



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
January 9, 2020 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 12, 2019 Meeting Minutes – Action Item**
- 4. Public Comments** (limited to non-agenda items 3 minutes)
- 5. KCATT Recap & Recommendations – Kevin Howard**
 - a. Recap of Activities – December 2019
 - b. 2018 Travel Demand Model Documentation Update Recommendation for Approval
- 6. Administrative Matters**
 - a. December 2019 KMPO Expenditures & Financial Report – **Action Item**
 - b. 2019 Financial Audit Report Acceptance – **Action Item**
- 7. Other Business**
 - a. 2018 Travel Demand Model Documentation Update Presentation – **Action Item**
 - b. 2020 Metropolitan Transportation Plan Update – Status Report
- 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 Report – Amber Conklin/Chad Ingle
 - 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 – February 13, 2020**
- 12. Adjournment**

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MEETING MINUTES

Kootenai Metropolitan Planning Organization
Regular Board Meeting
January 9, 2020
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	Kootenai County
Corinne Johnson	Worley Highway District
Dick Panabaker	City of Hayden
John Austin	East Side Highway District
Darrell Rickard	City of Rathdrum
Terry Werner	Post Falls Highway District
Monty Montgomery, Alternate	Lakes Highway District
Marvin Fenn, Alternate	Idaho Transportation Department, District 1

Board Members Absent:

Rod Twete	Lakes Highway District
Damon Allen	Idaho Transportation Department, District 1
Dan Gookin	City of Coeur d'Alene

Staff Present:

Glenn Miles	Executive Director
Ali Marienau	Transportation Planner
Kelly Lund	Executive Secretary

Attendees:

Kevin Howard	Worley Highway District
Chad Ingle	Kootenai County
Donna Montgomery	KMPO Volunteer
Diane Fountain	Lakes Highway District
Alan Eirls	Coeur d'Alene Tribe

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. Terry Werner moved to approve the agenda. Vice Chair Lynn Borders seconded the motion which passed unanimously.

3. Approval of December 12, 2019 Meeting Minutes – Action Item

Ms. Corinne Johnson moved for the approval of the December 12, 2019, meeting minutes. Mr. Darrell Rickard seconded the motion which passed unanimously.

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

There were no public comments.

Mr. Bill Brooks arrived at 1:32 p.m.

5. KCATT Recap & Recommendations – Kevin Howard

a. Recap of Activities – December 2019

KCATT Chair, Kevin Howard, provided a recap of the December KCATT meeting and noted several agencies reported preparations for winter. Project updates were provided and included ITD's SH-41 project and the status of Kootenai County's minor subdivision process.

b. 2018 Travel Demand Model Documentation Update Recommendation for Approval

Mr. Howard reported KCATT reviewed and recommended approval of the 2018 Base Model and Documentation update to the KMPO Board; the matter will be addressed later in the agenda.

6. Administrative Matters

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

Mr. Terry Werner moved to approve the December 2019 Expenditures and Financial Report. Mr. Darrell Rickard seconded the motion which passed unanimously.

b. 2019 Financial Audit Report Acceptance – **Action Item**

Mr. Miles noted Magnuson, McHugh & Company had once again done KMPO's financial audit. The 2019 Financial Audit Report had been emailed to the Board; a hard copy is available. There were no findings or recommendations. Magnuson, McHugh & Company made a change in their accounting for the Board's revenues.

Vice Chair Borders moved to approve the 2019 Financial Audit Report. Mr. John Austin seconded the motion which passed unanimously.

7. Other Business

a. 2018 Travel Demand Model Documentation Update Presentation – **Action Item**

Ms. Ali Marienau provided a PowerPoint presentation on the KMPO 2018 Model Update. The overview included updates to land use, traffic counts, population, dwelling units, employment, and the model validation process.

Mr. John Austin moved to approve the 2018 Travel Demand Model Documentation Update. Mr. Terry Werner seconded the motion which passed unanimously.

b. 2020 Metropolitan Transportation Plan Update – Status Report

Mr. Miles noted KCATT had been reviewing sections of the Metropolitan Transportation Plan (MTP). The entire draft document is expected to be forwarded to the committee next week. They will discuss the update during their January 28th meeting; a 30-day public comment period will follow. He anticipates the document to be before the KMPO Board in the March/April timeframe. Mr. Miles noted he had given presentations on various parts of the plan and focused on the needs assessment, associated costs, and the financial plan. The demand on the existing transportation system and associated financial challenges are widely recognized.

8. Public Transportation (Informational Items Provided to KMPO)

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a. Kootenai County Transit Report – Amber Conklin/Chad Ingle

Mr. Chad Ingle reported ridership on the fixed route and Paratransit were up from December 2018; on-time performance has improved. Ring-a-Ride ridership was up from December 2018 but down from November 2019. Applications for Paratransit and Ring-a-Ride continue to increase. They are currently working on the Federal Transit Administration (FTA) Triennial Review which is scheduled during the June timeframe.

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

Mr. Alan Eirls noted there were no accidents or major bus issues in December. He reported on ridership; an increase is expected in January. Two of the four new buses have been received and are expected to be in service mid-to-late January; the status of the two remaining buses was unknown. Mr. Eirls noted they were working with Kootenai County in preparing for the upcoming FTA Triennial Review. He is also working on the National Transit Database (NTD) report, the ITD first quarter report, and the Drug and Alcohol MIS (Management Information Systems) Report. Mr. Eirls commented on Rod Mitchell’s retirement from the assistant manager position; two individuals are being trained for assistant manager positions.

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

Mr. Miles noted the State of Idaho had received the 2020-2026 Transportation Improvement Program (TIP) approval letter from the Federal Highway Administration (FHWA) and FTA.

KMPO received Kootenai County’s application for FTA Section 5339 funding to complete Phase 2 of the Riverstone Transit Center. The public notice advertisement will begin on January 14th; there will be a 30-day public comment period. Phase 2 is located on the west side of the Transit Center and designated as a park and ride lot. The County has requested the site plan be amended to include potential overnight storage of approximately five public transit vehicles. As this was not included in the approved site plan, a 30-day public comment period is required.

The Coeur d’Alene and Post Falls Chambers of Commerce public policy committees have met jointly over the past year. Mr. Miles sits on the public policy committee, which discusses education, work force development, health care, and transportation. The committee has adopted policy statements supporting the need for additional transportation revenue; they recommend a future 15 to 20 cent gas tax increase and a local option vehicle registration fee between \$25 and \$50. The executive boards of both Chambers of Commerce and the joint public policy committee have unanimously approved the recommendations and policy statement.

10. Board Member Comments

Mr. Terry Werner reported Post Falls Highway District’s road supervisor, Kelly Brownsberger, would be retiring. A retirement celebration will be held on January 16, 2020, from 2:30 – 6:30 p.m. at the American Legion in Post Falls; everyone was invited to attend. Mr. Brownsberger’s replacement, Michael Lenz, began Monday, January 6th.

Mr. John Austin noted East Side Highway District’s supervisor, John Pankratz, would be retiring in June. Ben Weymouth has been hired and will be replacing Mr. Pankratz.

Ms. Corinne Johnson wished everyone a Happy New Year from Worley Highway District.

Mr. Brooks apologized for being late.

11. Next Meeting – February 13, 2020

12. Adjournment

There being nothing further before the Kootenai Metropolitan Planning Organization Board, Chair Kackman adjourned the January 9, 2020, meeting without objection.

The regular meeting was adjourned at 2:12 p.m.

Signature on File
Recording Secretary