



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

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Cooperatively Developing a Transportation System for all of Kootenai County, Idaho

**KMPO Board Meeting  
August 13, 2020 1:30 pm**

**\*MEETING HELD VIA ZOOM VIDEO CONFERENCING (link provided below)**

**AGENDA**

- 1. Call to Order – Jim Kackman, Chair**
- 2. Changes to the Agenda and Declarations of Conflicts of Interest – Action Item**
- 3. Approval of June 18, 2020 Meeting Minutes – Action Item**
- 4. Public Comments** (limited to non-agenda items 3 minutes)
- 5. KCATT Recap & Recommendations – Kevin Howard**
  - a. Recap of Activities – June/July 2020
  - b. No Recommendations
- 6. Administrative Matters**
  - a. June 2020 KMPO Expenditures – **Action Item**
  - b. July 2020 KMPO Expenditures & Financial Report – **Action Item**
  - c. Paid Time Off Policy – **Action Item**
  - d. DRAFT FY 2021 Unified Planning Work Program (UPWP) Review
  - e. KMPO 2020-2026 Transportation Improvement Program (TIP) Administrative Amendment #16  
Increasing Funds to KN 12315 Kidd Island Road \$27,000 for LHTAC Admin (PL), KN 13864 Meyer & Boekel Road Intersection, Advancing \$ 92,000 Right of Way, and KN 19749 Riverview Guardrail Installation increasing LHTAC Admin (PL) \$1,000.
  - f. KMPO 2020-2026 Transportation Improvement Program (TIP) Administrative Amendment #17  
Increasing Funds to KN 20098 SH-41, East Prairie Ave to Boekel Rd \$80,000 for ITD land purchase (PL), KN 20645 I-90, Cedars to Dudley Road \$ 80,000 Engineering and Design (PC).
  - g. KMPO 2020-2026 Transportation Improvement Program (TIP) Administrative Amendment #18 to  
Modify funding levels for various projects (KN 20098, KN 20120, KN 20575, KN 21737, KN 22302).
- 7. Other Business**
  - a. Regional Funding Effort – **Action Item**
  - b. DRAFT FY 2021-2027 Transportation Improvement Program (TIP) Review
    - i. Draft Table of Projects
    - ii. Publication of FTA Program of Projects with TIP
    - iii. Advertisement and Comment Period
  - c. Huetter Corridor Update
  - d. 2019 FHWA Transportation Performance Measures (TPM) Update
  - e. Health Corridor Study Update

**For special accommodation/translation services, call 1.208-930-4164, 48 hours in advance. KMPO assures nondiscrimination in accordance with Title VI of the Civil Rights Act of 1964, and Civil Rights Restoration Act of 1987 (P.O. 100.259) and the Americans with Disabilities Act.**

**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 – September 10, 2020**

**12. Adjournment**

**\*Kootenai Metropolitan Planning Organization (KMPO) is inviting you to a scheduled Zoom KMPO Board Meeting for Thursday, August 13th at 1:30 p.m. PDT.**

**Join Zoom Meeting**

Please be aware, those attending as members of the public/audience will have their microphones muted by the Chair/host, unless called on by the Chair of KCATT. This is being done to ensure to minimize background noise conflicts, which can interrupt the discussions during the meeting.

LINK: <https://us02web.zoom.us/j/82382400593?pwd=TGFLZGdqMG9Hc2VpUEw3MTJrWitqUT09>

Meeting ID: 823 8240 0593

Passcode: 109305

One tap mobile

+13462487799,,82382400593#,,,,,0#,,109305# US (Houston)

+16699006833,,82382400593#,,,,,0#,,109305# US (San Jose)

Dial by your location

+1 346 248 7799 US (Houston)

+1 669 900 6833 US (San Jose)

+1 253 215 8782 US (Tacoma)

+1 312 626 6799 US (Chicago)

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Meeting ID: 823 8240 0593

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Find your local number: <https://us02web.zoom.us/u/kvLRKw0nn>

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## **MEETING MINUTES**

Kootenai Metropolitan Planning Organization  
Regular Board Meeting  
August 13, 2020  
Zoom Video Conferencing Meeting

### Board Members in Attendance:

Jim Kackman, Chair	Coeur d'Alene Tribe
Lynn Borders, Vice Chair	City of Post Falls
Corinne Johnson	Worley Highway District
Bill Brooks	Kootenai County
Darrell Rickard	City of Rathdrum
Terry Werner	Post Falls Highway District
Rod Twete	Lakes Highway District
Marvin Fenn, Alternate	Idaho Transportation Department, District 1
Dan Gookin	City of Coeur d'Alene

### Board Members Absent:

John Austin	East Side Highway District
Dick Panabaker	City of Hayden
Damon Allen	Idaho Transportation Department, District 1

### Staff Present:

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

### Attendees:

Kevin Howard	Worley Highway District
Alan Eirls	Coeur d'Alene Tribe
Amber Conklin	Kootenai County
Diane Fountain	Lakes Highway District
Sean Messner	HDR
Mike Fuller	KCATT Community Member - Bike
Thomas McLaughlin	KCATT Community Member – Truck/Rail
Jake Garringer	Office of the Governor, State of Idaho

### **1. Call to Order – Jim Kackman, Chair**

The regular meeting of the Kootenai Metropolitan Planning Organization Policy Board held via Zoom video conferencing 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**

**Ms. Corinne Johnson moved to approve the agenda. Mr. Rod Twete seconded the motion which passed unanimously.**

### **3. Approval of June 18, 2020 Meeting Minutes – Action Item**

**Mr. Darrell Rickard moved to approve the June 18, 2020, 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 – Kevin Howard

- a. Recap of Activities – June/July 2020
- b. No Recommendations

KCATT Chair Kevin Howard noted the last KCATT meeting was held July 28<sup>th</sup>. Project and planning updates were provided. He noted the Board would be briefed on the draft FY 2021 Unified Planning Work Program, draft FY 2021-2027 Transportation Improvement Program, and 2019 FHWA Transportation Performance Measures Update; the committee had no recommendations before the Board.

## 6. Administrative Matters

- a. June 2020 KMPO Expenditures – Action Item

**Mr. Rod Twete moved to approve the June 2020 Expenditures. Vice Chair Lynn Borders seconded the motion which passed unanimously.**

- b. July 2020 KMPO Expenditures & Financial Report – Action Item

**Mr. Darrell Rickard moved to approve the July 2020 Expenditures and Financial Report. Mr. Rod Twete seconded the motion which passed unanimously.**

- c. Paid Time Off Policy – Action Item

Mr. Miles noted the current Paid Time Off (PTO) Policy and 6-week Short-Term Disability coverage were approved by the KMPO Board in October of 2011. The Policy based the annual PTO accrual rate on the length of service; the maximum accrual allowance was set at two (2) times the annual PTO amount. Mr. Miles recommended revising the maximum accrual allowance as it is reflected in the annual financial audit as a “noncurrent liability for compensated absences.” The change would reduce the annual carry-over between fiscal years and stabilize KMPO’s potential compensated absence liability. The proposed options included no change to the existing policy or setting a fixed annual accumulation rate of 160, 200, or 240 hours at fiscal year-end. Hours exceeding the fixed rate, and subject to lapse, would be paid at 50% of value. The cost to buydown existing PTO liabilities to a fixed rate by fiscal year-end were estimated between \$3,600 and \$4,800. Mr. Twete questioned Mr. Miles about the proposed options and payout of hours exceeding the fixed rate.

**Mr. Rod Twete moved to modify the existing Policy to a fixed rate of 240 PTO hours annually with hours exceeding the fixed rate, at the end of the fiscal year, to be paid at the current rate of pay. Mr. Twete confirmed his motion; the motion was not seconded.**

**Mr. Terry Werner moved to modify the existing Policy to a fixed rate of 240 PTO hours annually with hours exceeding the fixed rate, at the end of the fiscal year, to be paid at 50% of the current rate of pay. Mr. Darrell Rickard seconded the motion which passed with one opposed.**

- d. DRAFT FY 2021 Unified Planning Work Program (UPWP) Review

Mr. Miles noted the Unified Planning Work Program (UPWP) was based on the budget approved by the KMPO Board in June. He highlighted work planned in the FY 2021 Program. The matter will be before the Board in September; no action was required today.

- e. KMPO 2020-2026 Transportation Improvement Program (TIP) Administrative Amendment #16 Increasing Funds to KN 12315 Kidd Island Road \$27,000 for LHTAC Admin (PL), KN 13864 Meyer & Boekel Road Intersection, Advancing \$92,000 Right of Way, and KN 19749 Riverview Guardrail Installation increasing LHTAC Admin (PL) \$1,000.

- f. KMPO 2020-2026 Transportation Improvement Program (TIP) Administrative Amendment #17 Increasing Funds to KN 20098 SH-41, East Prairie Ave to Boekel Rd \$80,000 for ITD land purchase (PL), KN 20645 I-90, Cedars to Dudley Road \$80,000 Engineering and Design (PC).
- g. KMPO 2020-2026 Transportation Improvement Program (TIP) Administrative Amendment #18 to Modify funding levels for various projects (KN 20098, KN 20120, KN 20575, KN 21737, KN 22302).

Mr. Miles reviewed the KMPO 2020-2026 TIP Administrative Amendments 16-18; no action was required. The Board had no questions.

## 7. Other Business

### a. Regional Funding Effort – **Action Item**

Mr. Miles provided an overview of Resolution 2020-1, the proposed ballot measure would place the Local Option Vehicle Registration Fee before Kootenai County voters during the November 3<sup>rd</sup>, 2020 general election. Kootenai County’s last major transportation update was done in the early 1970s. Since that time, growth and development have caused the transportation system to near its capacity. The County’s population has increased an estimated 140,000 since 1970 and is expected to reach 307,000 by 2040. If passed, the measure would establish a regional pooled funding source and provide leverage for competitive grant funding programs and/or Federal low interest loans. Mr. Miles noted the list of 12 regional projects were specifically identified to address the region’s traffic congestion. The term and fees associated with the Local Option were explained. Mr. Miles has discussed the proposed measure and given presentations to several groups throughout the community; more presentations will be done over the next few weeks. Chair Kackman thanked Mr. Miles for his work on the matter.

**Mr. Dan Gookin moved to approve and adopt Resolution 2020-1 requesting the Board of County Commissioners to call for an election to authorize the Kootenai County Vehicle Registration Fees. Mr. Terry Werner seconded the motion. There was no discussion. The motion passed unanimously.**

Mr. Miles requested Mr. Bill Brooks, KMPO Board member and Kootenai County Commissioner, place the matter on the Kootenai County Commissioners’ agenda for Monday, August 17, 2020. Mr. Brooks stated he would add the matter to their August 17<sup>th</sup> agenda.

- b. DRAFT FY 2021-2027 Transportation Improvement Program (TIP) Review
  - i. Draft Table of Projects
  - ii. Publication of FTA Program of Projects with TIP
  - iii. Advertisement and Comment Period

Mr. Miles reviewed the draft FY 2021-2027 Transportation Improvement Program (TIP); projects in the TIP are fiscally constrained. Advanced and transit projects were discussed. The matter will be before the Board in September; no action was required today.

### c. Huetter Corridor Update

Mr. Miles provided an update on the Huetter Corridor project. Aerographic Geospatial Services and David Evans and Associates had completed their field work. Aerographic Geospatial Services had a delivery date of August 18<sup>th</sup>; their work was received Monday, August 10<sup>th</sup>. Mr. Miles commended ITD and the consultants for the project being on time and on budget.

### d. 2019 FHWA Transportation Performance Measures (TPM) Update

Ms. Ali Marienau said, in July of 2019, the KMPO Board approved the decision to support ITD’s performance targets. The performance measures have been included in the Transportation

Improvement Program as required by the Federal Highway Administration. ITD set the targets for pavement condition, bridge condition, travel time reliability, and freight reliability in 2017. ITD provides system performance data for Kootenai County to KMPO annually. Ms. Marienau reviewed the 2019 data for each of the System Performance Measures in relation to ITD's targets. The Board had no questions.

e. Health Corridor Study Update

Ms. Ali Marienau noted the Board had approved KMPO's participation in the Health Corridor Traffic Analysis Study and authorized Mr. Miles to execute the consultant agreement during the June 18th Board meeting. The consultant has been working with the local jurisdictions to collect data and has a draft of their first deliverable due August 18<sup>th</sup>. Most of the data has been collected and analyzed for its suitability; however, there has been some difficulties in accessing data for a few locations. The consultant is working on resolving the issue, and the deliverable is expected to be delayed a few weeks. The Board had no questions.

**8. Public Transportation (Informational Items Provided to KMPO)**

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

Ms. Amber Conklin was present; however, due to audio issues, she was unable to provide the Kootenai County Transit Report via the Zoom video conferencing platform.

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

Mr. Alan Eirls reported two (2) new buses had been ordered; a March 2021 delivery is expected. He noted one minor accident and an issue involving the temporary shutdown of their fuel source. Mr. Eirls reported masks were provided and required to be worn on the buses. Bus cleaning is done minimally between runs and deep-cleaned at the end of each day.

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

Mr. Miles reported that Magnuson, McHugh & Company were scheduled to begin the KMPO audit on November 2<sup>nd</sup>. Upcoming presentations scheduled on the Local Option Vehicle Registration Fee were noted. Mr. Miles noted the use of the City of Post Falls Council Chambers continued to be restricted; he may look into holding upcoming Board meetings in the ITD EOC meeting room once the ITD lockdown order is lifted.

**10. Board Member Comments**

There were no Board member comments given.

**11. Next Meeting – September 10, 2020**

**12. Adjournment**

**Mr. Rod Twete moved to adjourn the August 13, 2020 KMPO Board meeting. Mr. Dan Gookin seconded the motion which passed unanimously.**

The regular meeting was adjourned at 2:28 p.m.

Signature on File

Recording Secretary