



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
March 12, 2015 1:30 pm**

Post Falls City Council Chambers, Post Falls City Hall, 1st Floor
408 N. Spokane Street, Post Falls, Idaho

REVISED AGENDA

- 1. Call to Order – Mayor Vic Holmes, Chair**
- 2. Changes to the Agenda and Declarations of Conflicts of Interest**
- 3. Approval of February 12, 2015 KMPO Board Meeting Minutes**
- 4. Public Comments** (limited to non-agenda items 3 minutes).
- 5. KCATT Recap & Recommendations – John Pankratz**
 - a. Public Involvement Plan Update – Acceptance
 - b. Early Acquisition Program Project – 2016-2020 Program
- 6. Administrative Matters**
 - a. February 2015 KMPO Expenditures & Financial Report
 - b. 2016-2020 Transportation Improvement Program Update Timeline
 - c. Public Involvement Plan Update – Acceptance
 - d. Early Acquisition Program Project – 2016-2020 Program
- 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. Kootenai County Urban and Specialized Transit Report – Todd Tondee
 - b. Rural Transit Report – Alan Eirls
 - c. ITD Mobility Manager's Report – Susan Kiebert
- 8. Other Business**
 - a. KMPO 2015-2019 Transportation Improvement Program Amendment #2 – ITD I-90 Restoration Project and Updating Key Numbers of Various Projects
- 9. Director's Report** (written report included in Board packet)
- 10. Board Member Comments**
- 11. Next Meeting – April 9, 2015**
- 12. Adjournment**

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MEETING MINUTES

Kootenai Metropolitan Planning Organization
Regular Board Meeting
March 12, 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
Marc Eberlein	Kootenai County
Linda Wilhelm	City of Post Falls
Jim Kackman	Coeur d'Alene Tribe
Monty Montgomery, Alternate	Lakes Highway District
Dan Gookin	City of Coeur d'Alene

Board Members Absent:

Dick Panabaker	City of Hayden
Lynn Humphreys	Post Falls Highway District
Rod Twete	Lakes 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:

Alan Eirls	Citylink
Donna Montgomery	Citizen, KMPO Volunteer
John Pankratz	East Side Highway District
Terry Wall	NWPOA
Christopher DeLorto	HDR
Lisa Key	DEA
Sean Hoisington	City of Hayden
Todd Tondee	Kootenai County

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

Mr. Jim Mangan made a motion to approve the Agenda as presented. Ms. Linda Wilhelm seconded the motion, which passed unanimously.

3. Approval of February 12, 2015 KMPO Board Meeting Minutes

Mr. Jim Mangan made a motion to approve the February 12, 2015 KMPO Board meeting minutes as presented. Ms. Linda Wilhelm 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 – John Pankratz

a. Public Involvement Plan Update – Acceptance

Mr. John Pankratz stated KCATT recommended the approval of the Public Involvement Policy as presented to the Board and the expansion of its membership to include up to 5 ex-officio members from the public that could represent interests such as non-motorized (walking and biking), rail, trucking, aviation, and public transportation.

Mr. Gookin asked for clarification on how “ex-officio” was being defined and noted if an ex-officio member is a non-voting member, it must be defined in the by-laws otherwise, all members would be considered voting members.

Mr. Miles stated the two options for the public members would be voting or non-voting. He noted this was a policy decision for the Board and how they want that structured.

b. Early Acquisition Program Project – 2016-2020 Program

KCATT also recommended approval to add to the 2016-2020 draft program the establishment of an Early Acquisition Program to provide for the capability to acquire right-of-way in order to protect existing and future transportation corridors in advance of programming projects for construction. Subject to Federal funding, the level would be approximately \$250,000 a year.

6. Administrative Matters

a. February 2015 KMPO Expenditures & Financial Report

Mr. Miles noted a change in telecommunication service providers will save \$100 a month.

Mr. Jim Mangan moved to approve the expenditures for February 2015. Ms. Linda Wilhelm seconded the motion, which passed unanimously.

b. 2016-2020 Transportation Improvement Program Update Timeline

Mr. Miles noted ITD had requested the Transportation Improvement Program (TIP) updates by March 31. The Federal Highway Administration and Federal Transit Administration will be attending the Urban Balancing meeting in Boise on April 16. As a result of that meeting, the format of the projects going into the TIP may change. ITD and KMPO anticipate having the same public notification period in June/July with action in August/September. If a Bill before Congress provides more funding, there may be amendments before the Board in the May timeframe. Additional funding would allow them to advance projects currently in the program making room for additional projects. They are working with ITD in the new software program to ensure their programs align and to help streamline amendments. As part of their full adoption, by reference, ITD adopts the program the KMPO Board adopts which typically takes place in September/October. The issue with Federal Transit not recognizing ITD’s adoption by reference has been resolved.

c. Public Involvement Policy Update – Acceptance

Mr. Miles noted they had been working on the Public Involvement Policy since July/August 2014. Some modifications were made after the Board had done their initial review. It was

brought back to the Board in December and authorized to be released for a 45 day public comment period. The comment period ran from January 2 to February 15, was advertised in the Coeur d'Alene Press three times and posted to the KMPO Board website. Outside of the comments received on the initial draft in July/August of last year, there were no comments or feedback received.

Prior to adopting the Policy, the Board would need to address the outstanding matter of how to include more modes of transportation in overall conversations. Mr. Miles said the options were to create a separate multi-modal committee that would meet quarterly in conjunction with the development of the TIP and work program or to add representatives from up to 5 different modes of transportation which would require the Board to decide whether or not to make those representatives voting or non-voting members. KCATT Chair John Pankratz explained the committee's recommendation was to add up to 5 additional non-voting members. Mr. Miles noted the rationale behind their decision was the five members would represent special interest groups whereas current KCATT voting members represent local jurisdictions. Mr. Miles said the final decision and approval of the Plan was up to the Board.

Mr. Miles did not believe it would be difficult to find the 5 non-voting members especially if they believed they would have a legitimate conversation and the ability to engage in the development of the plans and projects. He understood KCATT wanted to see if there was any interest from these special interest groups. They could discuss the transitional step of giving these positions full voting membership in 1-2- years.

In response to a question from Mr. Gookin, Mr. Miles stated there were currently 10 voting members on KCATT. They were considering adding 5 more; as voting members, this group would be the minority. Mr. Miles stated the reason behind making them non-voting members is that KCATT is a group comprised of jurisdictions who have representation on the Board. The KMPO Board's staff is an extension of their being on the Board. The 5 representatives are not an extension of the Board and do not represent local jurisdictions, but special interest groups.

Mr. Gookin stated he supported making the 5 additional members voting members.

Mr. Miles noted the 5 members would be appointed by the KMPO Board. He said if they were going to add the 5 members to the committee, those individuals need to be recognized as having some position the Board recognizes – there should not be a question of whether or not those people are a legitimate part of the process before the Board. He felt there was a genuine interest on the part of everyone to get more modes of transportation involved in the discussion.

Mr. Mangan moved that the Board approve the KMPO Public Involvement Policy and that they add to KCATT 5 non-voting members to address matters that do not fall formally within the jurisdictions of KMPO. Ms. Wilhelm seconded the motion.

Mr. Gookin noted that he would be voting against this decision because he felt they should be voting members. He suggested the language in the Policy use the term “voting member” or “non-voting member” as opposed to “ex-officio.”

Mr. Mangan restated his motion to change the language from “ex-officio” member to “non-voting” member. Ms. Wilhelm seconded the motion. The motion passed with one nay.

d. Early Acquisition Program Project – 2016-2020 Program

Mr. Miles noted the Early Acquisition Program was presented to KCATT. Federal Highways, with MAP-21, supplemented what was called advanced Right-of-Way Acquisition to what is now

called the Early Acquisition Program; the fundamental difference is that in the Early Acquisition Process, acquisition of right-of-way does not have to be tied to an actual construction project, if there is sufficient planning done by the MPO and by the State or local jurisdictions identifying future right-of-way needs, and if they go through this process outlined by Federal Highway Administration. Jurisdictions and agencies can use Federal Highway funds to acquire right-of-way in advance of a project being in the TIP. Mr. Miles noted the National Environmental Policy Act (NEPA) requires an analysis on the property itself, but not a NEPA assessment on the entire project. There are several examples throughout the county. This would allow ITD or local jurisdictions to use these funds to acquire sliver pieces of right-of-way. Mr. Miles explained the advantages to the property owner and the jurisdictions and noted it was still subject to available funding that would have to go through the Urban Balancing program. Mr. Miles also indicated it would be a step forward and only available to willing property owners and noted the law did not provide for condemnation.

Mr. Mangan moved that the Board approve the Early Acquisition Program 2016-2010. Ms. Wilhelm seconded the motion which passed unanimously.

7. Public Transportation (Informational Items Provided to KMPO)

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a. Kootenai County Urban and Specialized Transit Report – Todd Tondee

Mr. Tondee requested clarification on the motion to add 5 members to KCATT who were not represented by a jurisdiction. He thought part of the intent was to put someone like himself, someone from transit or from the airport, to take part in the conversations.

Mr. Miles noted the intent was to have members from the public – not members from another jurisdictions as they currently have designated members from each jurisdictions. One of the comments received was from a member of the public stating that they had not had the opportunity to engage. Each jurisdiction already has representation on KCATT. They will be looking for people from the general public.

Mr. Tondee provided a transit report; the first two pages were a summary of the Kootenai County Transit System. He noted the many different types of funding mechanisms, the service, and the responsible agencies. Kootenai County is moving toward a more formal oversight, working with their partners, the Tribe and Kootenai Health, to ensure they are meeting all the requirements and assurances of the grant.

He noted the grant application for 2015 includes dollars for the transit center. Those have been apportioned by FTA. The grants have been submitted; approval is expected any day. Mr. Tondee noted they were waiting for approval on all their 2015 grants.

b. Rural Transit Report – Alan Eirls

Mr. Eirls commented on an updated ridership report. On March 4th, they were given notice by ITD to get their grants together for the 2016 year due to the extension of services as opposed to granting new services. It was submitted yesterday afternoon. Ridership was down almost 1K people from last February which he believed was, in part, due to fuel prices over the last year.

Mr. Miles stated weather affected all transit systems; he noted the open winter including the month of February and said people are more inclined to use transit when the weather is inclement.

c. ITD Mobility Manager's Report – Susan Kiebert

Ms. Kiebert was not present. No report was provided.

Mr. Miles said ITD had an extensive analysis conducted on the mobility management program and is in the process of restructuring the program. The advertisement for District mobility managers is out. They are currently in a transition period. Mr. Miles noted there was a significant financial deficit in the rural program. He believed this is an attempt to transition the program to be more efficient and what they do to get more service delivery. ITD had a multi-year contract with Community Transportation Association of Idaho (CTAI); the contract has or is about to expire. The mobility managers are expected to be contract employees of ITD or eventually, District employees for ITD.

Mr. Don Davis noted that currently, mobility managers were CTAI employees.

8. Other Business

a. KMPO 2015-2019 Transportation Improvement Program Amendment #2 – ITD I-90 Restoration Project and Updating Key Numbers of Various Projects

Mr. Miles explained ITD had created an email account for him, but did not make him aware of its existence. In December, they sent an email to that email account regarding an amendment they wanted to process to KMPO's TIP. ITD Headquarters submitted an obligation request for the I-90 restoration project in Coeur d'Alene to Federal Highway Administration (FHWA); however, it was rejected by FHWA because it was not included in KMPO's TIP. The email requesting the amendment to KMPO's TIP was sent December 23, 2014, but had not been received by Mr. Miles as it had been sent to the unknown email account; the matter has been resolved. As part of ITD's normal STIP development, there was a public involvement process; this would put this reconstruction project on I-90 through the City of Coeur d'Alene in a couple of years. During this process, they also discovered ITD had updated key numbers which are used to track projects. Approval of Amendment #2 is necessary as it would include in the TIP the project ITD had requested and updates to the key numbers for safety projects that had been previously awarded.

Mr. Mangan moved the Board approve the KMPO 2015-2019 TIP Amendment #2. Mr. Monty Montgomery second the motion which passed unanimously.

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

Mr. Miles noted there would be an Urban Balancing Committee in April. They received notice from the Local Highway Technical Assistance Council (LHTAC) that they have a project that is scheduled for 2015 for construction. The engineering's estimate came in at \$3.2M; the project was originally expected to cost \$1.2M. The small jurisdiction who has this project will not be able to come up with additional \$2M to cover the project. LHTAC is looking for other urbanized projects that might be able to stand in the gap in order for them to obligate those funds this year. Mr. Miles noted the Seltice Way Congestion Mitigation project in Post Falls was nearly \$2.3M and has been recommended; however, there a \$1M gap in the funding. Mr. Miles said delaying the City of Coeur d'Alene's Seltice Way project a year would provide approximately \$425,000 toward the project leaving \$600,000 of funding needed. The City of Post Falls has been advised. Mr. Miles said they will not know what other projects have come forward.

10. Board Member Comments

Mr. Gookin commented that he found it disappointing that a Board composed mostly of elected officials would create a sub-committee and deny members of the public a vote.

Mr. Montgomery commented on the additional KCATT members and said rather than the KMPO Board deciding on the 5 representatives, he felt the different groups should select their own representative.

Mr. Miles recognized that there were a lot of groups and noted it was hard to identify who they are. He said it was important to reach out to a broad array of people who represent those interests, find out who has interest in participating and leave the decision up to this Board. Mr. Miles said he did not believe they wanted to deny anyone's ability to apply for it and whomever the Board selects should be able to respond to the aspects of that mode of transportation from an informed and broad range standpoint rather than a narrow standpoint.

Ms. Wilhelm commented to Mr. Gookin regarding his remark and said she felt it was a fair way to get the 5 people on the KCATT committee and, as Mr. Miles said, maybe in a year they can reevaluate and make them voting members. Normally she would agree with Mr. Gookin; however, she realizes it is a big committee and already has 10 people; adding 5 more makes it an even bigger committee...a lot of people. She is hoping they can look at that down the road.

Mr. Miles committed to the Board that they would revisit it and bring it back to the Board in the future to gain their perspective, see how it is going, and what changes they can make after that. He did not believe this was a static change.

Mr. Sverdsten also commented on Mr. Gookin's remark and said they should be cautious about adding people who represent special interests as full fledged voting members; noting they would be giving them voting rights to the broad spectrum of the activities of the committee. Mr. Sverdsten noted the committee members have a great understanding of their actions and responsibilities reiterating they should be cautious in allowing that segment to have the voting rights of standing committee members.

11. Next Meeting – April 9, 2015

12. Adjournment

There being nothing further before the Kootenai Metropolitan Planning Organization Board, Chair Holmes adjourned the March 12, 2015 meeting without objection.

The regular meeting was adjourned at 2:17 p.m.

Recording Secretary