



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 10, 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 – Mayor Vic Holmes, Chair**
- 2. Changes to the Agenda and Declarations of Conflicts of Interest**
- 3. Approval of October 8, 2015 KMPO Board Meeting Minutes**
- 4. Public Comments** (limited to non-agenda items 3 minutes).
- 5. KCATT Recap & Recommendations – John Pankratz**
 - a. KCATT Membership Applications – Recommendation on Appointment of Non-Voting Members
- 6. Administrative Matters**
 - a. October and November 2015 KMPO Expenditures & Financial Report
 - b. 2016 KMPO Board Meeting Dates & Locations
 - c. 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. Kootenai County Urban and Specialized Transit Report – Corey Clarke
 - b. Rural Transit Report – Alan Eirls
- 8. Other Business**
 - a. ITD 2015-2019 Transportation Improvement Program Adjustments and Amendment #7
 - b. Federal Transportation Bill – Update
- 9. Director's Report** (written report included in Board packet)
- 10. Board Member Comments**
- 11. Next Meeting – January 14, 2016**
- 12. Adjournment**

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MEETING MINUTES

Kootenai Metropolitan Planning Organization
Regular Board Meeting
December 10, 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
Kerri Thoreson	City of Post Falls
Dick Panabaker	City of Hayden
Jim Kackman	Coeur d'Alene Tribe
Lynn Humphreys, Alternate	Post Falls Highway District
Rod Twete	Lakes Highway District
Marvin Fenn, Alternate	Idaho Transportation Department Dist. 1

Board Members Absent:

Terry Werner	Post Falls Highway District
Damon Allen	Idaho Transportation Department Dist. 1
Dan Gookin	City of Coeur d'Alene

Staff Present:

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

Attendees:

Donna Montgomery	KMPO Volunteer
Monty Montgomery	Lakes Highway District
John Pankratz	East Side Highway District
Sean Hoisington	City of Hayden
Alan Eirls	Citylink
Diane Fountain	Lakes Highway District
Corey Clark	Kootenai County
Christine Fueston	Country West Engineering
Fred Meckel	City of Rathdrum
John Kelly	Bike CDA

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

Vice Chair Jim Mangan made a motion to approve the December 10, 2015 KMPO Board agenda as presented. Mr. Rod Twete seconded the motion, which passed unanimously.

3. Approval of October 8, 2015 KMPO Board Meeting Minutes

Mr. Jim Mangan moved to approve the minutes of the October 8, 2015 KMPO Board meeting. Ms. Kerri Thoreson seconded the motion, which passed unanimously.

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

There were no public comments offered.

5. KCATT Recap & Recommendations – John Pankratz

KCATT Chair John Pankratz said during the last KCATT meeting, the committee voted to recommend the applications of John Kelly and John Parmann for 2 of the 5 non-voting membership positions on KCATT. The information was included in the KMPO Board packet.

Mr. Jim Mangan moved to recommend John Kelly and John Parmann be appointed to the positions of the non-voting members on the KCATT committee. Mr. Marc Eberlein seconded the motion, which passed unanimously.

6. Administrative Matters

a. October and November 2015 KMPO Expenditures & Financial Report

Mr. Miles explained the annual renewal to the Coalition for America's Gateways and Trade Corridors was due. The group keeps KMPO informed on transportation projects, plans, and opportunities; they assisted with the Worley TIGER grant.

Mr. Marc Eberlein moved to approve the expenditures for October and November 2015. Mr. Dick Panabaker and Mr. Terry Sverdsten seconded the motion, which passed unanimously.

b. 2016 KMPO Board Meeting Dates & Locations

Mr. Miles noted the effort to avoid conflict with major association dates. KCATT has accepted the proposed calendar and will continue to hold their meetings at ITD District 1 headquarters, but will meet in the Emergency Operation Center (EOC) room beginning in January.

Mr. Jim Mangan moved to approve the 2016 meeting dates for the KMPO Policy Board and KCATT. Mr. Rod Twete seconded the motion, which passed unanimously

c. Election of Officers

Chair Holmes stated the tradition had been to consider the vice chair for the chair position. He noted Vice Chair Jim Mangan had performed admirably.

Mr. Marc Eberlein moved Vice Chair Mangan be elected to the chair position. Mr. Rod Twete seconded the motion, which passed unanimously.

Vice Chair Mangan moved KMPO Board member Mr. Jim Kackman be elected for the vice chair position. Mr. Rod Twete 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

Mr. Corey Clarke noted ridership on fixed routes B and C were down. In October, there were 13,014 riders with an average cost of \$3.61 per rider. B and C routes will now be closed on major holidays when ridership is typically down. Paratransit non-medical trips, provided 1,532 rides in October at a cost of \$24.20 per rider. The numbers for November are not yet available. In September, Kootenai Health provided 1,706 rides health specific trips.

In response to the Paratransit bus RFP, two proposals had been received and are being reviewed; an award is expected the end of December. The Service and Fair Equity analysis is progressing. They are moving forward with the route analysis, surveying the general public, and will soon be administering a survey to riders. The Riverstone Transit Center is nearing design completion. Information regarding the Intelligent Transit System (ITS) technology is being gathered in preparation for an RFP.

b. Rural Transit Report – Alan Eirls

Mr. Alan Eirls noted closure of the B and C routes did have a marked significance on ridership numbers. A number of calls were received about the buses not running on the holiday; riders did not feel adequate notice was given. Closures were posted on the website and sent out to the Casino to ensure riders were aware the routes would not be running. The first of December, an individual reported slipping at the door on one of the buses; he will have more information on the incident next month. November was a quiet month with ridership down approximately 4,000 from the previous month and 8,000 from the previous November; fuel prices were up last November. Ridership is expected to increase once the routes change.

They are preparing an RFP for the purchase of buses over the next two years. The seat belt issue has been discussed with some of the dealers in order to find out how strongly the requirement is being pushed; Mr. Eirls noted possible congressional consideration. The two buses purchased in 2013 are equipped with seatbelts; insurance companies are considering that when reviewing riders' claims. The ITS system will encompass some cameras at specific vantage points on the buses and help in reviewing claims.

8. Other Business

a. ITD 2015-2019 Transportation Improvement Program Adjustments and Amendment #7

Mr. Miles noted this was the seventh amendment this year. KMPO has transitioned from the 2015 to the 2016 Transportation Improvement Program (TIP). When ITD submits their State Transportation Improvement Program (STIP), only the rural areas are incorporated; KMPO's TIP is incorporated by reference. ITD has not yet submitted their 2016 STIP to Federal Highways and Federal Transit Administration. In order for ITD to move projects forward, between now and the time the STIP is in and approved, they rely on the 2015 program to continue projects. The Board was presented a list of projects ITD would like to put action money toward in order to get those projects moving in 2016. Some of the projects may not be scheduled until 2020, but require preliminary engineering and design or right-of-way which are prerequisites to construction. The amendment takes projects from the 2016 STIP which has not been submitted to Federal Highways and advances pieces of projects into the 2015 program in order to continue obligating

funds on projects in Kootenai County. Mr. Miles noted this was more of a housekeeping matter. The projects had gone through the KMPO 2016 TIP process.

Vice Chair Mangan moved for approval of the ITD 2015-2019 Transportation Improvement Program adjustments and amendments. Mr. Eberlein seconded the motion, which passed unanimously.

b. Federal Transportation Bill – Update

Mr. Miles reported work on the 2017 TIP update would begin in February. The Board was provided a spreadsheet showing project funding with match to various areas of the state between 2011 and 2020. Numbers for 2011 – 2015 were actual while 2016 – 2020 reflects what is approved in the program. The question as to why it had been so long since there had been a call for projects was brought up at KCATT. Mr. Miles explained the amount of money available throughout the MPO areas and noted the typical allocation for the urbanized area of Kootenai County was approximately \$1.3M. In order to make a \$3M project work, they need to bank three years of funds. Between 2011 and 2020, the Coeur d'Alene area will receive a total 119% of their allocation. Currently, there are two projects in project development, the Seltice Way project from Huetter Road to Northwest Boulevard (approximately \$4M) and the Ramsey Road project extension in Hayden (between \$3.5 and \$4.5M). Both projects have been approved for design. As they move out of the design phase and their concept reports are completed, the projects can be inserted into a program year. The next year they can effectively compete is 2021. Mr. Miles said the reason they do a call for projects is to ensure they have a list of projects to draw from and prioritize. This allows them to have projects moving forward. Early next year they will do a call for projects for KCATT to evaluate and the Board to consider.

The MPOs and ITD have had a general disagreement on the way federal aid funds were distributed by ITD in MAP-21. Half the money in the Surface Transportation program was intended to go to locals by population as stated in MAP-21. The Boise area, which is a transportation management area (TMA), receives \$8.2M a year; the COMPASS (Community Planning Association of Southwest Idaho) receives, controls, and spends the funds at the direction of the COMPASS Board. Mr. Miles noted the direct apportionment is based on population – areas above 200,000, 50,000-200,000, 5,000-50,000 and rural areas. What would have been \$16.3M for populations under 200,000, has turned into an \$8M program. Mr. Miles explained the draft Highway Program Funding Plan is still in draft form. The FAST Act was adopted last week and clarifies the language with 50% of the State Transportation Program to go to local areas. Mr. Miles has sent an email to Jim Coleman, the ITD Board member from District 1 suggesting that it may be time for the ITD Board to revisit their policy on the STP distribution formula. He has requested a flow chart from the House Transportation & Infrastructure (T&I) Committee, the Congress T&I Committee and the Committee on Environment and Public Works committee showing their interpretation of how those funds are to be allocated. If this prevails, the amount of money going to local jurisdictions through the Surface Transportation Program will be back up to \$3M a year.

The FAST Act includes a freight title which will give every state money for freight movement improvements. Local jurisdictions, port districts, special purpose districts involved in transportation, freight transportation, ITD, are all eligible recipients of these funds. The question is what process will be used to afford local transportation agencies the opportunity to access and utilize these funds. Mr. Miles explained the project would need to be on a primary freight network (I-90, US 95) or on connectors to the primary network. Also included in the FAST Act is a national competitive program similar to the TIGER grant. Part of the eligibility, is grade separation. Mr. Miles commented on the Bridging the Valley project which is intended to separate traffic from train traffic. Related projects include Post Falls Highway District's Pleasant View Road project, the

Highway 41 bridge replacement in Rathdrum, and a project Lakes Highway District would like to move forward. These projects would fit into either the formula program or the nationwide competitive program. Mr. Miles said BNSF has been working on their "Great Northern" corridor which spans the United States and is intended to improve the corridor. Information on the related projects has been sent to Jeff Marker, the new ITD freight coordinator in Boise who will submit these projects to the Great Northern corridor effort. Mr. Miles noted there would be a meeting coming up in February where some of them will have the opportunity to meet with the House, Senate staff, and executive management of the US Department of Transportation to discuss implementation of the FAST Act. This is a 5 year bill and funded in a number of ways including the trust fund and unallocated money in the Federal Reserve in the amount of \$40B to \$50B. Mr. Miles expects there to be a greater effort to get the rules out since this is a 5 year bill.

Mr. Miles noted Kootenai County was the designated grant recipient of the 5307 funds, and therefore, runs the Public Transportation Program. Although he has not seen the numbers for the apportionments, he expects them to be up. There is also the 5310 and 5339 programs. The 5310 program is primarily for the elderly and special needs population. Mr. Miles stated there would be a call for projects and noted there were a number of agencies eligible to apply for funding. They will be working with KCATT and Kootenai County in order to identify projects that will be selected for the Board's consideration.

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

Mr. Miles said next month, the Board would be presented a draft Memorandum of Understanding (MOU) between Idaho Transportation Department (ITD) and KMPO; Federal Highways occasionally requests an updated MOU. The agreement which is set out in federal statute and put into one document will be presented to the Board for their consideration.

Magnuson, McHugh & Co. reported a clean audit for 2015 with no findings, concerns, or corrections. This year is the first year financial audits will include the GASB Statement No. 68 requirement which shows the theoretical, potential unfunded liabilities associated with PERSI. KMPO's unfunded liability is approximately \$120,000, but is offset by anticipated revenues showing a net position of -\$85,551. As expected, the 2015 fiscal year ended with \$60,000 in reserves. A copy of the financial audit will be provided in January.

10. Board Member Comments

Mr. Sverdsten stated things were going well in East Side Highway District and noted they were not hit too hard by the windstorm. The District is prepared for snow.

Mr. Eberlein thanked all those who cleaned up after the windstorm and noted the team effort.

Ms. Thoreson noted the City of Post Falls was not heavily impacted by the windstorm. She echoed Mr. Eberlein's comments.

Mr. Panabaker wished everyone a Merry Christmas.

Vice Chair Mangan noted the District removed 80 trees from the roadways the night of and the morning after the windstorm; the number did not include trees removed by citizens during that time. It was a team effort. He wished everyone a Merry Christmas.

Mr. Kackman reported the Tribe was working on a sub-recipient agreement with the Kootenai County for the fixed route transit services in the urban area. The agreement is currently in legal review. If they can wrap up a couple revisions, they will be able to get the agreement signed.

Mr. Humphreys thanked Chair Vic Holmes for leading the KMPO Board over the last two years commented that he had done an excellent job.

Mr. Twete echoed Mr. Humphreys' comments. He noted Lakes Highway District was hit hard by the windstorm and said the cleanup was a joint effort. The District is still cleaning up from the first windstorm in the Twin Lakes/Spirit Lake area. Mr. Twete thanked Mr. Miles and his office for doing a good job and wished everyone a Merry Christmas.

Mr. Fenn also echoed the other Board member's comments thanking Chair Holmes for serving as chairman and wished everyone a Merry Christmas.

Chair Vic Holmes announced he would be stepping down from the KMPO Board, but would be serving as an alternate. Councilman Fred Meckel will be his replacement. Chair Holmes will be serving on other Boards, including the Association of Idaho Cities. He thanked the Board for their kind words and their cooperation over the last two years.

11. Next Meeting – January 14, 2016

12. Adjournment

There being nothing further before the Kootenai Metropolitan Planning Organization Board, Chair Holmes adjourned the December 10, 2015 meeting without objection.

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

Recording Secretary