



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**

**April 10, 2014 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 – Vic Holmes, Chair**
- 2. Approval of February 13, 2014 KMPO Board Meeting Minutes**
- 3. Public Comments**
- 4. KCATT Recap & Recommendations – No Recommendations this month**
- 5. Administrative Matters**
  - a. February 2014 KMPO Expenditures & Financial Report
  - b. March 2014 KMPO Expenditures & Financial Report
  - c. Draft 2015 KMPO Budget Discussion
- 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 – Susan Kiebert
- 7. Other Business**
  - a. Bracke & Associates Update Conference Call - Glenn Miles
  - b. SH-41 Corridor Plan Update
  - c. Title VI Plan Update Draft
- 8. Director's Report** (written report included in Board packet)
- 9. Board Member Comments**
- 10. Next Meeting – May 8, 2014**
- 11. Adjournment**

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## MEETING MINUTES

Kootenai Metropolitan Planning Organization  
Regular Board Meeting  
April 10, 2014  
Post Falls City Council Chambers, City Hall, First Floor  
Post Falls, Idaho

### Board Members in Attendance:

Vic Holmes, Chair	City of Rathdrum
James Mangan, Vice Chair	Worley Highway District
Terry Sverdsten	East Side Highway District
Todd Tondee	Kootenai County
Linda Wilhelm	City of Post Falls
Lynn Humphreys	Post Falls Highway District
Monty Montgomery	Lakes Highway District
Marvin Fenn	Idaho Transportation Department Dist. 1
Dan Gookin	City of Coeur d'Alene

### Board Members Absent:

Tim Timmins	City of Hayden
Jim Kackman	Coeur d'Alene Tribe

### Staff Present:

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

### Attendees:

Donna Montgomery	Citizen, KMPO Public Trans Roundtable
Christine Fueston	Kootenai County
Christopher DeLorto	HDR Inc.
Don Davis	Idaho Transportation Department Dist. 1
Jeanne & Tim Herzog	Citizens
John Pankratz	East Side Highway District
Sean Hoisington	City of Hayden
Alan Eirls	Citylink

## **1. Call to Order – Vic Holmes, Chair**

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

**Mr. Jim Mangan made a motion to move Agenda item 7.a., Bracke & Associates Conference Call, to order of business 1.a. Ms. Linda Wilhelm seconded the motion, which passed unanimously.**

## **7. Other Business**

### **a. Bracke & Associates Update Conference Call - Glenn Miles**

Mr. Miles answered the conference call; Ms. Marsha Bracke introduced herself to the Board and provided an update on the facilitation effort for which she had been hired. She began her work by formulating the interview questions and then proceeded interviewing individuals, groups of

people, as well as commissioners and city council members; she noted the need for an informal decision regarding the issues, the willingness to work in a collaborative effort, and recognized that each jurisdiction had their own decision making process. Once the interviews were completed, Ms. Bracke assimilated the information into a letter to Mr. Miles reflecting the compilation of thoughts and questions of those interviewed. The list of questions was sent out to Kootenai County, the KMPO Board, City of Hayden, City of Rathdrum, Post Falls Highway District, Lakes Highway District and the FAA. Although she did request it, she had not received confirmation from everyone that had received the questions; she will be calling those agencies to ensure they did in fact receive the questions. Ms. Bracke stressed to the group the importance of participating and responding to the questions. The first meeting has not yet been scheduled as she is waiting on confirmation that the questions had been received.

Mr. Tondee said he had received the questions and commented that some of the questions would be challenging to answer and may take an extended period of time due to the detail. They are working on the answers, but do not know if they will be done prior to the first meeting.

Ms. Bracke acknowledged that some of the questions were looking into the future, but asked them to answer the more immediate questions so they could move forward. She requested the answers be sent back to her by the end of the April agreeing with Mr. Miles' suggestion that the agencies prioritize the questions by those that could be answered by April 30, 2014.

Mr. Miles explained that part of the beginning process in the scope of work is to understand what questions need to be answered in order to start the process. He noted that the facilitation process is not to come up with the solution, but to come up with an agreement that is based on what is known and said each jurisdiction would need to make a policy decision on what they were going to agree to do in order to answer the question. Mr. Miles said the point of Ms. Bracke's contract was to get the group to a point where everyone can reach a conclusion they can take back to their jurisdiction for action; Ms. Bracke agreed with Mr. Miles' assessment of her task in the facilitation process.

Mr. Tondee said he felt this process would assist the agencies in communicating better during the planning process by ensuring the involvement of the right agencies and understanding how their decisions affect the other entities.

My Humphreys commented that he had instructed his staff to work closely with Lakes Highway District staff in going through some of the questions to see if they could come up with mutual answers. He believed the most important goal, in this effort, was to ensure everyone was on the same page – looking at what was best for the community as well as the county; to date, he did not feel that had been accomplished. Mr. Humphreys recommended they proceed to answer the questions to the best of their ability and hold the meeting to get everything on the table.

Ms. Bracke was in agreement with Mr. Tondee and Mr. Humphreys' comments. The Board thanked Ms. Bracke for her time.

Mr. Miles noted the contract with Bracke & Associates was funded by the Unified Work Planning Program which had been adopted by the KMPO Board in 2013; it is an eligible expense in the work program with local match coming from the dues each jurisdiction contributes to the organization.

## **2. Approval of the February 13, 2014 KMPO Board Meeting Minutes**

**Mr. Lynn Humphreys made a motion to approve the February 13, 2014 KMPO Board meeting minutes. Ms. Wilhelm seconded the motion, which passed unanimously.**

### **3. Public Comments**

There were no public comments.

### **4. KCATT Recap & Recommendations – No Recommendations**

There were no recommendations.

### **5. Administrative Matters**

- a. February 2014 KMPO Expenditures & Financial Report**
- b. March 2014 Expenditures & Financial Report**

**Mr. Jim Mangan moved to approve payment of the expenditures for February 2014 and March 2014. Ms. Linda Wilhelm seconded the motion, which passed unanimously.**

- c. Draft 2015 KMPO Budget Discussion**

KMPO is at the 6<sup>th</sup> month point in the budget. Mr. Miles announced, to date, they were under budget and at 43.8% of the total budget. He reviewed expenditures and noted the 3 year lease on the office space was due July 1; the Board will be presented with alternative office spaces that provide more room to accommodate the KMPO office. Mr. Miles expects this to be a routine year and said they will be able to stay within the adopted local assessments.

### **6. Public Transportation**

- a. Citylink Status Report – Alan Eirls**

Mr. Eirls reported March as a quiet month for Citylink; ridership was down 1,100 from last year during the same month. He noted a couple of bus breakdowns and said one of the repairs was very expensive; they anticipate similar breakdowns and mechanical problems as the mileage increases and the buses age. They received a call last week regarding the condition of the Riverstone lot; he said it is a high maintenance area for litter and noted the plexiglass windows in the bus shelter had been broken. He has discussed the matter with Ms. Fueston.

- b. KMC Status Report – Toby Ruhs**

Mr. Ruhs was not present. In his absence, Ms. Fueston provided the KMC report noting ridership was high. She said there were some maintenance issues with the vehicles and commented that they have put a lot of money into maintenance during the last six months. Ms. Fueston said the Coeur d'Alene Tribe is helping with wheelchair lifts and they thanked them for their help.

- c. Kootenai County Report – Christine Fueston**

Ms. Fueston reported Citylink Paratransit had taken hard stance on no shows/late cancellations; they were down to eight in March. She said they appear to be on a steady growth model noting the expense, but said they had moderated the cost per passenger. January – March reflect increased maintenance costs and the price of fuel; typically, five – six vehicles run seven days a week. Ms. Fueston commented on the historical cost of Citylink Paratransit and said they have fleet efficiency and have reduced costs.

In reference to the litter at Riverstone, Ms. Fueston said the Sheriff's Labor Program will begin cleaning up the Riverstone lot this weekend; clean-up will continue on a monthly basis and may also include some of the busier bus stop areas.

The County will have their triennial review with FTA the first week of June; two submittals are due within the next few weeks; this is a programmatic audit.

**d. Rural Mobility Manager's Report – Susan Kiebert**

Ms. Kiebert was not present. In her absence, Mr. Davis provided her report saying the District Coordinating Council (DCC) had met a couple of times, but most recently on April 2<sup>nd</sup> when they reviewed the funding applications from four providers, Citylink Link Route, Bonner County's SPOT, Benewah County's Valley Vista and Shoshone County's Silver Express. Mr. Davis explained the funding available and said, due to a lack of funds, each of the four providers agreed to take a 3% reduction in their application requests; he noted the providers had other funding sources in addition to the FTA.

The DCC is also working with ITD to solicit inner city service between Moscow and Coeur d'Alene; the former provider, Northwest Trailways, did not bid on the route. This route has become a number one priority for the Public Transportation Advisory Committee (PTAC). ITD and PTAC intend to solicit the service no later than May 30<sup>th</sup>. Mr. Davis noted this was through the statewide funding program of 5311 funds.

Mr. Miles commented on the challenges of providing the intrastate service.

**7. Other Business**

**a. Bracke & Associates Update Conference Call - Glenn Miles**

Per the Board's approval, this matter was discussed prior to Agenda item 2.

**b. SH-41 Corridor Plan Update**

Ms. Gow reported KMPO had started looking at the SH 41 Corridor Master Plan in order to update the original Plan done in 2002. She will be working the jurisdictions addressing land use, land use densities, and zoning and will be meeting with planners to see what changes need to be incorporated. The data will be put into the current KMPO model and used to run the same scenarios that were done previously. Ms. Gow will provide a final report.

Mr. Miles noted the original SH 41 Corridor Master Plan stopped short of Rathdrum. As the update will extend through Rathdrum to SH 53, the entire corridor will be evaluated. The update will be moving toward safety and preservation. ITD will be an active participant in the update as the roadway belongs to them. Mr. Miles did not believe the objective or goal of the Plan had changed, but said it was a good time to do an update noting the growth and development since 2002.

**c. Title VI Update Draft**

Mr. Miles said the draft of the Title VI Plan update had been submitted to ITD who will forward it to Federal Highway Administration for review. Once it has been received back from ITD, it will be brought before the Board for their review. Mr. Miles commented that every jurisdiction who receives federal aid is required to have a Title VI Plan.

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

Mr. Miles noted the Transportation Improvement Program (TIP) Amendment #1 that had been approved by the Board in March has been approved by FHWA; he is confident FTA will approve the Amendment as the Transit Center received additional monies for that project.

Ms. Fueston confirmed FTA had approved the Amendment. She provided a status report on the Transit Center saying they had a purchase and sale agreement with Riverstone Holdings; the purchase of both lots at Riverstone had been approved; however, they still need Certifications and Assurances. She believed the Tribe would be signing the agreement today and said she expected the matter to be before the Board of County Commissioners next Monday.

Mr. Miles commented on an article in the April 2<sup>nd</sup> issue of the Idaho Reporter. The Chairman of the House Transportation Committee addressed several good points regarding the need for additional funding. Mr. Miles commented on the funding at both the State and Federal level and the upcoming Reauthorization Bill. National Infrastructure Week 2014 is the second week in May; both the House Transportation and Infrastructure Committee and the Administration are expected to deliver their versions of the Reauthorization Bill during this time. Mr. Miles understood there would be some commonality between these two Bills.

The Coalition for America's Gateways and Corridors recently published a report, Connecting North America: U.S. Road Border Needs. KMPO participated in the development of the report which examines transportation from a broader scope, how it affects the affects land border crossings as well as the economy of the nation and provides policy recommendations; a picture of the Eastport/Kingsgate border crossing north of Bonners Ferry was included in the report. Mr. Miles reported Canada was the United States' number one trading partner, followed by China, second and Mexico, third. In 2012, the Eastport/Kingsgate rail crossing had 88,000 fully loaded rail containers; the Canadian/Idaho border ranks 8<sup>th</sup> in the nation for rail crossings. He noted policy recommendations included in the report, were, in large part, due to the commerce and economic development discussions with those in this area.

Mr. Miles commented on the development of the Primary Freight Network as directed by Congress; he noted the 27,000 mile designated route did not account for all of the interstate system. There were over 300 comments to the proposal during the comment period; 180 suggested removing the cap and going to a system wide analysis rather using an arbitrary number, 137 commented on linking intermodal connections to the system. Mr. Miles said when MAP-21 passed, it was only specific to highways; while a majority of freight is moved by highway, rail and air also carry a tremendous amount of freight. There were 92 comments suggesting they look at the broader picture of freight and goods movement. As 75,000 trucks annually was set as the threshold for the Primary Freight Network, none of north Idaho's roadways were identified as part of the Network.

## **9. Board Member Comments**

Mr. Sverdsten commented on Mr. Miles' developing the draft manual for new board members. He has been reviewing the manual and said he will report on it next month.

Chair Holmes noted that it would be on the next Agenda.

Mr. Tondee reported the county was in the midst of an emergency exercise and had over 90 people in the EOC throughout the 2-3 day exercise. He gave kudos to Mayor Holmes for his performance in the exercise and noted the importance of having countywide involvement in the emergency exercise program.

Mr. Montgomery announced Lakes Highway District would be having an open house today; he invited the public to attend and comment on how they can improve their roadway system.

Mr. Miles thanked Ms. Gow for updating the KMPO website; it is now live and can be viewed at [www.kmpo.net](http://www.kmpo.net).

**10. Next Meeting – May 8, 2014**

**11. Adjournment**

**There being nothing further before the Kootenai Metropolitan Planning Organization Board, and with no objection, the April 10, 2014 Board meeting was adjourned by Chair Vic Holmes.**

**The regular meeting was adjourned at 2:37 p.m.**

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**Recording Secretary**