



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 8, 2013 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 June 13, 2013 KMPO Board Meeting Minutes**
- 3. Public Comments**
- 4. KCATT Recap & Recommendations - Kelly Brownsberger KCATT Chair**
 - a. Recommendation to Accept Highway Jurisdiction Transfer Assessment
- 5. Administrative Matters**
 - a. June and July 2013 KMPO Expenditures & Financial Reports – Glenn Miles
 - b. FHWA/ITD Program Review – Glenn Miles
 - c. 2012 Financial Audit – Glenn Miles
- 6. Public Transportation**
 - a. Citylink Status Report – Alan Eirls
 - b. KMC Status Report – Toby Ruhs
 - c. Kootenai County Report – Christine Fueston
 - a. 2013 FTA Program of Projects Schedule Hearing Key # 13756 & 13757
 - d. Rural Mobility Manager's Report – Susan Kiebert
- 7. Other Business**
 - a. KMPO Draft 2014 Unified Planning Work Program
 - b. KMPO Draft 2014-2018 Transportation Improvement Program
- 8. Director's Report** (written report included in Board packet)
- 9. Board Member Comments**
- 10. Next Meeting** – September 12, 2013
- 11. Adjournment**

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MEETING MINUTES

Kootenai Metropolitan Planning Organization
Regular Board Meeting
August 8, 2013
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
Todd Tondee	Kootenai County
James Mangan	Worley Highway District
Lynn Humphreys	Post Falls Highway District
Rod Twete	Lakes Highway District
Marvin Fenn, Alternate	Idaho Transportation Department Dist. 1

Board Members Absent:

Tim Timmins	City of Hayden
Jim Kackman	Coeur d'Alene Tribe
Damon Allen	Idaho Transportation Department Dist. 1
Deanna Goodlander	City of Coeur d'Alene

Staff Present:

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

Attendees:

Donna Montgomery	Citizen KMPO Public Trans Roundtable
Alan Eirls	Citylink
Robert Palus	City of Post Falls
Dan Malcolm	Lakes Highway District
Christopher DeLorto	HDR
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 Chairman Clay Larkin at 1:30 p.m. Chair Larkin noted there was a quorum. Board member Jim Kackman was excused; Board members Tim Timmins and Deanna Goodlander were absent.

2. Approval of the Minutes

Mr. Terry Sverdsten made a motion to approve the June 13, 2013 KMPO Board meeting minutes. Mr. Lynn Humphreys seconded the motion, which was unanimously approved.

3. Public Comments

There were no public comments.

4. KCATT Recap & Recommendations

KCATT Chair Kelly Brownsberger said the committee had accepted the Highway Jurisdiction Transfer Assessment during their last meeting and approved a recommendation of acceptance to the KMPO Board.

Mr. Jim Mangan made a motion to accept the Assessment on the Potential Impacts of Jurisdictional Road Transfers between Cities and Highway Districts in Kootenai County as recommended by KCATT. Mr. Terry Sverdsten seconded the motion, which passed unanimously.

5. Administrative Matters

a. June and July 2013 KMPO Expenditures & Financial Reports

Vice Chair Vic Holmes made a motion to approve the June and July 2013 Expenditures. Mr. Lynn Humphreys seconded the motion, which passed unanimously.

Board member Todd Tondee arrived at 1:35 p.m.

b. FHWA/ITD Program Review – Glenn Miles

Mr. Miles said the Federal Highway Administration and ITD had done a programmatic review of the MPO functions and activities in 2011; a couple of changes were made based on their recommendations. The agencies returned in July to perform another programmatic review; there were no findings or recommendations. The report will be included in the September Board packet.

c. 2012 Financial Audit – Glenn Miles

Chair Larkin noted the Board received hardcopies of the audit today.

Mr. Miles said Magnuson, McHugh & Company had been retained to do the 2012 audit which covered August 2011 through December 2012; there were no findings or recommendations. The audit will be sent off to the Federal Highway Administration and Idaho Department of Transportation and be posted on the KMPO website. The matter will be brought back before the Board for acceptance of the report in September.

6. Public Transportation

a. Citylink Status Report – Alan Eirls

Mr. Eirls noted the Community Transportation Association of Idaho (CTAI) will hold their conference at the Coeur d'Alene Resort during the month of September. Citylink has offered to provide transportation for a walk through tour of their maintenance facility.

The Coeur d'Alene Tribe had been awarded \$918,000 on the FTA tribal transit portion of the Citylink program. Mr. Eirls has spoken with Scot Rastelli at Federal Transit Administration (FTA) regarding use of the funds.

Mr. Eirls reported they were receiving a new bus for the rural area and one for the Link route which they expect to see late November – early December; based on the service areas, one vehicle required an 8% match and the other a 20% match.

They received an e-mail from Randy Kyrias, ITD, last week regarding the vehicle asset management program; they have invited a proposal for ITD to hold an inspection on all vehicles in which ITD holds a lien. Mr. Eirls said the inspection would add credibility to the maintenance program; the matter is currently in the discussion phase.

Mr. Miles noted the State of Idaho had received funds through the Federal Motor Carrier Safety Administration. One of their emphases was to increase the amount of inspections for commercial vehicles including public transportation vehicles. ITD did sign an agreement with the Commercial Services Division to do these inspections and have also offered to do the inspections for larger systems including Citylink. Mr. Miles said having the Commercial Motor Safety Inspector on the team to look at the build of new vehicles would be covered by the Federal Motor Carrier Safety Administration funds and would increase quality control and quality assurance of the vehicles.

Mr. Eirls commented that many of their buses were purchased through piggyback agreements. He said it was important to be fully aware of state requirements and felt an inspector would be a great asset.

b. KMC Status Report – Toby Ruhs

In Mr. Ruhs' absence, Ms. Fueston provided the Kootenai Health report and noted the service continues to grow; KMC and Paratransit are becoming more efficient as they are operating more as a unit.

c. Kootenai County Report – Christine Fueston

Ms. Fueston noted she now had two years' worth of data for Citylink Paratransit; cost per passenger has been cut in half from the startup in August 2011. They are continuing to work with First Transit to make the system more efficient. Ms. Fueston has discussed Citylink Paratransit vehicle capacity issues with Commissioner Tondee;

current vehicles have only two wheelchair positions. They are discussing new vehicle procurement; existing vehicles would be kept for spares.

There is now a year's worth of Citylink operating data since the service reduction in May 2012; the average operating cost is just under \$62,000 a month. The data will be used as a gauge for the operating and capital replacement budget moving forward.

a. 2013 FTA Program of Projects Schedule Hearing Key #13756 & 13757

Ms. Fueston asked KMPO to set a public hearing for the new grants. The total funds they are apportioned is based on their population and operating data.

The total amount from FTA for 2013 is \$1,745,225.

FTA Section 5307 Urbanized Area Capital and Operating Assistance \$ 1,436,723

FTA Section 5310 Service for the elderly and disabled, \$153,011

FTA Section 5339 Capital bus and/or facilities, \$155,491

Ms. Fueston noted the matter is being placed before the Board as they have an agreement with KMPO to hold the public meeting collectively with KMPO as a part of the annual Transportation Improvement Program.

Mr. Miles noted it would be done in conjunction with the Transportation Improvement Program (TIP) which will need to be posted for a 30 day comment period. He requested the Board give direction to schedule the hearings for the September Board meeting which will meet the public meeting requirements.

The Board had no objections. Chair Larkin said Mr. Miles was clear to go ahead and schedule the hearing during the September Board meeting.

Ms. Fueston concluded her report noting the Downtown Association had decided they no longer wished to fund the downtown shuttle; service stopped the end of July. The bus will be returned to Citylink and be rewrapped.

b. Riverstone Transit Center

The Coeur d' Alene Tribal Council approved the Memorandum of Understanding (MOU) between the Tribe and Kootenai County for the use of ARRA funding received by the Tribe for the Riverstone Transit Center project. The County has already executed the Agreement and will be proceeding with land acquisition. The appraisals are done and have been reviewed by FTA. Ms. Fueston has been working with Mr. Kackman, the person designated by the Tribe to assist in moving the project forward. She has set aside more funding and is working with Mr. Miles to find additional funds.

Mr. Miles explained MAP-21 created Section 5339 funding which is under the Governor's statewide apportionment; however, under the Governor's apportionment funds are allocated to each of the urbanized areas and the rural program. Since the FTA rules for the program have not been published, the FY 2012 and FY 2013 funds have not yet been obligated by the State. ITD and KMPO are working with the other 5

MPO areas to see whether or not Section 5339 funds may be available for the Riverstone Transit Center. Mr. Miles noted there had been some discussions with Pocatello and Idaho Falls regarding the exchange of 5307 funds, but said under the Federal Transit Administration regulations, 5307 funds cannot be transferred from urbanized areas to rural areas unless all the MPOs agree that the urbanized area needs are being met. Mr. Miles said the funds should be able to provide sufficient funding to move construction of the project forward.

d. Rural Mobility Manager's Report – Susan Kiebert

Although new to this position, Ms. Kiebert noted she had been on the highway side of transportation for about 14 years. She believed Mr. Warren had noted in the report that the bid for the intercity route between Sandpoint and Moscow was out for bid on an RFP; it closes August 15. CTAI will hold their annual meeting at the Coeur d'Alene Resort in September; representatives from FTA will be attending to review regulations.

7. Other Business

a. KMPO Draft 2014 Unified Planning Work Program

Earlier this year, the Board approved the 2014 Annual budget, which became the basis for writing KMPO's scope of work for the upcoming year. Mr. Miles explained the Unified Planning Work Program (UPWP) is submitted to the Federal Highway Administration and Federal Transit Administration; included in the UPWP funding is the funding for transit planning position with Kootenai County through the 5307 funding. ITD's work program would be incorporated into the document when it becomes available. The KCATT committee received copies of the draft 2014 Unified Planning Work Program during their July meeting; the matter will be on their August agenda. The budget remained about the same. Mr. Miles commented on Regional Transportation Studies and noted there had been interest in looking at key corridors as well as developing sub area models. The matter will be brought back before the Board in September for action; the fiscal year starts October 1.

In response to a question from Mr. Mangan regarding performance measures, Mr. Miles noted Ms. Gow had attended a Federal Highway Administration conference addressing performance measures. Under MAP-21, the state, in collaboration with the MPOs, establish performance measures and can then begin measuring outcomes. Although the rules have been long in coming, Mr. Miles believed ITD had been working on a draft. Ms. Gow will put together a presentation addressing system and project performances measures for KCATT and the KMPO Board.

b. KMPO Draft 2014 – 2018 Transportation Improvement Program

The Board had been provided copies of the 2014 – 2018 Transportation Improvement Program draft. Mr. Miles explained the GARVEE program was winding down and said the amount of funding had dropped dramatically. Previously, funding levels were \$106-150M in any given year; currently, funding levels are \$32-33M a year. The Board

should expect to see more remedial/preservation and bridge projects. Mr. Miles said he believed the House Transportation and Infrastructure Committee had been working on MAP-22; a draft is expected in February 2014. The 2014-2018 TIP will be brought back before the Board in September once the public comment period closes.

8. Director's Report (written report included in Board packet)

Mr. Miles noted Ms. Gow had been working with the jurisdictions; there will be a meeting next week to discuss modeling scenarios.

9. Board Member Comments

Mr. Rod Twete reported Lakes Highway District had finished crushing in the Garwood pit and started crushing at the pit on Twete Road. They have completed seal coating, expect to finish fog seal today and will then begin overlays.

Vice Chair Vic Holmes commented that work on the Highway 41/53 Bridge had been progressing and thanked ITD.

In response to a question from Mr. Mangan, Mr. Miles explained the annual transportation appropriations bill was pulled from consideration when leadership realized they did not have enough votes to pass the Bill; he expects a continuing resolution(s), which will hold the same funding levels as previous years until an appropriations bill is passed.

Chair Larkin thanked Susan Kiebert for her support on the STAR project (Beck Road Interchange); it is believed the project will be complete the end of October. Chair Larkin noted the City of Post Falls was finishing up chip seal, fog sealing, and some overlay projects.

10. Next Meeting – September 12, 2013

11. Adjournment

There being nothing further before the Kootenai Metropolitan Planning Organization Board, Mr. Jim Mangan made a motion to adjourn the August 8, 2013 meeting. Mr. Rod Twete seconded the motion which passed unanimously.

The regular meeting was adjourned at 2:21 p.m.

Recording Secretary