



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 11, 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 October 9, 2014 KMPO Board Meeting Minutes**
- 4. Public Comments** (limited to non-agenda items 3 minutes).
- 5. KCATT Recap & Recommendations – Gordon Dobler**
 - a. LHTAC STP Urban/Rural/Bridge Application Update and Recommendation
- 6. Administrative Matters**
 - a. October and November 2014 KMPO Expenditures & Financial Report
 - b. KMPO 2014 Financial Audit Report Update
 - c. 2015 KMPO Board Meeting Dates & Locations
 - d. Change of Board Meeting Time
 - e. Election of Officers
- 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 – No Report This Month
 - b. KMC Status Report – Toby Ruhs
 - c. Kootenai County Report – No Report This Month
 - d. Rural Mobility Manager's Report – Susan Kiebert
- 8. Other Business**
 - a. Public Involvement Policy – Updated Draft Release
 - b. Release of Surface Transportation Program Urban Fund Applications
 - c. SH-41 Corridor Study Update Status Report
- 9. Director's Report** (written report included in Board packet)
- 10. Board Member Comments**
- 11. Next Meeting – January 8, 2015**
- 12. Adjournment**

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KOOTENAI METROPOLITAN PLANNING ORGANIZATION
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MEETING MINUTES

Kootenai Metropolitan Planning Organization
Regular Board Meeting
December 11, 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
Jim Kackman	Coeur d'Alene Tribe
Lynn Humphreys	Post Falls Highway District
Rod Twete	Lakes Highway District
Dan Gookin	City of Coeur d'Alene

Board Members Absent:

Linda Wilhelm	City of Post Falls
Richard Panabaker	City of Hayden
Damon Allen	Idaho Transportation Department Dist. 1

Staff Present:

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

Attendees:

John Pankratz	East Side Highway District
Donna Montgomery	Citizen
Monty Montgomery	Lakes Highway District
Jeremy Clark	DEA
Toby Ruhs	Kootenai Health
Susan Kiebert	CTAI

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

Chair Holmes noted there were no changes to the Agenda or Declaration of Conflicts of Interest.

3. Approval of October 9, 2014 KMPO Board Meeting Minutes

Mr. Lynn Humphreys made a motion to approve the October 9, 2014 KMPO Board meeting minutes as presented. Vice Chair Jim Mangan seconded the motion, which passed unanimously.

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

There were no public comments.

5. KCATT Recap & Recommendations – Gordon Dobler

a. LHTAC STP Urban/Rural/Bridge Application Update and Recommendation

Mr. Miles noted KCATT Chair Gordon Dobler was not present; as the scoring and ranking results were not available, the matter was passed over until next month.

6. Administrative Matters

a. October and November 2014 KMPO Expenditures & Financial Report

Mr. Miles noted expenditures to Global Realty Advisor, Coalition for American Gateways and Trade Corridors, and Quality Counts.

Vice Chair Jim Mangan moved to approve the expenditures for October and November 2014. Mr. Jim Kackman seconded the motion, which passed unanimously.

b. KMPO 2014 Financial Audit Report Update

The Board was provided a copy of the 2014 Financial Audit Report. The fiscal year ended September 30; Magnuson McHugh began the audit the third week of October. Mr. Miles noted it was a clean audit and said they were pleased with the way the financial affairs were in order. The Board was asked to review the audit as it will be presented for acceptance next month.

c. 2015 KMPO Board Meeting Dates & Locations

Mr. Miles noted KCATT had reviewed the dates. Once the Board approves the meeting dates and locations, it will be advertised in the newspaper to meet their obligation for notification.

Vice Chair Mangan noted the November 12, 2015 Board meeting was scheduled during the week of the Association of Highways Districts' statewide convention; it is likely the four highway district board members would not be attending that meeting. Vice Chair Mangan suggested it be moved to the week before or the week after the 12th.

Mr. Tondee addressed the request for the meeting time change. The Board of County Commissioners hold a meeting every Thursday at 9:00 a.m. which occasionally runs late. A change of meeting time may prevent the commissioner from attending the Board meetings.

Mr. Humphreys noted the conflicts and recommended polling the Board to determine the best time for the meeting.

Mr. Miles suggested the November 12 KMPO Board meeting be changed to November 19.

With the change of the November 12 meeting date to November 19, Vice Chair Mangan moved to approve the 2015 meeting dates. Mr. Twete seconded the motion which passed unanimously.

d. Change of Board Meeting Time

Chair Holmes no longer had a conflict with the 1:30 p.m. meeting time.

Mr. Miles stated the Council Chambers would not be available at 11:00 a.m. until March and noted Mr. Kackman had previously mentioned a conflict with the time change to 11:00 a.m.

Mr. Kackman stated he would prefer the meeting time stay at 1:30 p.m.

Mr. Kackman made a motion that the Board retain the 1:30 p.m. meeting time for 2015. The motion was seconded by Mr. Twete which passed unanimously.

e. Election of Officers

Chair Holmes noted, in the past, the chair and vice chair traditionally held their positions for a period of two years; both he and Vice Chair Mangan were open to retaining their current seats.

Mr. Humphreys moved to retain the current officers as they stand and revisit the positions next year after the 2 year time period had elapsed. Mr. Rod Twete seconded the motion which passed unanimously.

7. Public Transportation (Informational Items Provided to KMPO)

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a. Citylink Status Report – No Report This Month

b. KMC Status Report – Toby Ruhs

Mr. Ruhs reported a slow month noting the Thanksgiving holiday and medical clinics being closed; he anticipates December to be a slow month as well. There were no accidents or major breakdowns only regular repair and maintenance on the vehicles.

c. Kootenai County Report – No Report This Month

d. Rural Mobility Manager's Report – Susan Kiebert

Ms. Kiebert noted public transportation is now under ITD's Contracting Services which also oversees LHTAC; Mark Bathrick is the program manager. Ms. Kiebert stated the rural transportation system transported large numbers of senior citizens, disabled individuals, and those without vehicles. They are trying to find a way to get veterans to health clinics in Kootenai and Bonner Counties as well as the Veterans Hospital in Spokane. She noted the transportation challenges in Shoshone County. Ms. Kiebert commented on the Mobility Task Force which is made up of 2 MPO directors, four transit providers, and herself. Their goal is the, "development of a realistic, effective and sustainable preferred mobility management solution that provides the best use of tax payer dollars by serving Idaho." They are expected to make major recommendations to the ITD Board in February.

Ms. Kiebert will leave a box of maps and brochures for Mr. Miles to hand out to the jurisdictions. The map, published by LHTAC, includes the counties, local road, local bridge, and state bridge inventories. The brochure was published by the Idaho Transportation Coalition and addresses the need for transportation funding in Idaho.

Mr. Miles noted the Interagency Working Group which is made up of a number of agencies. They are charged with finding a way to more effectively and efficiently work together to address transportation services. He believes they have made great strides in finding ways to work together.

8. Other Business

a. Public Involvement Policy – Updated Draft Release

Work on the Public Involvement Policy draft update began in July and has been before KCATT twice. Mr. Miles said KCATT recommends the KMPO Board move forward to the 45-day public comment period; comments received during this time will be presented to the Board for direction on how they may need to amend the document in order to bring it forward for adoption.

Mr. Kackman moved to advance the Public Involvement Policy to the 45-day public comment period. Mr. Humphreys seconded the motion which passed unanimously.

b. Release of Surface Transportation Program Urban Fund Applications

Mr. Miles noted there were no more projects on the STP urban project list. The project areas are within the urbanized boundary and include Coeur d'Alene, Dalton Gardens, Hayden, Post Falls, and highway districts with property inside the designated boundary. The purpose of the Call for Projects is to create a list of projects that can be processed and prioritized by KCATT; they will then have a list of projects to draw from and present to the Board if funding becomes available. There are two projects in preliminary development which he expects to be moved into the program next year. Mr. Miles noted the importance of having projects in place and ready to go if a funding package becomes available and is why he is seeking their authorization to release a Call for Projects.

Mr. Humphreys made a motion to approve a release for a Call for Projects. Mr. Rod Twete seconded the motion which passed unanimously.

c. SH-41 Corridor Study Update Status Report

Ms. Gow said work on the Highway 41 Corridor Master Plan update continued. She met with the City of Rathdrum, City of Post Falls, Post Falls Highway District and Kootenai County. The Board was given two handouts, the final draft of the existing employment data and the area grown out into the future. She explained the methodology and noted she had worked with the cities in expanding the zoning they provided. As the cities have agreed with the percentages moving forward, Ms. Gow will be putting a new matrix in the model and doing the forecast specifically for the Highway 41 Corridor Master Plan which runs from I-90 to Highway 53 and between Greensferry to Meyer Roads. ITD has agreed to do the Synchro analysis which is expected to be done the end of January. Forty-one traffic counts with turning movements were done for the corridor analysis. The spreadsheets and methodology will be added to the appendix of the final draft document for future reference; the final draft document is expected to be done in April or May. There will be a public comment period. A draft textual document is expected to be complete next month for review by the jurisdictions.

In response to a question from Mr. Sverdsten, Ms. Gow said she would define, include and establish a percentage for farmland. Mr. Miles noted the Cities of Post Falls and Rathdrum have different land use zoning codes. As such, Ms. Gow went through a process with each of them in order to translate their zoning into the set of land use categories developed in the original plan. Ms. Gow will give a PowerPoint presentation on the corridor update month.

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

Mr. Miles noted he would expect to be presenting some amendments to the 2014 Transportation Improvement Program (TIP) to the Board in January. He explained there may be a delay in the Federal Highway Administration's approval of the 2015 program. If so, he is

aware of 4-5 projects that may need to be put into the existing 2014 program until the 2015 TIP is approved.

10. Board Member Comments

Mr. Tondee said there was a meeting to discuss the Airport Master Plan with the jurisdictions Wednesday afternoon; the FAA, ITD, and aeronautics will be attending. Mr. Tondee noted this was his last KMPO Board meeting and said it was an honor to serve the citizens of Kootenai County in this role and appreciated the patience of the Board in this process.

Chair Holmes commented that he appreciated Mr. Tondee keeping the Board informed; he will be attending the meeting Wednesday. Chair Holmes reported the American Legion would be opening a post in the City of Rathdrum.

Mr. Kackman stated he appreciated all the work Mr. Tondee had done in public transit during the time he was a county commissioner and thanked him.

Mr. Humphreys thanked Mr. Tondee for doing a good job while in office. He thanked the KMPO staff for their work and for keeping the Board well informed; he wished them an enjoyable holiday season.

Mr. Twete echoed Mr. Humphreys' statements and said Mr. Tondee would be missed. He also thanked the staff for keeping them well informed. Lakes Highway District is preparing for snow.

Mr. Gookin wished everyone a Merry Christmas.

11. Next Meeting – January 8, 2015

12. Adjournment

There being nothing further before the Kootenai Metropolitan Planning Organization Board, Chair Holmes adjourned the December 11, 2014 meeting without objection.

The regular meeting was adjourned at 2:20 p.m.

Recording Secretary