



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  
January 8, 2015 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 – Mayor Vic Holmes, Chair**
- 2. Changes to the Agenda and Declarations of Conflicts of Interest**
- 3. Approval of December 11, 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. December 2014 KMPO Expenditures & Financial Report
  - b. KMPO 2014 Financial Audit Report - Acceptance
  - c. Legal Services Retainer Agreement – Approval
  - d. Public Involvement Policy – Update
- 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 – Jodi Bieze
  - d. Rural Mobility Manager's Report – Susan Kiebert
- 8. Other Business**
  - a. SH-41 Corridor Study Land Use Update PowerPoint Presentation – Bonnie Gow
- 9. Director's Report** (written report included in Board packet)
- 10. Board Member Comments**
- 11. Next Meeting – February 12, 2015**
- 12. Adjournment**

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**MEETING MINUTES**

Kootenai Metropolitan Planning Organization  
Regular Board Meeting  
January 8, 2015  
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
Linda Wilhelm	City of Post Falls
Dick Panabaker	City of Hayden
Lynn Humphreys	Post Falls Highway District
Monte Montgomery	Lakes Highway District
Dan Gookin	City of Coeur d'Alene

Board Members Absent:

Unfilled @ Present	Kootenai County
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, KMPO Volunteer
Don Davis	ITD
Barbara Babic	CTAI
Allen Eirls	Citylink
Jody Bieze	Kootenai County
Terry Wall	Citizen

**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 December 11, 2014 KMPO Board Meeting Minutes**

**Mr. Jim Mangan made a motion to approve the December 11, 2014 KMPO Board meeting minutes as presented. Mr. Lynn Humphreys 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

No recommendations at this time.

## 6. Administrative Matters

- a. December 2014 KMPO Expenditures & Financial Report

**Mr. Jim Mangan moved to approve the expenditures for December 2014. Mr. Lynn Humphreys seconded the motion, which passed unanimously.**

- b. KMPO 2014 Financial Audit Report Acceptance

The Board was given a copy of the 2014 Financial Audit Report during the December meeting.

Mr. Mangan called attention to the statement at the bottom of page one and congratulated Mr. Miles on a good report.

**Mr. Jim Mangan made a motion to accept the KMPO 2014 Financial Audit Report as presented. Mr. Terry Sverdsten seconded the motion, which passed unanimously.**

Chair Holmes noted Mr. Miles had done a good job and said he understood the audit came back as a textbook example.

- c. Legal Services Retainer Agreement - Approval

During a meeting last fall, the Board gave direction to obtain expert legal counsel regarding matters surrounding transportation and the airport. Mr. Miles contacted KMPO's attorney, Witherspoon Kelley, to determine if there would be a possible conflict of interest within the firm as they also represent at least one of the property owners involved in the airport matter. W-K determined there was a conflict of interest but would be able willing to review a firms references to assist KMPO in finding council who would be available for advice as it related to projects and environmental matters. Mr. Miles said W-K reviewed Ms. Barbara Lichman, PhD, with Buchalter-Nemer PLC. Mr. Miles noted Ms. Lichman was currently provides legal services representing Bonner County on environmental and FAA related matter. After reviewing Ms. Lichman's credentials and resume, Mr. Swartz recommends her as legal counsel or providing legal counsel. Mr. Miles noted there would be no billing until there was a scope of work developed, but wanted to get the retainer agreement before the Board in the event they needed to discuss the NEPA environmental document with the FAA as it relates to Huetter Corridor. He would work with stakeholders in putting together the scope of work.

Mr. Humphreys, commented that it would be to the Board's advantage to have a retainer in place, so that if they do have instances where representation is needed, they would already have legal counsel available and in place.

**Mr. Lynn Humphreys made a motion to approve the retainment of the legal firm as discussed to provide legal counsel to KMPO. Mr. Jim Mangan seconded the motion, which passed unanimously.**

- d. Public Involvement Policy - Update

Based on the Boards direction to release the Public Involvement Policy, the Notice of Availability was advertised in the newspaper January 2<sup>nd</sup>, January 15<sup>th</sup> and January 30<sup>th</sup>. The policy has a 45 day comment period. Mr. Miles said he would be sending out subsequent emails asking different groups for their input. Comments received will be presented to the Board for their

consideration. The Public Involvement Policy will be updated based on the Board's recommendation. The Final Draft is expected to be presented to KCATT in March; following their approval, the Policy will be presented to the Board for final approval.

Mr. Miles noted the Policy included options on how they can ensure engagement of other modes of transportation in the public involvement process. The two options discussed were a stand-alone multi-modal committee and adding additional people to the KCATT committee. These options were left open for public comment; the Board will make the final decision. Mr. Miles said if anyone had questions they were free to call, write, email or text their comments.

## **7. Public Transportation (Informational Items Provided to KMPO)**

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### **a. Citylink Status Report – Alan Eirls**

Mr. Eirls reported December as a quiet month. Ridership has been climbing over the past four months; there has been an increase of approximately 1,000 compared to ridership a year ago. There were no injuries or accidents to report.

### **b. KMC Status Report – Toby Ruhs**

Mr. Ruhs reported ridership was up a bit compared to last month. There have not been any major breakdowns; spark plugs were replaced on all the buses last month.

### **c. Kootenai County Report – Jodi Bieze**

Ms. Bieze reported 1,612 individuals were transported on the Paratransit side, 1,624 trips completed, 13,160 vehicle miles, 11,659 revenue miles, on time performance was 98.5%.

Chair Vic Holmes congratulated Ms. Bieze on their on-time percentage.

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

Ms. Kiebert was not in attendance. Barbara Babic provided the mobility report. Ms. Babic introduced herself as a member of the District Coordinating Council (DCC) in District 1 and reported on the mobility managers' task force. They have had 2 meetings, will have 2 more and expect to wrap up sometime in February; a report will follow. Major issues are coordination with the large urban providers, the organization of the mobility management function statewide and the overall funding. With the exception of Boundary County, every county is served in some way by a public transportation system, she added that in April there will be an on-demand service that will be provided in Boundary County.

Ms. Babic, said, late last spring, the DCC recommended to ITD that services be expanded and the amount of \$60,000 was allocated for that service. The service will run 3 days a week with 2 days strictly in Boundary County and 1 day to Sandpoint. There are a lot of veteran services, doctors, medical facilities and shopping available in Sandpoint. The local matching funds have been committed by Boundary County in the amount of \$10,000 in kind and cash, and just the past week, the City of Bonner's Ferry committed \$10,000 cash match, and there is a \$10,000 contract with the Area Office on Aging. The Boundary service will be run through the SPOT Bus System which is in Bonner County they will administer the services since it was already in place and made sense at a cost-effectiveness measure to have SPOT administratively run that service. Ms. Babic said that this new service probably represents the last expansion project of

the rural public transportation in the foreseeable future. With the election of the new commissioners in Shoshone County, ITD and Ms. Kiebert will be meeting with the county, they serve as the recipient of the PT dollars in the Silver Valley and their demand is greater than the system can provide. They are hopeful to capture other existing public funds like the Office on Aging, the Department of Health & Welfare, and Veterans to expand the service in the Silver Valley. The current service is at full capacity. The last thing is the LHTAC maps are available if you need any Ms. Kiebert can get additional copies to you.

## **8. Other Business**

### **a. SH 41 Corridor Study Land Use Update PowerPoint Presentation – Bonnie Gow**

Ms. Gow gave a presentation on the SH 41 Corridor Study Land Use Update. She mentioned that the last update was in 2002 completed by the Transpo Group, and the purpose of the update the intent is to update the plan in order to identify the existing and future deficiencies along the corridor. This includes topics such as high accident locations, the congestions using future model volumes and level of service, land use changes, corridor access and potential funding. Ms. Gow stated that she has been working with the City of Post Falls, the City of Rathdrum, ITD, Post Falls Highway District and Lakes Highway District.

In her presentation, Ms. Gow mentioned things that have been added to this update such as: developer driven projects, existing land use percentages, population growth, jurisdictional comprehensive plans, railroad grade crossing collisions summary, non-permitted and permitted approach locations along the corridor, non-motorized bike-pedestrian map,. The report will be including all of the methodology within the appendix in order to provide a clear understanding on how the calculations were made for this update.

Ms. Gow indicated the original SH 41 Corridor master plan was never adopted by ITD or the City of Post Falls, and that one of the update goals is to get the revised plan approved and to be used as a guidebook. There were three scenarios in the original SH 41 Corridor Master Plan. The preferred alternative was the Compact Mixed Land Use scenario (which was a moderate approach) and is the only scenario being revised in this update. The corridor has been extended in this update from 6 to 7.9 miles to include the City of Rathdrum. The land use densities have been updated working with both the City of Rathdrum and the City of Post Falls, along with the land use percentages of growth for the future.

Some of the growth percentages had to be revised from what the jurisdictions originally proposed for future growth throughout the corridor, because the existing land use percentages were higher than what was originally realized for institutional and office employees, so the projections for those land use categories had to be increased to show the existing growth plus future growth. This was done in collaboration with the City of Post Falls and the City of Rathdrum Planning Department in order to obtain concurrence on the modifications. There may still be some slight changes in the next couple of weeks as we get closer a final concurrence from the jurisdictions before moving forward.

Ms. Gow, explained that she still needs to put numbers from the GIS analysis into the model, develop new matrices, run the model and then get the model volumes to ITD in order for them to conduct Synchro analysis at several intersections. ITD has graciously agreed to do the Synchro intersection analysis and indicated they would be available to begin the analysis by the end of January. Ms. Gow anticipated having the full draft text document completed by mid-February and available to KCATT for review. The first public open house has been tentatively identified around the middle of March and she is hopeful the entire SH 41 Corridor Master Plan

can be completed by June 2015. KMPO anticipates having at least 2- 3 public open houses to get the public's input.

Ms. Wilhelm, asked when making the calculations for the land use, if Ms. Gow had taken into consideration the tax-credits that the State passed last year. She mentioned that they were getting 4 inquiries per year from companies that wanted to move into the area, prior to that tax initiative passing. Now, they are receiving more than 4 inquiries per month on businesses that are inquiring about moving their business to a location within the corridor.

Ms. Gow, said that she had sat down with Jon Manley at the City of Post Falls on the percentages of future growth, but was unsure if that had been considered. Ms. Gow indicated she would discuss it with him. Ms. Wilhelm suggested that she also speak with Shelly Enderud. Ms. Gow commented she would do that.

Ms. Wilhelm asked if the population growth numbers within the document can be routinely updated as we see changes the population percentages and numbers between now and 2035.

Mr. Miles answered saying that once this becomes an adopted document, KMPO will take those approved elements and incorporate them into the Metropolitan Transportation Plan, which is updated on a regular basis.

Mr. Miles also indicated the modeling is based on everyone's best guess about what is going to happen; however we still need to have a control total for employment and population at the County level. The forecast is then distributed based on growth rates from each jurisdiction's geographic area for the previous ten years to make the calculations. If you don't stay within a control total for both population and employment, one might often see the accumulation of individual estimates for the population and employment to be about 3 times what is a realistic. KMPO spends a significant amount of time working with individual agencies to ensure that as the control total for the county is disaggregated, the individual jurisdictions are accurately being reflected based on the last 5-10 years of growth and economic development.

Ms. Wilhelm asked, when you look at the land use and change it, who changed it, was it you, or was it the cities?

Mr. Miles, answered saying he thinks the distinction is more in anticipated implementation of the land use plans and the interpretation in your plans on the growth per acre, and what your land use plan says is going to be there. The update is still using the jurisdictions land use plans, in a manner that Jon Manley from the City of Post Falls and Staci Armes from the City of Rathdrum are saying, which is still consistent with the plan. The question becomes whether or not that plan is going to occur over 5 years, ten years or 15 years. To make the analysis work, those estimates have to be entered into the model to determine the land use density over time within those areas. It is the anticipated growth within those land use categories that are expected to occur within the 25 year horizon.

Ms. Wilhelm, questioned if you go to the land use densities and a big box retail store wanted to locate out on this corridor and if they had more than 61 employees per acre would they not get a building permit?

Mr. Miles, said no, you would be looking across all the land where the land use plan anticipates 61 employees per acre. In reality you're probably not going to have that density on every acre designated with that density across the entire corridor, you're going to have development grouped into areas. Some areas are designated for parking, roads or landscaping; however, you are still looking at that summed total within that land use category acre across the

geographic area. It just means it's going to likely be clustered into one area, rather than spread like peanut butter across every acre.

Ms. Wilhelm asked Ms. Gow if she could talk about this more sometime. Ms. Gow said she would be willing to do so.

Mr. Miles, added that a good example of that is where Cabela's went in. The previous plan said that there was going to be 20 or 30 people per acre. So, then a Cabela's or Walmart are put it and all of a sudden on that 10 acre parcel the number of employees goes way up. But, there is nothing else surrounding the building because it's consumed in parking lot, so you're spreading that large number of employees across the larger acreage.

Chair Holmes, asked if this was available on our website?

Ms. Gow, replied that is was not yet, but that it will be when the draft is finished for public comment.

Mr. Mangan, asked a question on page 7 where you look at that land use example percentage #2 it shows existing employees of 1022 and the revised employees in 2035 is 1027, so does that preclude that the zone is pretty well built out?

Ms. Gow, answered yes, that is why if the planners wanted to look at that and increase that percentage to show a little more growth they still can. Ms. Gow said that she does need the planners to look at it one last time before she moves forward, that she sat down with the planners and they were comfortable with the numbers, but that it is their call, not hers or KMPO's.

Mr. Mangan, asked on page number 2, the list of segments of information and asked if they could be posted individually for example the railroad grade crossing collision summary?

Ms. Gow, said she had pulled it out of the current MTP and updated the numbers, but that we will post the segments on the website.

Mr. Miles commented that he wanted to point out the fact that one of the things we have found going through the update was the importance of real close coordination with the jurisdictions and in this case, in the case of an institution where you have school and hospitals and things like that, they had property but they hadn't built schools. Now they have built schools on them and in the update it shows up. So the original plan may have said by 2030 you're going to have a 1000 students or employees, but the reality was that they built the additional schools out and even though it was in the 20 year horizon they showed up earlier rather than later. This shows the need for updating. The other thing is that if you look at the Post Falls section on Highway 41, just down by I-90, where you have the Idaho Department of Labor and other institutional facilities. They just show up. You can anticipate them, but no-one really knows for sure where they are going to get built. That is the importance of updating these plans on a regular basis.

Ms. Gow added they only have a check on the population at the decennial census every ten years, so in-between they have to estimate the population and use historical growth rates for that but that they also double check estimates using whatever information they can find, such as real estate reports, air sage data for reasonableness and compare it as well to other consultants reports to see how close the estimate is.

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

ITD is moving to a new approach in developing the Transportation Improvement Plan (TIP) and the State Transportation Improvement Plan (STIP) this year. Mr. Miles said ITD has done a

good job of developing a software program called OTIS, Office of Transportation Investment System which integrates project tracking in real-time. Training in the Districts will begin later this month and go through April. Mr. Miles said they would be putting together the next Transportation Improvement Program (TIP). The initial phase is expected to begin in April or May. He wanted everyone to be aware that there would be upcoming discussions on projects, project updates, and program of projects and said they will start earlier so they can use OTIS to develop the program.

## **10. Board Member Comments**

Mr. Sverdsten noted things in East Side Highway District were going well; they had received one complaint, but had anticipated it.

Ms. Wilhelm noted the Spokane Street project was nearly complete; landscaping will be finished in the spring. Ms. Wilhelm said the City was thankful to the Tribe for giving them the 5 foot aluminum fish.

Mr. Panabaker commented on the recent meeting with Kootenai County and the FAA. He said there were some good points made, thanked Mr. Miles and asked if there were any updates.

Mr. Miles noted the City of Hayden staff had met with TO Engineers and with the FAA regarding the Ramsey Road project, but did not know the status of the FAA environmental document.

Mr. Humphreys thanked Mr. Panabaker for his comments at that meeting. Post Falls Highway District is ready to put out bids for crushing materials as well as other things. The Prairie Avenue project has gone well; they are finishing the project up.

Chair Holmes report the City of Rathdrum is in winter maintenance mode.

In response to an inquiry from Mr. Gookin regarding efforts being made in the legislature to address the gas tax, Mr. Miles said there was an interest on the part of ITD and some leadership to have the discussion. He noted the State Legislature was about to go into session and said Congress realizes they will need to do something by May 15<sup>th</sup>. North Dakota Senator Thune has commented that a gas tax increase and other options must be on the table for discussion. Mr. Miles noted the falling price of fuel and said whatever is brought forward must be well thought out and defined as to how those funds might be used.

## **11. Next Meeting – February 12, 2015**

## **12. Adjournment**

There being nothing further before the Kootenai Metropolitan Planning Organization Board, Chair Holmes adjourned the January 8, 2014 meeting without objection.

The regular meeting was adjourned at 2:33 p.m.

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Recording Secretary