



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

June 12, 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 – Mayor Vic Holmes, Chair**
- 2. Changes to the Agenda and Declarations of Conflicts of Interest**
- 3. Approval of May 8, 2014 KMPO Board Meeting Minutes**
- 4. Public Comments** (limited to non-agenda items 3 minutes)
- 5. KCATT Recap & Recommendations – Gordon Dobler, Chair**
 - a. Recommendation to Accept and Print 2014 – 2016 Construction Map
- 6. Administrative Matters**
 - a. May 2014 KMPO Expenditures & Financial Report
 - b. KMPO 2015 Budget and 2014 Update – Action Requested
 - c. KMPO 2013 Financial Audit - Update
 - d. KMPO Office Lease Renewal – Action Requested
- 7. Public Transportation (Informational Items Provided to KMPO)**

KMPO is not the Designated Recipient of FTA Funding for the provision of transit service in Kootenai County. These informational items are provided as a service to the public and to local jurisdictions. Questions related to service, schedules, or concerns should be directed to Kootenai County.

 - 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. Cost Benefit Analysis for Bicycle Facilities Follow-up – Bonnie Gow
- 9. Director's Report** (written report included in Board packet)
- 10. Board Member Comments**
- 11. Next Meeting – July 10, 2014**
- 12. Adjournment**

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MEETING MINUTES

Kootenai Metropolitan Planning Organization
Regular Board Meeting
June 12, 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
Jim Kackman	Coeur d'Alene Tribe
Rod Twete	Lakes Highway District
Damon Allen	Idaho Transportation Department Dist. 1
Dan Gookin	City of Coeur d'Alene

Board Members Absent:

Tim Timmins	City of Hayden
Lynn Humphreys	Post Falls Highway District

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
Christopher DeLorto	HDR
Mark Boyle	DEQ
Laura Winter	RYA
Sean Hoisington	City of Hayden

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.

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 May 8, 2014 KMPO Board Meeting Minutes

Mr. Jim Mangan made a motion to approve the May 8, 2014 KMPO Board meeting minutes. Mr. Rod Twete seconded the motion.

Mr. Miles noted there had been a change to the date on page one.

Chair Holmes and Vice Chair Mangan were aware of the change; the motion passed unanimously.

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

There were no public comments.

Mr. Todd Tondee arrived at 1:32 p.m.

5. KCATT Recap & Recommendations – Gordon Dobler, Chair

a. Recommendation to Accept and Print 2014-2016 Construction Map

Mr. Miles noted Mr. Dobler was not present as he had a scheduling conflict. During the last KCATT meeting, the committee agreed to make a recommendation to the KMPO Board to accept and print the 2014-2016 Construction Map; copies were made available to the Board. Three estimates for printing were obtained. Mr. Miles anticipates 1,000 maps to be printed.

Mr. Jim Mangan moved to accept and print the 2014-2016 Construction Map. Ms. Linda Wilhelm seconded the motion, which passed unanimously.

6. Administrative Matters

a. May 2014 KMPO Expenditures & Financial Report

Mr. Jim Mangan moved to approve payment of the expenses for May 2014. Ms. Linda Wilhelm seconded the motion, which passed unanimously.

b. KMPO 2015 Budget and 2014 Update – Action Requested

Mr. Miles noted that he began discussing the 2015 draft budget and progress on the 2014 budget in April. A formal draft was presented to the Board for their consideration in May. Mr. Miles provided a recap and final draft of the budget and noted there was no change to the annual assessment from last year. With the carryover funds from last year, the budget is in a very strong position for next year.

The disclaimer recently added to the Agenda under Public Transportation, item 7, was the result of a conversation with KMPO's insurance carrier, ICRMP. The insurance carrier had considered raising the insurance rate by a factor of 5 as KMPO had two claims filed against them in the last 5 years; although KMPO was not a party in either dispute, they do count as claims filed against them. Since discussing the matter with ICRMP and adding the disclaimer to the Agenda, the insurance rate will only increase by \$200 a year.

Mr. Miles commented that the cost of living increase was 3% and noted there were additional duties assigned to a staff position which resulted in a change in salary.

Mr. Jim Mangan moved to approve the 2015 KMPO Budget. Ms. Linda Wilhelm seconded the motion, which passed unanimously.

c. KMPO 2013 Financial Audit – Update

Mr. Miles said although the financial audit began January 2014, it fell behind due to some staff changes at the auditor's office. He provided the Board with a copy of the draft audit and noted it was an "unqualified opinion." The audit shows they improved their cash position at the end of the year. Mr. Chris Shipley recommended they continue their practices. The matter will be before the Board for acceptance in July.

d. KMPO Office Lease Renewal – Action Requested

Mr. Miles reported the lease on the office space was up for renewal. KMPO signed a lease with Global Realty Advisors for the office space on Northwest Boulevard three years ago. If, at some point in the future, additional space is needed, the lessor has indicated they would roll the lease over to an alternate space. Mr. Miles noted the reduced rate and recommended the lease be executed.

Mr. Jim Mangan moved to approve the renewal of the KMPO three year office lease. Ms. Linda Wilhelm seconded the motion, which passed unanimously.

7. Public Transportation (Informational Items Provided to KMPO)

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a. Citylink Status Report – Alan Eirls

Mr. Allen Eirls reported on an incident that happened earlier this month on the new Link bus. A rider had kicked the door half way out of the bus; the bus is in for repair. Mr. Eirls said they do attempt to get recovery for damages; the report had been turned over to the Kootenai County Sheriff Office. Although the Link route was down nearly 3,000 riders from last May, the other routes were up which resulted in overall ridership being down only 600 riders from the previous year. There are currently a lot of maintenance issues throughout the fleet.

b. KMC Status Report – Toby Ruhs

Mr. Ruhs provided the Board his reported and noted stats were down due to the holiday.

c. Kootenai County Report – Christine Fueston

Ms. Fueston said although there was a slight drop in passengers, ridership is steady and continues to grow. The passenger cost increase is due to continued maintenance costs on the 2010 fleet. They will be looking at purchasing some new Paratransit vehicles; maintenance costs will continue as the current vehicles will be retained as spare vehicles. The Citylink fixed route service is currently at \$60,000 a month; ridership remains steady. The Triennial Review was done last week; an official report is expected prior to the next KMPO Board meeting.

Ms. Fueston noted there were two grants pending award. The grant for the automated scheduling system for Paratransit and the fixed route system has gone through the review process with FTA. The other grant is the Riverstone purchase. The grant has not yet been awarded; an amendment with the purchase and sale agreement pushed the closing out to June 30. They have done a third party review of all the environmental site assessments, geo-tech reports, and compaction observations that have been done over the years. Ms. Fueston has given Mr. Kackman a copy of the environmental site assessment documentation. They will go through the 660 page document prior to signing on the purchase of that property.

She is also working on the RFQ for Paratransit service; it is expected to be out in July/August.

d. Rural Mobility Manager's Report – Susan Kiebert

In Ms. Kiebert's absence, Mr. Don Davis provided the report noting ITD had put out the bid to seek a provider for the intercity service from Moscow to Coeur d'Alene which is due mid-June; they hope to have a provider in place in August. The District Coordination Council is looking

into the potential funding application for FTA's New Ladders of Opportunity Initiative which was announced a couple of weeks ago; nationally, there is \$100M available.

8. Other Business

a. Cost Benefit Analysis for Bicycle Facilities Follow-up – Bonnie Gow

Ms. Gow said it was suggested during the last Board meeting that they look at the cost benefit analysis for bike and ped; there are a variety of methods that can be used for prioritization of projects. The Household Travel Survey done in 2005 for Kootenai County indicated there was a 5% walking community and a 2% biking community. The analysis can be incorporated into the travel demand model, but is time consuming and costly. Ms. Gow commented on the challenge and explained the model was calibrated to vehicles; comparatively, the numbers would be so small to traffic volumes, it may be difficult to justify the cost. All bike lanes/trails and bike/ped counts would have to be incorporated in the model in order for there to be a calibration for those modes in the model. Ms. Gow explained the bike sketch plan method and the cost benefit analysis as alternatives. The matter will be presented to KCATT.

Mr. Mangan said he would like to see the matter presented to KCATT. He commented on the trade-offs and said if there were unspecified funds, and they were to consider health and safety, what factors would be used in deciding to put money into a bike path versus an unsafe intersection – both have their cost and benefits; he said this was the crux of the matter and questioned where you get the most benefit for the public. Mr. Mangan said there must be an objective foundation for making these decisions. The Board agreed with Mr. Mangan's concern.

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

Mr. Miles received a copy of the Notice of Proposed Rule Making for updates to the Federal Transportation Planning Regulations. He noted there were not many changes to the MPO planning regulations for MPOs this size, but said there were significant changes for those areas in rural Idaho in both the planning and programming process of projects.

Across the board, performance measures are becoming a big item at the local, state, and federal level. MAP-21 included a significant conversation about close coordination between these agencies. Mr. Miles explained that the federal government will be making some performance benchmarks; then, the states, in collaboration with the MPOs, are to jointly decide what will be used for the transportation system. He stressed the importance of the collaboration between the agencies since those benchmarks and performance measures will impact the Metropolitan Transportation Plan (MTP) and the Transportation Improvement Program (TIP). ITD will be working on the performance measures and benchmarks for about a year. Although there has been one representative from the MPOs on that subcommittee, he is hoping ITD will ensure the 5 MPOs and the 1 TMA are fully engaged with the elected officials in a broader discussion before the matter is taken to the ITD Board for approval. Mr. Miles said the Statute was clear that there is to be close collaboration and consultation in that process. He would like KCATT and the KMPO Board to see what those benchmarks and performance measures are going to be. Comments to the Federal Register are due September 2, 2014.

Mr. Miles reported the Coeur d'Alene Airport/corridor review facilitation meeting held on June 9th went well; he was appreciative to everyone who participated in the process. He noted the contract with Bracke and Associates included an option to use an independent reviewer. On Tuesday, Ms. Bracke sent Mr. Miles an email recommending they move forward with this option. Mr. Miles noted two requests came out of the facilitation meeting, a side-by-side cost comparison for doing/changing the projects, the other, a side-by-side comparison between the

previous Master Plan and the currently adopted Master Plan – what has changed and the implications of those changes. Mr. Miles noted this would be an additional cost and said Ms. Bracke will put together a cost and change order. Given the nature of the conversation and the interest in getting these questions answered, he felt this would be the most cost effective and efficient way of getting these questions answered without having the jurisdictions to expend additional resources that are already stretched thin.

Mr. Miles provided an update on the acquisition of the property at Riverstone noting TIP Amendment #1 had been submitted in February in order to get the paperwork in place and the grant approved. However, due to a staffing change at ITD during the same time, the matter was overlooked and had not been approved by the ITD Board or submitted to FTA for approval. The Amendment will be presented to the ITD Board next week and sent to FTA the following day; ITD was given June 24th as the deadline. FTA is anticipating the paperwork and aware of the June 30 closing date/deadline.

10. Board Member Comments

Mr. Sverdsten reported on the Burma Road project; problems with the original engineering are causing delays and more money. The project is running behind schedule.

Ms. Whilhelm said will reserve her comments for next month after she has had an opportunity to speak with their Mayor.

Mr. Twete reported Lakes Highway District was moving full steam ahead on their construction, overlay, and reconstruction projects.

Chair Holmes reported the City of Rathdrum was able to validate an old county road which gave them access to 557 acres that is owned by the City. He said it was quite an achievement; the City had been working on finding a way to access this property for about 20 years.

Mr. Miles said he was advised by the City of Hayden that Dick Panabaker would probably be returning to the KMPO Board; the matter will be before the Hayden City Council shortly.

11. Next Meeting – July 10, 2014

12. Adjournment

There being nothing further before the Kootenai Metropolitan Planning Organization Board, and with no objection, the June 12, 2014 Board meeting was adjourned by Chair Vic Holmes.

The regular meeting was adjourned at 2:19 p.m.

Recording Secretary