



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 13, 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 November 15, 2012 KMPO Board Meeting Minutes**
- 3. Public Comments**
- 4. KCATT Recap & Recommendations**
 - a. Acceptance of 2010 KMPO VISUM Travel Demand Base Model
- 5. Administrative Matters**
 - a. November 2012 KMPO Expenditures & Financial Report
 - b. 2013 TIP Modifications and Deletions – Approval Recommended
 - c. Election of 2013 Officers
 - d. 2013 KMPO Board Meeting Dates & Location
- 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
- 7. Other Business**
 - a. Mobility Management in Idaho Update
- 8. Director's Report**
- 9. Board Member Comments**
- 10. Next Meeting – January 10, 2012**
- 11. Adjournment**

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MEETING MINUTES

Kootenai Metropolitan Planning Organization
Regular Board Meeting
December 13, 2012
Post Falls City Council Chambers, City Hall, First Floor
Post Falls, Idaho

Board Members in Attendance:

Vic Holmes, Vice Chair	City of Rathdrum
Todd Tondee	Kootenai County
James Mangan	Worley Highway District
Tim Timmins	City of Hayden
Linda Wilhelm, Alternate	City of Post Falls
Jim Kackman	Coeur d'Alene Tribe
Lynn Humphreys	Post Falls Highway District
Rod Twete	Lakes Highway District
Damon Allen	Idaho Transportation Department Dist. 1
Deanna Goodlander	City of Coeur d'Alene

Board Members Absent:

Terry Sverdsten	East Side Highway District
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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
John Pankratz	East Side Highway District
Clif Warren	CTAI
Sean Hoisington	City of Hayden
Christine Fueston	Kootenai County
Karen Roetter	Senator Mike Crapo
Robert Palus	City of Post Falls
Alan Eirls	Citylink

1. Call to Order – Vic Holmes, Vice Chair

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

2. Approval of the Minutes

Mr. Lynn Humphreys made a motion to approve the November 15, 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. Acceptance of 2010 KMPO VISUM Travel Demand Base Model

KCATT Chair Robert Palus said in November, KCATT had a workshop and reviewed the draft 2010 Base Travel Demand Model prepared by KMPO staff. During their November 27th meeting, it was moved and accepted to recommend to the KMPO Board adoption of that draft model. The Board's acceptance of the 2010 Base Travel Demand Model will allow KMPO staff to begin creating the travel demand forecast models for 2014, 2020, and 2035.

Mr. Jim Mangan made a motion to accept the KMPO 2010 Base Travel Demand Model. Ms. Linda Wilhelm seconded the motion, which passed unanimously.

5. Administrative Matters

a. November 2012 KMPO Expenditures Report

Mr. Rod Twete made a motion to approve the November 2012 Expenditures. Mr. Lynn Humphreys seconded the motion, which passed unanimously.

b. 2013 TIP Modifications and Deletions – Approval Recommended

Mr. Glenn Miles explained the amendment process presented last month to the Board is to formalize what has been done for quite some time. Modifications to items that **do not significantly change** the design concept and scope of a project will be done administratively approved and forwarded to the Board as informational, and then to ITD for the update. **Modifications which would effectively** change the design concept or scope of a project are major changes and would be presented to the Board for formal approval.

Mr. Jim Mangan made a motion to approve the amendment process as outlined in the memo attachment. Ms. Linda Wilhelm seconded the motion, which passed unanimously.

c. Election of 2013 Officers

Mr. Lynn Humphreys made a motion to retain Mayor Clay Larkin as KMPO Board Chair for 2013. Ms. Deanna Goodlander seconded the motion. The motion passed unanimously.

Mr. Jim Mangan made a motion to retain Mayor Vic Holmes as KMPO Board Vice Chair for 2013. Ms. Linda Wilhelm seconded the motion. The motion passed unanimously.

d. 2013 KMPO Board Meeting Dates & Location

Ms. Deanna Goodlander made a motion to adopt the 2013 meeting dates and locations for KMPO and KCATT. Mr. Lynn Humphreys seconded the motion. The motion passed unanimously.

6. Public Transportation

a. Citylink Status Report – Alan Eirls

Mr. Alan Eirls reported November was a quiet month and explained incidents of bus breakdowns. Since the route change, ridership across the board is average. They want to ensure routes and finances have stabilized before making any decision regarding routing changes. He will advise the Board once a decision has been made. There was an increase in ridership during October due to the on-demand service providing assistance for the opening of the Benewah Medical Center. Mr. Eirls commented that breakdowns had slowed down quite a bit, but said warranties on the buses had expired in October and December; cost of future repairs would have to be paid out of pocket. Tire purchases were made in October and November to prepare the buses for winter; the tires that were taken off will be stored and put back on the buses next spring. Mr. Eirls said the county is handling the fleet replacement plan and said he expects they will stagger the purchases for warranty purposes.

Mr. Todd Tondee said they do have funds set aside for capital replacement and believed they had enough to replace one bus. They were going to change the specs and look at bidding for a heavier duty vehicle.

Mr. Jim Mangan said in looking back to June, it appeared ridership stabilized between 30,000 and 35,000.

Mr. Eirls expects numbers to remain in that range and does not anticipate them increasing through the winter months. He noted there was one more small bus on the way to help support the on-demand system and said they are in the process of working with WSDOT to procure piggyback agreements for other buses.

b. KMC Status Report – Toby Ruhs

In Mr. Toby Ruhs absence, Ms. Christine Fueston provided the KMC report. There had been a spike in numbers during October for both Mr. Ruhs' service and the other Paratransit service. Numbers remain in the high 1,500 – 1,600 range and are fairly consistent. Ms. Fueston commented that Mr. Ruhs' generally provides the majority of

medical trips. There were no accidents to report. Based on demand, the hospital is considering adding another vehicle to their fleet.

c. Kootenai County Report – Christine Fueston

Ms. Christine Fueston commented on the Citylink operating costs report and the vehicle replacement plan mentioned by Commissioner Tondee. Although they will review the replacement under FTA guidelines for useful life, the buses are not living up to the guidelines. They are looking for bus procurements in 2014. Ms. Fueston reviewed the Paratransit summary and noted that the cost per passenger had gone down even more. Once they receive the scheduling software through a grant from the Feds, through ITD, they hope to reduce that number even more.

They are still working with Federal Transit Administration (FTA) in an effort to save the Tribe's ARRA money. In addition to submitting more information, they have discussed the matter and proposed to phase the project. Ms. Fueston provided the project program and explained the proposed phases. Ms. Fueston said Mr. Miles of KMPO and Helo Hancock of the Coeur d'Alene Tribe have put calls to show the project has community support and is, in fact, a feasible project.

In response to the Board's questions, Ms. Fueston explained how no-shows and cancelled trips were handled and said the new trip scheduling system will provide an automated pre-call and provide riders with a reminder call and an opportunity to cancel.

Mr. Miles explained how recent MAP-21 program changes have changed the apportionment distributions as outlined in the recently released Federal Transit Administration apportionment tables. Additional funds are available to the urbanized area as a result of the changes. Rather than the apportionments remaining in a pool at the state level, the Committee is inclined to support those funds being allocated to the metropolitan areas which will give each area the opportunity to manage the funds within their program areas. Mr. Miles asked the Board for their feedback, which was to support the allocation of funds assigned to the metropolitan areas.

d. Rural Mobility Manager's Report – Clif Warren

Mr. Clif Warren apologized for his absence from the meetings and explained a previous obligation had created a conflict when the Board meeting dates were changed. He reported ITD had hired Lisa Ballard, a consultant out of Montana, to prepare an RFP for the intercity service which is statewide in scope. It will be brought before PTAC for approval in January and is expected to be released for a re-bid.

7. Other Business

a. Mobility Management in Idaho Update

Mr. Miles explained that ITD has been working in collaboration with other State agencies, local jurisdictions, transit agencies and the MPOs in developing personal mobility support services in Idaho. Currently, this is being done through a contract between ITD and the Community Transportation Association of Idaho (CTAI); the contract has been in place for approximately 4 years. The contract was recently renewed, but is on a one year extension. The amount of funds available to the State of Idaho to fund this process dropped significantly and has created a shortfall in their ability to financially support the program. Last month, the Idaho Mobility Council agreed to pursue a scope of work that would look at best practices across the nation on providing personal mobility support services and will be discussing the matter during their January 15-16th meetings. Targhee Regional Public Transportation Authority (T.R.P.T.A) in Idaho Falls has some 5307 funds that they have put on the table to help finance an analysis of the mobility support services. There is approximately \$100,000 that would be matched by ITD and a rural transit program. It has been recommended that they retain a recognized organization such as the National Transit Institute at Rutgers University. Their intent will be to look at best practices for mobility management to ensure what is being done in Idaho makes sense at a statewide level. Mr. Miles commented that based on the changes in funding created by MAP-21, they want to ensure that whatever is created is sustainable with the funding that is available on a statewide basis.

8. Director's Report

Mr. Miles explained that MAP-21 rearranged Federal Highway funds and the Surface Transportation Program. Under the old program, funds went to Boise because they exceeded 200K in population and ITD, essentially, received the remainder of the funds with the expectation that they would go out to different areas under Board Policy 1104. The Urban Balancing Committee received approximately \$7.7M for urban areas and small jurisdictions with populations between 5K and 200K which represented about 26 jurisdictions and highway district areas inside the urbanized areas. Under MAP-21, some programs have been eliminated while others have been added, but all the funds went into the Service Transportation Program. The funds were sub-allocated to urbanized areas, specified urbanized area with population over 200K, areas with population over 5K to 200K, and areas with population 5K and under. Under MAP-21, the amount of sub-allocation going to the MPO areas and those jurisdictions with a population between 5K and 50K increases to approximately \$16.3M. There is an opportunity to discuss at the State level how these funds should be distributed. Mr. Miles suggest the distribution of funds should follow the same methodology used in the apportionment process, rather than creating another system that is not linked to the way Congress assigned the funds. He noted it would be easier to administer and would be the same process year after year. Unless he hears differently, this is the direction they will be heading. Board members concurred with the suggested approach and direction.

9. Board Member Comments

Vice Chair Vic Holmes commented that he is on the Board of Directors for the Association of Idaho Cities and had just heard a debate on personal property tax which includes operating tax. The Idaho Association of Commerce & Industry (IACI) is suggesting the state eliminate those revenues. Vice Chair Holmes said this would affect every jurisdiction that counts on property tax as parts of their funding. He encouraged the jurisdictions to contact their state representatives about how the proposal might impact their community.

Mr. Tondee reported Kootenai County had been working on the Unified Land Use Code and said they expected the draft to be out in January at which time they will start holding hearings.

In response to a question by Mr. Mangan regarding the KMPO call for projects for 2013 – 2017, Mr. Miles said there were only 2 projects left in preliminary development. Currently under the rules of engagement with ITD, projects must be in preliminary development before they can move into any particular year of the improvement program for funding. Mr. Miles stressed the importance of having projects in preliminary development and the value of having a list of prioritized projects at the time funding becomes available. The state is moving into a chartering process where they will need to have a design concept and scope for projects. The purpose for conducting a call for projects and then scoring them is to have enough design concept and scope developed to determine a realistic estimate of what the project is going to cost so the project can be evaluated and compared to other projects and then prioritized. KCATT and the Board have already adopted the criteria.

Mr. Timmons said they are still moving forward on Ramsey Road and working with the airport to determine the best alignment. The Wyoming Avenue project is nearing completion and thanked ITD for their assistance through the End of the Year Plan, in helping the City of Hayden get back some of their money that was used as matching funds for the project.

On behalf of Chair Larkin, Ms. Linda Wilhelm wished everyone a happy holiday season. She said Chair Larkin hoped to be back for the January 10, 2013 KMPO Board meeting.

Mr. Rod Twete wished everyone a Merry Christmas and a Happy New Year on behalf of Lakes Highway District.

Mr. Damon Allen reported the Beck Road Interchange opened Thanksgiving Day. Despite heavy weather, the interchange was open for Black Friday which was the contractor's goal. In the Silverwood area, US 95 is open back on the mainline through the winter. As both projects are still under construction, they are signed at 55 M.P.H. ITD District 1 is in full winter operation mode. Mr. Allen also introduced Mr. Marvin Fenn, Engineering Manager for ITD, District 1. Mr. Fenn is in charge of all project development programs, Federal Aid funds, and construction administration. He

replaced Andrea Storjohann. Mr. Allen thanked Chair Larkin and Vice Chair Vic Holmes for their service on the Board and said he looked forward to their leadership in 2013. He finished by wishing everyone a Merry Christmas.

Ms. Deanna Goodlander reported Government Way was open and said they are preparing to continue the project out to Hayden next year. She wished everyone a Merry Christmas and said they appreciated Chair Larkin and Vice Chair Vic Holmes' service. Ms. Goodlander noted the complexity of issues the KMPO Board deals with and thanked them for their patience while she is learning.

On behalf of the Board, Vice Chair Vic Holmes wished everyone a Merry Christmas.

10. Next Meeting – January 10, 2013

11. Adjournment

There being nothing further before the Kootenai Metropolitan Planning Organization Board, with no objection the December 13, 2012 meeting was adjourned.

The regular meeting was adjourned at 2:44 p.m.

Recording Secretary