



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 14, 2015 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 – Commissioner James Mangan, Vice Chair**
- 2. Changes to the Agenda and Declarations of Conflicts of Interest**
- 3. Approval of March 12, 2015 KMPO Board Meeting Minutes**
- 4. Public Comments** (limited to non-agenda items 3 minutes).
- 5. KCATT Recap & Recommendations – John Pankratz**
 - a. Amendment #3 2015 TIP Approval - East Side Highway District
- 6. Administrative Matters**
 - a. March 2015 KMPO Expenditures & Financial Report
 - b. April 2015 KMPO Expenditures & Financial Report
 - c. Public Involvement Plan – Update
 - d. FY 2016 Draft Budget and 2015 Budget 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. Kootenai County Urban and Specialized Transit Report – Todd Tondee
 - b. Rural Transit Report – Alan Eirls
- 8. Other Business**
 - a. 2015-2019 KMPO Transportation Improvement Program Amendment #3 East Side Highway District Guardrail Project – Project increase 2015 \$48k Engineering
- 9. Director's Report** (written report included in Board packet)
- 10. Board Member Comments**
- 11. Next Meeting – June 11, 2015**
- 12. Adjournment**

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MEETING MINUTES

Kootenai Metropolitan Planning Organization
Regular Board Meeting
May 14, 2015
Post Falls City Council Chambers, City Hall, First Floor
Post Falls, Idaho

Board Members in Attendance:

James Mangan, Vice Chair	Worley Highway District
Terry Sverdsten	East Side Highway District
Marc Eberlein	Kootenai County
Richard Panabaker	City of Hayden
Jim Kackman	Coeur d'Alene Tribe
Rod Twete	Lakes Highway District
Dan Gookin	City of Coeur d'Alene

Board Members Absent:

Vic Holmes, Chair	City of Rathdrum
	City of Post Falls
Lynn Humphreys	Post Falls Highway District
Damon Allen	Idaho Transportation Department Dist. 1

Staff Present:

Glenn Miles	Executive Director
Bonnie Gow	Senior Transportation Planner

Attendees:

Todd Tondee	Kootenai County
Monty Montgomery	Lakes Highway District
John Pankratz	East Side Highway District
Donna Montgomery	Citizen, KMPO Volunteer
Alan Eirls	Citylink
Robert Palus	City of Post Falls
Christopher DeLorto	HDR
Sean Hoisington	City of Hayden

1. Call to Order – James Mangan, Vice Chair

The regular meeting of the Kootenai Metropolitan Planning Organization Policy Board was called to order by Vice Chair James Mangan at 1:30 p.m. He commented that a few Board members were missing, but said they did have a quorum. Vice Chair Mangan noted he would conduct the meeting in Chair Vic Holmes' absence.

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

Mr. Richard Panabaker made a motion to approve the Agenda as presented. Mr. Jim Kackman seconded the motion, which passed unanimously. Vice Chair Mangan stated no one indicated a conflict of interest.

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

Mr. Terry Sverdsten made a motion to approve the March 12, 2015 KMPO Board meeting minutes as presented. Mr. Richard Panabaker 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. Amendment #3 2015 TIP Approval - East Side Highway District

Mr. John Pankratz stated KCATT recommended the approval of Amendment #3 to the TIP which is also listed on the agenda as item 8.a.; Mr. Miles included a memo in the Board packet. Amendment #3 is to increase the TIP amount by \$48,000 for engineering purposes.

Mr. Terry Sverdsten moved to approve the 2015 TIP Amendment #3. Mr. Panabaker seconded the motion.

Mr. Miles noted the matter was also listed under Other Business (8.a.) to address the Board's acceptance; this method works well when there are several KCATT recommendations.

The motion passed unanimously.

6. Administrative Matters

a. March 2015 KMPO Expenditures & Financial Report

b. April 2015 KMPO Expenditures & Financial Report

Mr. Miles noted the Director's Report reflects they are on track and at 46% of the budget on the year which is where they expected to be.

Mr. Rod Twete moved to approve the expenditures for March and April 2015. Mr. Richard Panabaker seconded the motion, which passed unanimously.

c. Public Involvement Plan – Update

Mr. Miles noted the KCATT member application was included in the Board packet and posted on the KMPO website to give the Board an opportunity to review the form and provide feedback. A notice highlighting the membership openings will be placed in the Coeur d'Alene Press in the next week or so; the notice will run three times, once in the legal section meeting the Federal obligation, as a print ad, and then again in the legal section. Readers will be directed to the KMPO website or asked to contact the office for a copy of the application.

d. FY 2016 Draft Budget and 2015 Budget Update

Vice Chair Mangan noted the draft budget proposed a 2.2% increase over 2015. There was no adjustment to local jurisdiction's assessment rates.

Mr. Miles stated they were at the mid-year point in their budget; the fiscal year is from October to September. The Board packet included Table 1, which reflected the approved budget to actuals as of April 1, 2015. Budget for the current fiscal year is \$431,266. Through the first half of the year, they are at \$198,496.92 which represents 46% of the budget. Mr. Miles noted the

two main categories were personnel and maintenance & operations; those two categories are within 50% of anticipated expenditures. Mr. Miles explained the variations within those categories were due to a dramatic decrease in unemployment insurance and an increase in short-term disability coverage. The allocation for professional services increased, but was taken from contractual services due to legal fees; no change is expected. Although audit costs were expected to be down this year, they were not. Mr. Miles has discussed the matter with the firm who has done the audit since 2011 and said he expects costs to be down next year.

The remaining 2015 budget has a no sum difference. Expenditures for contractual services is relatively low. An additional \$30,000-40,000 is expected to be used before the end of the fiscal year for the Highway 41 Corridor Study. An RFP will go out for engineering services which will be used toward the development and implementation of the plan. Mr. Miles noted this had been budgeted so will not require any changes. Both the 2015 budget update and FY2016 draft budget were included in the packet for the Board's consideration. The overall budget from 2015 to 2016 is expected to increase 2.37%.

In response to a question from Mr. Kackman, Mr. Miles explained there were undesignated funds in addition to the budgeted funds. Under local assessment, the undesignated funds are \$20,358 plus the \$9,902 – the assessment for the next year is added to that which comes to \$65,538 and the reason the anticipated revenues budget is over their expenditure budget. Mr. Miles noted the need for local match in the event of a special project. He explained the undesignated funds and how it correlates with federal funding and grants. There are approximately \$35,000 in surplus. Mr. Miles noted the Board had set a target several years ago to have two months operating capital in place, approximately \$60,000.

Mr. Gookin questioned how the 3% employee increase was calculated. Mr. Miles explained he had reviewed positions around the state who did comparable work to KMPO employees. Expected increases ranged from 2.75-3.25%; 3% was selected as the middle range. At Mr. Gookin's request, Mr. Miles will provide the Board the data reflecting the calculation in the proposed budget. Although there was a 3% cost of living raise last year, it was not divided evenly; one position received less, one received more.

Mr. Gookin recommended holding off the vote on the FY2016 budget since there were Board members absent.

Vice Chair Mangan noted the matter would be deferred to next month and asked Mr. Miles to provide them with the cost of living data.

7. Public Transportation (Informational Items Provided to KMPO)

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

Mr. Tondee provided the Board with the Kootenai County Transit report. Ridership in April of last year compared to April this year, is down 4,000 overall. The C route is operating at capacity, and at times, has standing room only; they are considering an additional vehicle to facilitate those riders during certain timeframes. Ridership for the urban, rural, Kootenai Health, and Paratransit/demand response were noted. Approximately 3,400 – 3,500 passengers a month are being serviced by the demand response system; fixed route is at 15,000. A bus was involved in an accident last month when it was rear-ended; the bus was not damaged.

Mr. Tondee said, with their Board's approval, the Grants Management office has started a Service and Fare Equity planning process; a meeting was held on April 24. He provided the Board a copy of the packet given to those participants. Mr. Tondee explained the contents of the packet. The County held a public hearing on the Program of Projects (POP) on May 5, 2015. Other meetings will be held and enable them to determine the viability of a fare and how much it should be, how they are going to work on that, and address the service routes in order to better serve riders. A sample survey was provided in the packet. They will be reaching out to a number of organizations and agencies as well as those who use the service and ask them to take the survey. The survey will be available on the County's website. In response to a question from Mr. Gookin, Mr. Tondee said a large portion of this effort is trying to define the ridership; however, he was not certain there was a good way of knowing who rides the bus. The first kickoff meeting included a number of partners from different disability groups and homes in the area that currently were not being serviced; this included convalescent type homes. Mr. Tondee said they are trying to reach people that would be riding the bus.

Mr. Gookin asked if there was data reflecting who rode the bus (students, executives, etc.), how long they rode, and where they got on and off the bus.

Mr. Tondee commented that they would be putting out an RFP for an ITS system. The software has the ability to track that information. Currently, they only track how many people get on and off at the stops.

Mr. Gookin commented that there seemed to be a disconnect between someone going to the website and filling out a form and those who are actually riding the bus.

Mr. Tondee noted they were going to try to get the people who ride the bus to fill out a form. He noted there were postcards on the bus asking riders to fill out the form and share their experience. They are attempting to get riders to fill out the survey so they have accurate information.

b. Rural Transit Report – Alan Eirls

Mr. Eirls noted the only accident he had to report was the one noted by Mr. Tondee; there were no accidents on the rural side of the service. Ridership is at approximately 4,000; last April compared to this April shows ridership has dropped in every area except the C route. Ridership on the C route has increased significantly over the past two week causing them to turn riders away at times. Mr. Eirls commented on Kootenai County's survey and said he is hoping it will capture the demographics of both riders internally and externally. He said their drivers can manage rider demographics. Currently, it is broken down by age groups, senior population, those who are ambulatory disabled, non-ambulatory disabled, a general population and then an employee status who is anyone indicating that they are riding for the purpose of getting to and from work; he noted there were executive level personnel from the Casino who rode the bus.

In the rural area, they are beginning to face construction on Highway 95 starting at Worley and continuing through Plummer. Road construction is expected to last through October and is expected to slow down the service in the area and impact ridership.

They are currently completing second quarter reports to ITD; quarterly reports going to the Feds are complete. They will be moving forward on three separate budgets they recently acquired; making some purchases and drawing down a \$499,000 award. They have a significant amount of money to try to make improvements on the rural system. Mr. Eirls noted mechanical problems on a bus that had 471,000 miles; they have purchases for two buses coming this year.

Mr. Eirls stated they were preparing for the influx of students into Riverstone and the downtown area once school is out. This will cause additional stress on the C route; they will be shifting funding to cover the need. Mr. Eirls said ridership is affected by a number of things including fuel prices and the weather; he noted senior riders do not like riding crowded buses.

8. Other Business

- a. 2015-2019 KMPO Transportation Improvement Program Amendment #3 East Side Highway District Guardrail Project – Project increase 2015 \$48k Engineering

Vice Chair Mangan noted this agenda item had been handled previously.

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

Mr. Miles noted his report touched on where Congress may be going with the Reauthorization Bill. The Senate Environment and Public Works Committee and the House Transportation and Infrastructure Committee have indicated they would like a 5 or 6 year Reauthorization Bill; the current Reauthorization Bill expires May 31. Mr. Miles said the Senate would like to do an extension until the end of July, but want a 5 year Bill voted on by the end of September, the end of the Federal fiscal year. He explained the process and options for funding and said if there was not a Bill by the end of September, they would be running into the presidential election year cycle. The State of Idaho is heavily dependent on federal funds for their transportation system; Mr. Miles indicated a study by ITD estimated it to be 70 or 72% federal gas tax.

In response to a question from Mr. Gookin, Mr. Miles said he did not know how the state gas tax impacted the local highway districts and said they are still working on the formula and how it works out based on the final language. He is waiting on the associations to put out a fact sheet. Mr. Miles noted the cost of bridges and said there was a backlog on improving surfaces and very few capacity increasing projects being considered throughout Idaho. These types of projects will need to come from other revenue streams outside of what has been provided.

10. Board Member Comments

Mr. Sverdsten noted East Side Highway District was waiting to resurface Canyon Road – old Highway 10 from Cataldo to the Rose Lake junction. Though funding from the Super Fund site covers some of the resurfacing, it will not go all the way to the Rose Lake junction. East Side Highway District will have to come up with the dollars to complete that section. Work will begin Monday. Mr. Sverdsten noted it had been 35-40 years since it had an overlay.

Mr. Panabaker thanked Mr. Miles and his staff for the support they received over the airport matter. He felt they were headed in the right direction and getting past some of the issues they had faced.

Mr. Gookin noted the traffic signal timing on Northwest Boulevard over I-90 was not optimal. The City is hoping to have that corrected soon and has reached out to ITD.

Mr. Mangan said while the new transportation funding bill did not give them everything they had asked for, they received quite a bit. The Legislature wants to know exactly what they are getting for their money so there will be a question of accounting and reporting.

11. Next Meeting – June 11, 2015

12. Adjournment

There being nothing further before the Kootenai Metropolitan Planning Organization Board, Vice Chair Mangan adjourned the May 14, 2015 meeting without objection.

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

Recording Secretary