



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
August 13, 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 Vic Holmes, Chair**
- 2. Changes to the Agenda and Declarations of Conflicts of Interest**
- 3. Approval of June 11, 2015 KMPO Board Meeting Minutes**
- 4. Public Comments** (limited to non-agenda items 3 minutes).
- 5. KCATT Recap & Recommendations – KCATT Chair John Pankratz**
 - a. 2016-2020 Transportation Improvement Program (TIP) – Recommends Approval
 - b. 2016 Unified Planning Work Program – Recommends Approval
- 6. Administrative Matters**
 - a. June and July 2015 KMPO Expenditures & Financial Report
 - b. 2015 Financial Audit Engagement Letter
 - c. Draft 2016 Unified Planning Work 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 – Jody Bieze
 - b. Rural Transit Report – Alan Eirls
- 8. Other Business**
 - a. DRAFT 2016-2020 Transportation Improvement Program (TIP)
 - b. SH 41 Corridor Master Plan Update Synchro Analysis – Bonnie Gow
- 9. Director's Report** (written report included in Board packet)
- 10. Board Member Comments**
- 11. Next Meeting – September 10, 2015**
- 12. Adjournment**

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MEETING MINUTES

Kootenai Metropolitan Planning Organization
Regular Board Meeting
August 13, 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
Marc Eberlein	Kootenai County
Kerri Thoreson	City of Post Falls
Richard Panabaker	City of Hayden
Jim Kackman	Coeur d'Alene Tribe
Terry Werner	Post Falls Highway District
Rod Twete	Lakes Highway District
Dan Gookin	City of Coeur d'Alene

Board Members Absent:

Terry Sverdsten	East Side Highway District
Damon Allen	Idaho Transportation Department Dist. 1

Staff Present:

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

Attendees:

Donna Montgomery	Citizen, KMPO Volunteer
Monty Montgomery	Lakes Highway District
Alexandria Marienau	Coeur d'Alene Tribe Planning
Sean Hoisington	City of Hayden
Diane Fountain	Lakes Highway District
Alan Eirls	Citylink
Jody Bieze	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 Chair 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 June 11, 2015 KMPO Board Meeting Minutes

Mr. Terry Werner made a motion to approve the June 13, 2015 KMPO Board meeting minutes as presented. Mr. 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 – KCATT Chair John Pankratz

- a. 2016-2020 Transportation Improvement Program (TIP) – Recommends Approval
- b. 2016 Unified Planning Work Program – Recommends Approval

KCATT Vice Chair Sean Hoisington provided the KCATT recommendations. He noted he had not attended the meeting held July 28th, but understood KCATT approved and recommends to the KMPO Board the 2016-2020 Transportation Improvement Program (TIP) and 2016 Unified Planning Work Program. The documents were included in the Board packet.

Mr. Gookin asked for clarification on item 3 of the Unified Planning Work Program, Public Transportation Planning, “To plan for sustainable development of public transportation in Kootenai County...” and if the study addressed the economic feasibility of public transportation. He questioned the term “sustainable,” the cost to taxpayers, riders, and if KMPO had input.

Mr. Miles explained the *draft* Unified Planning Work Program (UPWP) is a scope of work that is anticipated for the next year. As a “unified” program, it is to include the planning activities of KMPO, Kootenai County, as the designated recipient of public transportation funds, and ITD. Part of the program goal in implementing public transportation planning in Kootenai County, is to ensure it is done in a sustainable manner. Mr. Miles said it is important to ensure the service is sustainable from the standpoint that it is not created and then withdrawn at a later time, as it is used by a lot of people who make work/life decisions based on the availability of public transit.

Ms. Jody Bieze, Kootenai County, noted the County hired David Evans and Associates to participate with them in the Service and Fare Equity analysis. They will be focusing on the network design, the route design, stop layout, frequency and determination, time tabling, vehicle and driver schedules. The Kootenai County transit system specifically includes the B, C, and Paratransit routes. Ms. Bieze commented that “sustainability” was an ongoing action. The purpose of the Service and Fare Equity analysis is to meet with the jurisdictions, provide them with an analysis of the costs, funding, etc. She will be working very closely with Mr. Miles and noted it would be part of the public outreach they do. Each of the jurisdictions was invited and encouraged to participate.

Mr. Miles noted there were two aspects; Ms. Bieze spoke to the near term. The long range public transportation plan looks at a 20 year picture, how it would be done, recommendations, and implementation over the 20 years; the last update was done in 2012. Mr. Miles said the plan from which the County, the Tribe, and others receive funding is based on the long range plan approved by the KMPO Board. The plan as operationalized by the County and the Tribe, is to ensure consistency in how they are working with one another. As projects receive funding through competitive grant programs, those projects are put into the “Program of Projects” which is then put into the Transportation Improvement Program (TIP) and ultimately approved by the KMPO Board, ITD, Federal Highway Administration and Federal Transit. Mr. Miles noted the KMPO Board has 2-3 touches; when the plan is being developed, when the grant application occurs, and when it gets into the TIP.

Chair Holmes stated the KMPO Board accepted the recommendations from KCATT. The Board will not be taking any action on the recommendation for the Unified Planning Work Program as it would be on a future agenda.

6. Administrative Matters

a. June and July 2015 KMPO Expenditures & Financial Report

Mr. Miles noted the lease was paid in August; it is paid quarterly. In a joint procurement with Spokane Regional Transportation Council and other jurisdictions, a discount is received on the annual maintenance for the VISSUM travel demand model software; without the joint procurement, the cost would be nearly four times the amount; the expense was paid in July.

Mr. Jim Mangan moved to approve the expenditures for June and July 2015. Mr. Terry Werner seconded the motion, which passed unanimously.

b. 2015 Financial Audit Engagement Letter

Mr. Miles noted the engagement letter from Magnuson, McHugh & Company was to initiate the 2015 financial audit. After discussing the matter with them, the cost was reduced by about 18%; an additional reduction is expected next year. With the concurrence of the Board, Mr. Miles will sign the letter so the audit can be scheduled for mid-October 2015.

Board Member Marc Eberlein arrived at 1:44 p.m.

Mr. Terry Werner moved the Board authorize Mr. Miles to sign the engagement letter with Magnuson, McHugh. Mr. Rod Twete seconded the motion, which passed unanimously.

c. Draft 2016 Unified Planning Work Program

Mr. Miles noted the Work Program outlines activities in the upcoming year to address ongoing and new matters. This year, they will be spending more time on the development of performance measures assessing their transportation system and continuing the Highway 41 study update. Typically, the draft is presented one month and adopted the next. Mr. Miles encouraged the Board to let him know if they had any questions or wanted to look at things further so he could have it to them by the next Board meeting. The Work Program will begin October 1 as it is on a federal fiscal year.

7. Public Transportation (Informational Items Provided to KMPO)

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a. Kootenai County Urban and Specialized Transit Report – Jody Beize

Ms. Bieze provided the Board with a packet which included a summary sheet reflecting the 2015 fixed route average cost per rider at \$3.19, the Paratransit service summary for Kootenai Health, and MV Transportation which is also overseen by the County and has an average cost per one-way of \$22.66. Ms. Bieze noted a dip in ridership in June.

Mr. Miles remarked that \$22.66 was low compared to costs in other regions.

b. Rural Transit Report – Alan Eirls

Mr. Eirls noted they see a dip in ridership in June every year. A drop in ridership in July was attributed to construction in a number of areas around their routes; they have been working with Hayden and Coeur d'Alene in order to notify the public in advance of known delays. Mr. Eirls said it was a good month and noted they did not have a lot of bus issues.

8. Other Business

a. DRAFT 2016-2020 Transportation Improvement Program (TIP)

Mr. Miles stated the 2016-2020 Transportation Improvement Program (TIP) is a draft document; the public comment period ends August 17. The document is a program of projects that crosses all jurisdictions, all modes of transportation that are publicly owned and provides a list of projects within Kootenai County that have funding allocated to them; projects are expected to be implemented between 2016-2020. Any project using federal aid or state funds is within the program of projects. Mr. Miles explained the layout of the project list and the documents included in the TIP. ITD has an online map which provides information on project details.

Mr. Miles noted KMPO and ITD are required to demonstrate to the Federal Highway Administration and Federal Transit Administration that there is the financial capacity of local jurisdictions to maintain a project once it is built. Every jurisdiction is required to report financials to ITD; they are summarized and included in the TIP.

Public comments will be received through August 17th and considered and included in the TIP as an addendum to the program. The document will be brought before the Board for adoption in September.

b. SH 41 Corridor Master Plan Update Synchro Analysis – Bonnie Gow

Ms. Gow noted she had been working on the SH 41 Corridor Master Plan for approximately one year. The last thing to be done is the Synchro analysis. Initially, consultants had been solicited, but the cost was \$48,000 to over \$90,000. The possible expressway designation on Highway 41 and ITD's update of the access management plan have also caused delays. ITD has decided to leave the designation of Highway 41 as principle arterial. Mr. Miles and Mr. Damon have agreed that it was not a good time to pursue a consultant. Instead, KMPO has purchased the Synchro software and Ms. Gow has gone through two trainings. She will be working with ITD and doing the Synchro analysis. The analysis is expected to take two months. Once that is done, they can hold open houses on the Highway 41 Corridor Master Plan update. Ms. Gow said she is hoping the jurisdiction take advantage of the fact that KMPO has purchased the software and can now do Synchro analysis.

Mr. Miles explained the difference between a principle arterial and an expressway designation. The basis for updating the Highway 41 Corridor Master Plan is to see how they can address the amount of traffic they anticipate between now and 2035, define access locations, and work on the development of parallel facilities that can guide and direct traffic to those defined access points. Mr. Miles noted the challenge of addressing the growth and the congestion from Interstate 90 to Highway 53 through multiple jurisdictions and adjacent properties. They are modeling out to 2035; execution of the plan will take place as development occurs.

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

Mr. Miles acknowledged and commended the County for working with the City of Hayden and KMPO in the development of an MOU that can address some of the challenges. He felt it has been a positive discussion. Mr. Miles said he appreciated Commissioner Eberlein's participation and felt he had done a great job of reaching out to people to discuss the issues.

Regarding the Government Way – Hanley to Prairie Avenue project, Mr. Miles said his report indicated the project was approximately \$300K short on the right-of-way acquisition phase;

however, he was informed yesterday the shortfall had been addressed. The project scheduled for construction in 2017 is about \$1.3M short. They will be going to the Urban Balancing Committee and looking for ways to offset the \$1.3M through any additional federal aid funds that come through the next reauthorization bill or through delays on other projects.

Two days ago, crews on the US 95 Worley North Stage Two project transitioned traffic from the temporary over to the first lift on the permanent alignment through downtown Worley. There is now curbing on the north side of the road. Mr. Miles said it has been impressive to watch crews work through Worley under a tremendous amount of traffic; there have been a few delays. He believes the projects will be done this fall.

The finances are in order.

Mr. Miles introduced new Board member, Ms. Thoreson. He had met with her and provided her a Board booklet.

9. Board Member Comments

Mr. Twete reported Lakes Highway District was working through all the projects they had this year. A lot of construction has been completed, seal coats are done, and fog seals are on. The District is doing summer maintenance.

Chair Holmes reported the City of Rathdrum partnered with Post Falls Highway District in paving Ramsey Road. The City has received positive feedback and someone has offered to adopt, maintain and clean that section of roadway. Chair Holmes thanked the Highway District.

Mr. Mangan reported crews were chip sealing, patching roads, and working ten hour days.

Mr. Panabaker commented on the controversy surrounding the airport and the Huetter Road bypass; indicating the process has been frustrating for him. Through his own investigation, he discovered an airport plan from 1981 with a runway length of 9,500 feet. He questioned why this had not been mentioned before as it is a matter of public record. Mr. Panabaker recognized the City of Hayden and the airport were, and would always be, geographically joined. He said they need to do what they were elected to do which is make an honest decision based on the best information they have. Mr. Panabaker stressed the importance of working together.

Mr. Eberlein commented that he could echo a number of Mr. Panabaker's statements and said he has enjoyed working with and getting know the people involved in the airport matter. He remarked there were a lot of good people that truly cared about the future of Kootenai County, noting, as Mr. Miles and Mr. Panabaker had said, the decisions they make today will last for generations and they need to make sure they make the right decisions on the best information.

10. Next Meeting – September 10, 2015

11. Adjournment

There being nothing further before the Kootenai Metropolitan Planning Organization Board, Chair Holmes adjourned the August 13, 2015 meeting due to the lack of any further business and without objection.

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

Recording Secretary