



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

May 8, 2014 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 – Vic Holmes, Chair**
- 2. Changes to the Agenda and Declarations of Conflicts of Interest**
- 3. Approval of April 10, 2014 KMPO Board Meeting Minutes**
- 4. Public Comments** (limited to non-agenda items 3 minutes)
- 5. KCATT Recap & Recommendations – No Recommendations**
- 6. Administrative Matters**
 - a. April 2014 KMPO Expenditures & Financial Report
 - b. KMPO Preliminary 2015 Budget
 - c. KMPO Transportation Improvement Program Amendment #2
 - d. Public Involvement Plan Discussion and Update
- 7. 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
- 8. Other Business**
 - a. KMPO Board Manual Review – Terry Sverdsten
 - b. "Grow America Act" Administration Proposal for Transportation Reauthorization
- 9. Director's Report** (written report included in Board packet)
- 10. Board Member Comments**
- 11. Next Meeting – June 12, 2014**
- 12. Adjournment**

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MEETING MINUTES

Kootenai Metropolitan Planning Organization
Regular Board Meeting
May 8, 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
Jim Kackman	Coeur d'Alene Tribe
Rod Twete	Lakes Highway District
Dan Gookin	City of Coeur d'Alene

Board Members Absent:

Todd Tondee	Kootenai County
Linda Wilhelm	City of Post Falls
Tim Timmins	City of Hayden
Lynn Humphreys	Post Falls Highway District
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
Eric Shanley	Lakes Highway District
John Pankratz	East Side Highway District
Doug Hansen	HMH
Christopher DeLorto	HDR Inc.
Sean Hoisington	City of Hayden
Jeffrey Hill	AAA

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. who noted there was a quorum.

2. Changes to the Agenda and Declarations of Conflicts of Interest

There were no changes to the Agenda or Declarations of Conflicts of Interest.

3. Approval of April 10, 2014 KMPO Board Meeting Minutes

Mr. Terry Sverdsten made a motion to approve the April 10, 2014 KMPO Board meeting minutes. Mr. Jim Mangan seconded the motion, which passed unanimously.

4. Public Comments (limited to non-agenda items 3 minutes)

Citizen John Kelly of Post Falls addressed the Board as a bike advocate representing Bike CdA. He noted one of the goals of the organization was to represent the needs and the safety of bicyclists in the street system. They looked at the governing documents of KMPO and the 2009 Regional Non-Motorized Transportation Plan; it appeared one of the goals was to establish a permanent regional non-motorized transportation advisory committee. Mr. Kelly contacted Mr. Miles and offered assistance in creating the committee or adding an additional component to the KCATT to represent bicyclists in the street. Mr. Miles confirmed no permanent committee was formed. Mr. Kelly was concerned bicyclist may be under represented in the area of transportation discussions and planning. He asked that the discussion for a permanent regional non-motorized transportation advisory committee be placed on next month's KMPO Board Agenda.

Mr. Sverdsten noted federal code did state the process for developing the plans and TIPs shall provide consideration of all modes of transportation and said they need to address the matter.

Mr. Miles explained that a committee was created to serve as an advisory committee for the purpose of focusing discussions in the development of the plan; once developed, vetted, and approved by the KMPO Board, the advisory committee was disbanded. Mr. Miles noted that once the plan was created, it became an implementation discussion and is up to the Board to decide whether or not they want to move forward with recommendations. To date, the Board has not expressed a desire to create a permanent committee. Mr. Miles said the matter would be on the Agenda at a later date and would prefer to address the matter at that time rather than taking it out of context.

Mr. Mangan commented that the Board updates the plan and would allow public input. He asked Mr. Kelly if the group's objective would be served by making their recommendations at that time.

Mr. Kelly noted the plan was from 2009 and did not represent current issues. He asked who was representing the bicyclists on KCATT and the KMPO Board.

Chair Holmes explained how the KCATT committee was established and assured Mr. Kelly that bicyclists are to be given reasonable consideration.

Mr. Gookin noted he and Mr. Miles had discussed the matter briefly before the meeting. He has read over the plan and handed it over to the City of Coeur d'Alene. Although he did not know if there was a need for a permanent committee at this time, he said he would be happy to help Mr. Kelly at the city level and felt the best course of action would be to go to the City of Coeur d'Alene and work with their Pedestrian and Bicycle Advisory Committee; if it is effective, they can demonstrate that to other jurisdictions. Mr. Gookin said he was not sure this was the forum to address the issues raised by Mr. Kelly.

Chair Holmes said he also felt the matter should be addressed by local jurisdictions; the Board will take the matter into consideration.

5. KCATT Recap & Recommendations – No Recommendations

There were no recommendations.

6. Administrative Matters

a. April 2014 KMPO Expenditures & Financial Report

Mr. Jim Mangan moved to approve payment of the expenses for April 2014. Mr. Jim Kackman seconded the motion, which passed unanimously.

b. KMPO Preliminary 2015 Budget

Mr. Miles recapped the 2014 budget; at the six month mark, year-to-date, they are at 43.8% of their budget. The consultant work as well as the year end expenditures are expected to keep them at the budget total; revenues are as anticipated and on track for the end of the year. No major changes are proposed in the 2015 budget. Mr. Miles reviewed the preliminary budget and said he was not recommending any changes to the member assessments.

c. KMPO Transportation Improvement Program Amendment #2

Mr. Miles said they do their best to identify projects that will be programmed in any given year in order to ensure those funds are programmed and obligated in a timely manner; however, things change and projects can be delayed or advanced. He noted Kootenai County's Base Scheduling System, Key No 13342, was contained in the 2012 Transportation Improvement Program (TIP) and in the State's equivalent; however, ITD did not get it into TEAM, the Federal Transportation Administration's (FTA) grants management system. FTA requires projects to be in the current year's TIP in order for the grant to be award. For that reason, the \$220,000 grant is pending until the KMPO Board takes formal action to put the project back into the TIP and ITD approves the project into the State Transportation Improvement Program (STIP); ITD is expected to take action on the matter in May. FTA is expected to award the grant to Kootenai County once this has been done.

Mr. Miles noted that the Federal Highway Administration (FHWA) had made a policy change which will be effective this year. Previously, projects were put into early development with no source of funding to construct the project; however, FHWA is now requiring projects to be specifically identified in the program for "Early Development" as well as identifying when they intend to use funds for preliminary engineering activities in program years 2014-2018. For this reason, they will see the early development process for various key numbers and where ITD is putting in their program the projects they anticipate will be obligating funds for in the next 4-5 years for preliminary engineering and design. TIP Amendment #2 takes care of these purposes.

Mr. Jim Mangan moved to approve Amendment #2 2014-2018 Transportation Improvement Program for approval and submission to Federal Highways and FTA. Mr. Dan Gookin seconded the motion, which passed unanimously.

d. Public Involvement Plan Discussion and Update

Mr. Miles noted the increasing interest in getting involved in KMPO and KCATT. Although KMPO is primarily a planning and programming Board, they do have a responsibility under the federal statute to ensure there is a continuing, coordinated, and comprehensive transportation planning process in Kootenai County; this is used as the basis for defining projects and funding projects. The KMPO Board is required to establish a public involvement policy that meets the needs and expectation of the community; the policy last adopted in 2008, is the policy and expectation established by this Board. Changes since that time necessitate an update. Mr. Miles said under the statutes, Title 23 and 49, there is recognition that many modes of transportation need highways in order to be usable and multiple modes of transportation rely on

a seamless transportation system. KMPO needs to address how to go about the engagement and involvement of other modes of transportation into what has been traditionally a highway oriented program. A study conducted by KMPO reflects 87% of trips taken in Kootenai County are made by a car or truck while 13% are made by other modes of transportation. The Statute states there is to be consideration for all modes of transportation in the planning process. Mr. Miles said one way to address this discussion was to update the Public Involvement Policy and look for ways to bridge the public's involvement with the KMPO Board process.

Chair Holms said an update was appropriate; the Board agreed.

7. Public Transportation

a. Citylink Status Report – Alan Eirls

Mr. Rod Mitchell provided the Citylink report on behalf of Mr. Eirls. He noted they had stable ridership last month. He reported on the two new buses which were put into service just after the first of the year; one bus was for the Link route and the other for the rural route.

b. KMC Status Report – Toby Ruhs

In Mr. Ruhs absence, Ms. Fueston provided the KMC report; she noted the hospital was doing a massive campus expansion which required the relocation of Mr. Ruhs' operations. Ridership continues to increase and is hovering at 2,000. Mr. Mitchell, Maintenance Manager for Citylink, has been helping them out by working on the Paratransit vehicle lifts.

c. Kootenai County Report – Christine Fueston

Ms. Fueston commented that they have become more strict on the no shows/late cancels and said it is reflected in the numbers. Maintenance costs are tremendous. They expect to add a couple vehicles this year; the new vehicles will be heavier and will likely be purchased piggyback off Washington State. Currently, they have no spare vehicles – all vehicles are in service. They have seen a tempering of the Paratransit costs since they have become more effective and efficient in providing service. The base scheduling system addressed by the TIP Amendment is expected to be system wide and will provide more efficiency; they are hoping to have it this year. Operating costs are down considerably over the past two years. Compared to other areas with similar service, their costs are in the ballpark.

Ms. Fueston is looking into the Small Transit Incentive Cities (STIC) program; if they can get under their performance measures and have higher ridership than is normal for a community this size they can get some extra money. On the ADA side, she is looking into tapping into the University of Idaho this fall; in the past, students doing graduate studies have helped them look at the system and identify gaps.

FTA will be here the first week of June to do the Triennial review; Ms. Fueston said this is a program audit of all their programs and commented that it was an in-depth visit.

d. Rural Mobility Manager's Report – Susan Kiebert

The report from Ms. Kiebert was handed out to the Board.

8. Other Business

a. KMPO Board Manual Review – Terry Sverdsten

Mr. Sverdsten said he was curious about the ties between other agencies and KMPO and asked Mr. Miles to provide an orientation manual. Mr. Sverdsten commented that the manual is a complex document and helpful. He said he would like to know more about the flow of money and the involvement, in particular, with the Coeur d'Alene Tribe; East Side Highway District had received some money from the Coeur d'Alene Tribe for the O'Gara Road project and were very appreciative. In regards to the public comment, Mr. Kelly had visited East Side Highway District; Mr. Sverdsten said he felt the Board should look into the matter.

Mr. Miles assured the Board they were meeting their obligation under the federal statutes for the consideration of modes of transportation. Although there is always a desire for more engagement, it is necessary to have balance. The scarcity of resources has created more attention to priorities of metropolitan areas as well as the appropriate investment level for every mode of transportation.

In regards to the Tribal Transportation Program, Mr. Miles explained the program was through the Department of Interior and with the Federal Highway Administration; the Coeur d'Alene Tribe receives an allocation and then creates their own Tribal Transportation Improvement Program. Mr. Miles said Mr. Kackman has been gracious in working with them to include that as an Appendix to their Transportation Improvement Program (TIP) which provides a better global picture of what is going on Kootenai County.

Mr. Kackman commented that having roads on their inventory can potentially work in a mutually beneficial way.

b. "Grow America Act" Administration Proposal for Transportation Reauthorization

Mr. Miles said the Administration recently released their version of the next Transportation Authorization Bill; they are looking at holding a line on revenues across the nation, creating new program, and emphasis areas. Mr. Miles said freight and goods transportation will be a priority in this discussion due to its link to jobs and the economy. On May 12, the Senate will release the Environment and Public Works portion of the Senate Bill which will have a freight provision. The House Transportation and Infrastructure Committee is expected to release their version the end of May. Mr. Miles commented that the Senate, Administration, and House are working on the Transportation Bill in hopes of getting it resolved before the August recess; noting the Highway Trust Fund may become insolvent in August, the Highway Bill expiring September 30, and mid-term election in November. If they did not have something the end of July, he anticipates it will be January or February 2015.

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

Mr. Miles commented that he has been involved with Coeur d'Alene Vision 2030 project, Our Community Vision. KMPO has been identified as a lead partner in some of the topics. He commented on the importance of getting legislation to recognize the importance of transportation as well as the vision of what needs to be done in order to enable communities to grow. Mr. Miles said that should be one of the strategies that comes out of the visioning process. Coeur d'Alene should be congratulated for their efforts in bringing it together.

Mr. Miles commented that he had an opportunity to meet with the Canadian Ambassador to the U.S., Gary Doer, as well as the Senior Vice President of Western Hemisphere Logistics and

Strategy with the United Parcel Service and a couple of Deputy Secretaries of Commerce of International Trade. Each had been to Coeur d'Alene and were interested in coming back to talk about trade, transportation and working closer together. He will look into the possibility of them being presenters for the Inland Pacific Hub group to discuss logistics, transportation and their view on trade between this area and Alberta.

10. Board Member Comments

Mr. Mangan commented on the matter of making streets more accessible by bicycle and said the challenge is coming up with an objective way to determine the value of a bicycle lane versus money spent on other transportation improvements and noted opportunity costs and limited funding. He would like to see some type of a decision model that would help decision makers determine whether or not a bicycle lane is feasible.

Mr. Kackman reported they had a purchase and sale agreement fully executed for the purchase of two lots at the Riverstone development for the Citylink transit center. Although they do have a closing date, he is hoping it will take place sooner.

Mr. Twete concurred with Mr. Mangan regarding the bicycle lanes and said he did not believe anyone was against the idea, but did not know how they would acquire enough funding or if there were other ways to appropriate funding to facilitate such an effort.

11. Next Meeting – June 12, 2014

12. Adjournment

There being nothing further before the Kootenai Metropolitan Planning Organization Board, and with no objection, the May 8, 2014 Board meeting was adjourned by Chair Vic Holmes.

The regular meeting was adjourned at 2:39 p.m.

Recording Secretary