



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
February 14, 2019 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 – Jim Kackman, Chair**
- 2. Changes to the Agenda and Declarations of Conflicts of Interest – *Action Item***
- 3. Approval of December 13, 2018 Meeting Minutes – *Action Item***
- 4. Public Comments** (limited to non-agenda items 3 minutes)
- 5. KCATT Recap & Recommendations – Rob Palus**
 - a. Recap of Activities – December 2018/January 2019
- 6. Administrative Matters**
 - a. December 2018 and January 2019 KMPO Expenditures & Financial Report – *Action Item*
 - b. 2018 Financial Audit Report Acceptance – *Action Item*
 - c. KMPO 2019-2025 Transportation Improvement Program – Administrative Amendment #2 and KMPO 2018-2022 Transportation Improvement Program – Administrative Amendment # 17 US-95 North Corridor Access Project (KN 19883) Modification to Existing Project to Increase Funding Levels
 - d. KMPO 2019-2025 Transportation Improvement Program – Administrative Amendment #3 and KMPO 2018-2022 Transportation Improvement Program – Administrative Amendment #18 US-95 North Corridor Access Project (KN 19883) Increasing PC Funding for Additional Consultant Services
- 7. Other Business**
 - a. Regional Traffic Management Center Feasibility Study – Update
 - b. 2019 Performance Measure – Safety
- 8. 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 presentations and 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 or the Coeur d' Alene Tribe.

 - a. Kootenai County Transit Update Presentation – Amber Conklin
 - b. Coeur d Alene Tribe Rural Transit Report – Alan Eirls
- 9. Director's Report** (written report included in Board packet)
- 10. Board Member Comments**
- 11. Next Meeting – March 14, 2019**
- 12. Adjournment**

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MEETING MINUTES

Kootenai Metropolitan Planning Organization
Regular Board Meeting
February 14, 2019
Post Falls City Council Chambers, City Hall, First Floor
Post Falls, Idaho

Board Members in Attendance:

Jim Kackman, Chair	Coeur d'Alene Tribe
Lynn Borders, Vice Chair	City of Post Falls
Bill Brooks (via teleconference)	Kootenai County
John Austin	East Side Highway District
James Mangan	Worley Highway District
Dick Panabaker	City of Hayden
Darrell Rickard, Alternate	City of Rathdrum
Rod Twete	Lakes Highway District
Dan Gookin	City of Coeur d'Alene

Board Members Absent:

Vic Holmes	City of Rathdrum
Terry Werner	Post Falls Highway District
Damon Allen	Idaho Transportation Department, Dist. 1

Staff Present:

Glenn Miles	Executive Director
Ali Marienau	Transportation Planner

Attendees:

Corrine Johnson	Worley Highway District
Monty Montgomery	Lakes Highway District
Donna Montgomery	KMPO Volunteer
Eric Shanley	Lakes Highway District
Alan Eirls	Rural Citylink
Chad Ingle	Kootenai County
Diane Fountain	Lakes Highway District
Tim Kastning	Rep Russ Fulcher
Robert Palus	City of Post Falls

1. Call to Order – Jim Kackman, Chair

The regular meeting of the Kootenai Metropolitan Planning Organization Policy Board was called to order by Chair Jim Kackman at 1:30 p.m.

2. Changes to the Agenda and Declarations of Conflicts of Interest – *Action Item*

Mr. Rod Twete moved to approve the agenda. Mr. Jim Mangan seconded the motion which passed unanimously.

3. Approval of December 13, 2018 KMPO Board Meeting Minutes – *Action Item*

Mr. John Austin moved to approve the December 13, 2018, KMPO Board meeting minutes. Vice Chair Lynn Borders 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 – Rob Palus

a. Recap of Activities – December 2018/January 2019

KCATT Chair, Rob Palus, City of Post Falls, noted the committee had no recommendations this month. Mr. Palus provided a recap of activities for December 2018 and January 2019 noting the election of 2019 officers; Mr. Palus will serve as KCATT chair and Kelly Brownsberger, Post Falls Highway District, will serve as vice chair. In December, a representative from the Local Highway Technical Assistance Council (LHTAC) gave a presentation on over legal-truck permits and ITD's efforts to streamline and coordinate the process statewide. In addition to typical project and utility updates, the committee discussed the use of the 2005 origin-to-destination study in the current travel demand model. He provided an update on the activities of the Priority Corridors and Railroad Quiet Zone Subcommittees; policies drafted by the subcommittees will be reviewed by KCATT and then brought before the KMPO Board with a recommendation.

6. Administrative Matters

a. December 2018 and January 2019 KMPO Expenditures & Financial Report – *Action Item*

Mr. Jim Mangan moved to approve the expenditures and check details for December 2018 and January 2019. Mr. Rod Twete seconded the motion which passed unanimously.

b. 2018 Financial Audit Report Acceptance – *Action Item*

Mr. Miles noted, KMPO, as a public agency, was required to do an annual financial audit and submit it to the Legislative Services Office upon its completion. The 2018 audit was done by Magnuson, McHugh & Company; there were no findings. The deferred compensation is related to PERSI. He noted GASB (Governmental Accounting Standards Board) No. 68 required supplementary information for all financial audits; this addresses KMPO's position in PERSI. Mr. Miles commented on a Bill that is currently in the legislature; if passed, the Bill would grandfather agencies like KMPO into PERSI but not allow any new employees to join.

Mr. Austin questioned Mr. Miles about "Internal Control over Financial Reporting" (page 27) and said he was "concerned" that the auditor did not specifically test for in-depth internal controls. The auditor's report stated they did not find any material weaknesses but did not offer an opinion on internal controls.

Mr. Miles stated he would ask the auditor to provide an opinion on internal controls next year.

Mr. John Austin moved to approve the 2018 Financial Audit Report. Dick Panabaker seconded the motion which passed unanimously.

c. KMPO 2019-2025 Transportation Improvement Program – Administrative Amendment #2 and KMPO 2018-2022 Transportation Improvement Program – Administrative Amendment # 17 US-95 North Corridor Access Project (KN 19883) Modification to Existing Project to Increase Funding Levels

d. KMPO 2019-2025 Transportation Improvement Program – Administrative Amendment #3 and KMPO 2018-2022 Transportation Improvement Program – Administrative Amendment #18 US-95 North Corridor Access Project (KN 19883) Increasing PC Funding for Additional Consultant Services

Mr. Miles discussed the Transportation Improvement Program (TIP) and amendments that typically follow. Amendments that do not change the design, concept, or scope of a project or are less than 10% of the project cost, are done as an administrative amendment. As administrative amendments, the agenda items require no action by the Board.

7. Other Business

a. Regional Traffic Management Center Feasibility Study – Update

Mr. Miles said KMPO, as part of their Work Program, will be working with ITD on having a feasibility study for a regional traffic management center (RTMC) done; ITD received approximately \$180,000 in funding for the study. The RTMC would be a cooperative facility between ITD and the local jurisdictions. ITD is expected to release requests for information (RFI) to five qualified firms in the next 30 days. Mr. Miles said the intent is to have the study completed by next fall. Potential locations for the RTMC are also being discussed.

b. 2019 Performance Measure – Safety

Ali Marienau noted the KMPO Board's decision last year to adopt ITD's performance targets rather than creating their own. She reviewed 2013-2017 crash data for Kootenai County and commented that fatal and serious crash rates remain below ITD's safety targets. ITD has published its performance targets for 2019.

Mr. Miles said unless the Board wanted to change their decision to adopt ITD's performance targets, they would not need to readdress the matter in the future.

8. Public Transportation (Informational Items Provided to KMPO)

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a. Kootenai County Transit Update Presentation – Amber Conklin

Mr. Chad Ingle provided the ridership report on the urban, Paratransit, and Ring-a-Ride routes; he noted a correction on the Paratransit report – vehicle miles traveled was 8,840 miles.

b. Coeur d' Alene Tribe Rural Transit Report – Alan Eirls

Mr. Alan Eirls noted they had submitted their annual National Transit Database (NTD) report; Kootenai County was provided a copy of the report. The casino and rural bus radio systems have been updated; he will be working to find a way to help Kootenai County update their systems. Delivery of the new maintenance vehicle was delayed; it is expected to arrive the end of February. Mr. Eirls noted one minor accident, provided a staff update and the ridership report.

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

Mr. Miles noted FHWA was expected to sign the full FY19 budget late tonight or tomorrow.

The next round of INFRA grants will prioritize projects for ports and intermodal facilities serving ports; dedication of 50% of the funds to urban areas and 50% to rural areas is a major change.

The Director's Report noted the City of Dalton Gardens' 4th Avenue - Dalton to Prairie Avenue project. In order to receive federal funding, the City agreed to a design criterion. With a recommendation from KCATT and the KMPO Board's approval, the project was funded in the 2016 TIP. The residents of Dalton Gardens have recently expressed dissatisfaction with the design of the project on 4th Avenue. The Mayor of Dalton Gardens had asked to bring the matter before the KMPO Board. Mr. Miles suggested the matter be presented to KCATT for discussion.

10. Board Member Comments

Mr. Twete noted he had met with the Highway District Association in Boise yesterday. Attendees took the opportunity to meet with their individual area legislators. He and East Side Highway District Commissioner Graham Christiansen met with Representatives John Green and Vito Barbieri and Senator Steve Vick; the meeting was positive. Mr. Twete noted the benefits of House Bill 88 and said it was expected to go to the floor tomorrow. He encouraged everyone to

call their representatives and ask them to support the bill; if passed, Lakes Highway District would receive approximately \$117,000. Senator Brackett is expected to introduce a Bill that would extend the “surplus eliminator” for an additional five years.

Mr. Mangan introduced Worley Highway District Commissioner Corinne Johnson. Beginning next month, Ms. Johnson will take Mr. Mangan’s seat on the KMPO Board.

Mr. Austin noted Mr. Twete’s comments regarding House Bill 88. He noted the significance of the Bill; if passed, East Side Highway District would receive approximately \$58,000. He emailed the representatives in their area seeking support in getting the bill passed.

11. Next Meeting – March 14, 2019

12. Adjournment

There being nothing further before the Kootenai Metropolitan Planning Organization Board, Chair Kackman adjourned the February 14, 2019, meeting without objection.

The regular meeting was adjourned at 2:07 p.m.

Recording Secretary