommendations and key findings for the Idaho portion of the study. As the Board did participate financially in the report, it would be necessary for them to officially accept the report, which would enable SRTC to move forward in closing out the grant.

Mr. Lynn Humphreys made a motion to accept the Inland Pacific Hub Study Phase 2 Final Report. Mr. Jim Mangan seconded the motion, which passed unanimously.

d. 2013 TIP Modifications and Deletions – Discussion

Mr. Miles provided the Board with a Transportation Improvement Program (TIP) Amendment Policy for consideration. Federal Highways made the recommendation that KMPO provide an outline and post to the website the ways in which the Transportation Improvement Program (TIP) can be modified. Mr. Miles described the difference between major amendments and administration modifications and the guidelines of the proposed policy. The process would provide an approved policy direction for addressing administrative amendments. Mr. Miles will bring the matter before the Board in December for formal action.

e. Request for Qualifications for On-Call Consulting Services

Mr. Miles stated he was proposing a Request for Qualifications for On-Call Consulting Services specifically for travel demand modeling. He noted the VISUM Travel Demand model was fairly complex and said on-call services would be more efficient and allow them to consult with the appropriate, prequalified individual or consulting firm as needed when a specific issue arises. Mr. Miles will draft an RFQ for advertisement. KCATT Chair Rob Palus agreed to have a sub-committee sit in review. The matter will be brought back before the Board for the acceptance of those chosen for on-call services.

Ms. Deanna Goodlander made a motion to approve a Request for Qualifications for On-Call Consulting Services. Mr. Lynn Humphreys seconded the motion, which passed unanimously.

6. Public Transportation

a. Citylink Status Report – Alan Eirls

Mr. Eirls reported an increase in ridership during the month of October. A review of previous years reflected ridership was typically down during the month of October.

There were some bus failures and as warranties expire, repair costs will increase. There were no accidents to report. During the recent Benewah Medical Center opening, on-demand service was provided to shuttle individuals to and from off-site locations to avoid congestion during the ceremony.

Mr. Eirls said the Tribe met with the Federal Transit Administration in August and had been given tentative approval to shift some of the 5311 funds in their Tribal Transit Grants to create a second run in the rural area during peak hours. As options, they were asked to look at shelters and reverse commute service.

Mr. Jim Kackman noted there were some construction grant funds were remaining. In addition to the storage building referenced by Mr. Eirls, they have a bid on a landscape plan, but do not expect that to be completed until late spring. He said there was funding for some bus shelters in the rural area and will be discussing options with the Tribal Council. Mr. Kackman also suggested rescheduling the grand opening of the bus maintenance facility until next spring when the project was complete.

The Board concurred with the postponing of the bus maintenance facility grand opening until next spring.

b. KMC Status Report – Toby Ruhs

Mr. Toby Ruhs reported a busy month and said as the medical community expands, so does the need for transportation. He had no major bus repairs to report.

c. Kootenai County Report – Christine Fueston

Ms. Christine Fueston reported the first half of the 2013 apportionment had been received, \$833,933. Although the total amount expected in 2013 is \$1,367,000, there is generally a takedown in the second half of the apportionment. Ms. Fueston noted MAP-21 and said there were changes in the programs that were reflected in the numbers.

Kootenai County recently executed the FTA Section 5307 grant for the 2012 funding. The grant is in the amount of \$972,927 in Federal funds, which is a slight increase (\$2,000.00) from last year.

She continues to work with the Coeur d'Alene Casino and the Tribe in an attempt to retain the ARRA funds originally assigned to a rural transit center which had been planned in Plummer. If funds can be re-assigned, they would be used to advance the Coeur d' Alene Transit Center project in Riverstone. The current plan is to build the project in phases. Although Ms. Fueston has submitted the environmental document to FTA, Kootenai County cannot move forward with the appraisal until the NEPA environmental documents have been approved. She said they are hoping ITD will

provide that service as part of their local match. Ms. Fueston will be working on adjusting the construction cost estimates that were done in the original 2009 study.

FTA did a full tour of the service area and meetings with a number of the involved agencies. The ARRA money could be used to purchase the Riverstone property which is an allowable expense under the ARRA legislation for the Tribal program. Ms. Fueston did not know when FTA would be making their decision regarding the re-assignment of ARRA funds.

Mr. Kackman commented that everyone's goal was to save the ARRA money for this area and keep it within the Citylink system. He indicated that the Tribe is already on record as being supportive of keeping that money within the Citylink system.

Ms. Fueston is working on a fleet replacement plan and noted MAP-21 required an asset management plan. They are looking at bus replacements in 2013 – 2014 and will be doing the same for Paratransit buses which will include different configurations to increase capacity. Ms. Fueston commented on the Citylink ridership report and noted they were now consistent with their operations. First Transit numbers keep going up, but cost per passenger is coming down; during the month of October, they ran 98% on time and averaged 2.28 passengers per hour. Ms. Fueston reported that she held a meeting for area public transit providers to discuss the kind of services each provided and how they can coordinate services. Kootenai County will be working with the Tribe to put together new agreements and will discuss shifting the grant year from April to October, which is consistent with State and local budget years.

d. Rural Mobility Manager's Report – Clif Warren

Mr. Clif Warren submitted a report, but was not present

e. Idaho Mobility Council Update - Glenn Miles

Mr. Glenn Miles reported on the Idaho Mobility Council meeting in Boise on November 1st. He indicated there were a number of items with MAP-21 and finances. Under MAP 21, there is a requirement for performance measures to be developed on public transportation in order to identify how public transportation is performing across the U.S. Based on feedback from the IMC on the draft performance measures, ITD will be revising and simplifying the performance measures and will bring them back before the Council in January.

Mr. Miles also reported that during the Urban Mobility Council meeting, there was a lot of discussion about the way mobility management is currently managed within the State of Idaho. ITD has a contract with the Community Transportation Association of Idaho (CTAI) who does the outreach for public transportation especially in the rural areas of the state. Clif Warren, who is based out of Sandpoint, is the Mobility Manager for District 1. Although ITD did an advertisement and selected CTAI to renew their agreement, there are financial challenges that need to be addressed.

Public transit agencies and the 5 metropolitan planning organizations in the State of Idaho recommended to the Idaho Mobility Council that an analysis of the mobility management process currently structured in Idaho be conducted. The Idaho Mobility Council has made this recommendation to Randy Kyrias, Administrator of Transportation Performance, and he has agreed. A working group is putting together a scope of work to do a full analysis of the whole mobility management process in Idaho.

7. Other Business

a. Travel Demand Modeling Presentation & Schedule – Bonnie Gow

Ms. Bonnie Gow gave a PowerPoint presentation on Travel Demand Modeling. She worked with Robert Shull, Eco Resources Management System, in calibrating the model. Ms. Gow will be presenting the results of the 2010 base model to KCATT during a workshop scheduled for Monday, November 26. If KCATT approves the model during their November 27 meeting, it will be presented to the Board for approval on December 13. Once the 2010 base model has been approved, Ms. Gow will begin the 2014, 2020, and 2035 forecast models.

8. Director's Report

In addition to the report provided in the Board packet, Mr. Miles noted that the Pacific Northwest Economic Region (PNWER) was meeting in Coeur d'Alene this week. He said they represent Idaho, Washington, Oregon, Montana, British Columbia, Alberta, and Alaska and look at economic development and growth trends that are going on in these areas. ITD will be giving a presentation tomorrow morning to this group on transportation economic development in the State of Idaho.

There may be an opportunity to have someone from Alberta come and speak with the Board about some of the transportation issues that are going on at Port Alberta as well as their embarking on a transload facility just north of Edmonton. Mr. Miles will be inviting Shawn Smith, formerly with Canadian Pacific Railroad, who has been very interested in this area, to come down and discuss some of the synergies that could exist between northern Idaho and Alberta.

9. Board Member Comments

Mr. Lynn Humphreys thanked Mr. Miles and staff for their excellent work.

Mr. Rod Twete concurred with Mr. Humphreys.

Chair Larkin reported a communication from Damon Allen in which he announced that Marvin Fenn, Professional Engineer, was now the District 1 Engineering Manager; the position formerly held by Andrea Storjahonn. Mr. Allen asked that Mr. Fenn be recognized by KMPO as a first alternative representative to the KMPO Policy Board and the District's representative to Kootenai County Area Transportation Team.

Chairman Larkin also gave an update on the Beck Road Interchange and said they expect it to open for traffic Wednesday, November 21st. The City of Post Falls street projects have been wrapped up for the winter. He also concurred with Board member Humphreys' comments and added that they had a great Board and said everyone contributes to the discussion before the Board.

9. Next Meeting – December 13, 2012

10. Adjournment

There being nothing further before the Kootenai Metropolitan Planning Organization Board, Mr. Jim Mangan moved to adjourn the November 15, 2012 meeting. The motion was seconded by Mr. Lynn Humphreys, which passed unanimously.

The regular meeting was adjourned at 3:03 p.m.

Recording Secretary