



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 13, 2022 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 – Lynn Borders, Chair**
- 2. Changes to the Agenda and Declarations of Conflicts of Interest – Action Item**
- 3. Approval of November 18, 2021, Meeting Minutes – Action Item**
- 4. Public Comments** (limited to non-agenda items 3 minutes)
- 5. KCATT Recap & Recommendations – Ben Weymouth**
 - a. Recap of Activities – November and December 2021
 - b. Recommendation: Kootenai County Feasibility Study - Citylink Maintenance Facility Location Grant Application – **Action Item**
- 6. Administrative Matters**
 - a. November 2021 KMPO Expenditures – **Action Item**
 - b. December 2021 KMPO Expenditures & Financial Report – **Action Item**
 - c. 2021 Financial Audit Report Acceptance – **Action Item**
 - d. Election of 2022 Officers – **Action Item**
 - e. KMPO 2021-2027 Transportation Improvement Program (TIP) Amendment Requests:
 1. #24 Request to Modify Three Projects in the FY22 Program Year
 2. #25 Request to Modify the FY22 Program Year to Increase Funding
 - f. KMPO 2022-2028 Transportation Improvement Program (TIP) Amendment Requests:
 1. #1 Request to Modify the FY 2022 Program Year to Increase Funding
- 7. Other Business**
 - a. 2022 Board Retreat - **Discussion**
- 8. Public Transportation (Informational Items Provided to KMPO)**

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 - a. Kootenai County Transit Report – Kootenai County Public Transportation Staff
 - 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 10, 2022**
- 12. Adjournment**

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MEETING MINUTES

Kootenai Metropolitan Planning Organization
Regular Board Meeting
January 13, 2022
Post Falls City Council Chambers, Post Falls City Hall, 1st Floor
408 N. Spokane Street, Post Falls, Idaho

Board Members in Attendance:

Lynn Borders, Chair	City of Post Falls
Rod Twete, Vice Chair	Lakes Highway District
Dan Gookin	City of Coeur d'Alene
Ed DePriest	City of Hayden
Jim Kackman	Coeur d'Alene Tribe
Vic Holmes	City of Rathdrum
Jeff Tyler	Post Falls Highway District
Graham Christensen	East Side Highway District
Leslie Duncan	Kootenai County

Board Members Absent:

Damon Allen	Idaho Transportation Department, District 1
Corinne Johnson	Worley Highway District

Staff Present:

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

Attendees:

Ben Weymouth	KCATT
Alan Soderling	City of Hayden
Chad Ingle	Kootenai County
Mike Fuller	CdA Bike/Ped
Jennifer Hickman	Citizen

1. Call to Order – Lynn Borders, Chair

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

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

Vice Chair Rod Twete moved to approve the agenda. Mr. Vic Holmes seconded the motion, which passed unanimously. No conflicts of interest were declared.

3. Approval of November 18, 2021 Meeting Minutes – Action Item

Mr. Jim Kackman moved to approve the November 18, 2021 meeting minutes. Mr. Vic Holmes 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 – Ben Weymouth

a. Recap of Activities – November and December 2021

KCATT Chair Ben Weymouth provided a recap of the November and December KCATT meetings; the most notable discussions included winter maintenance and ITD activities on SH-41, I-90 and the Huetter Bypass.

b. Recommendation: Kootenai County Feasibility Study - Citylink Maintenance Facility Location Grant Application – **Action Item**

Mr. Weymouth noted KCATT had unanimously recommended that the KMPO Board approve Kootenai County's grant application for the Feasibility Study, Citylink Maintenance Facility Location.

In response to an inquiry from Mr. Gookin, Mr. Miles explained the source of the funding was the Federal Transit Administration (FTA), Section 5339, Buses and Bus Facilities Program. He confirmed that no location had been selected and said he had recommended a formalized feasibility and site location study to improve federal funding opportunities in the future. The decision on Phase 2 of the Riverstone Transit Center precluded a maintenance facility at that location; the design of the required park and ride lot has been completed.

Mr. Gookin noted there was no location outlined in the Board packet material and said he wanted to reiterate that the City of Coeur d'Alene and Riverstone do not want a maintenance facility at the Riverstone Transit Center – even if the study finds that is the optimal location.

Mr. Tyler commented on the grant application and felt the cost was exorbitant. Currently, the county leases, from the Post Falls Highway District, an area to park the urban buses. Mr. Tyler said local agencies, including Post Falls Highway District, ITD, and the Tribe, would likely have property available for such a site. Rather than proceeding with the grant application, he recommended the jurisdictions work together, pool their resources, and find a fitting location for the facility; but noted, he was not aware that the feasibility and site location study may provide federal grant opportunities in the future.

Mr. Miles commented on the two elements of the study: location and feasibility, which includes the cost and operation of the facility. It was noted that the analysis would be completed by an objective party.

Mr. Jim Kackman moved to approve the KCATT recommendation for proceeding with the feasibility study for the Citylink maintenance facility location grant application. Mr. Vic Holmes seconded the motion, which passed by a majority vote.

6. Administrative Matters

a. November 2021 KMPO Expenditures – **Action Item**

Ms. Duncan questioned the November Boise Urban Balancing meeting expense. Mr. Miles explained the cost covered mileage, hotel, and per diem for two days.

Mr. Vic Holmes moved that the Board meet their obligations and liabilities for November 2021. Ms. Leslie Duncan seconded the motion, which passed unanimously.

b. December 2021 KMPO Expenditures & Financial Report – **Action Item**

Mr. Jim Kackman moved to approve the December 2021 KMPO expenditures and Financial Report. Mr. Vic Holmes seconded the motion, which passed unanimously.

c. 2021 Financial Report Acceptance – **Action Item**

Mr. Miles noted the Board had received the draft 2021 audit done by Magnuson, McHugh & Company; there were no audit findings or exceptions. The suggestion that the KMPO Board chair review and initial the monthly bank reconciliation has been implemented. Chair Borders noted the only adjustment recommendation was associated with grant funds.

Mr. Vic Homes moved to accept the draft Financial Audit Report for 2021. Ms. Leslie Duncan seconded the motion which passed unanimously.

d. Election of 2022 Officers – **Action Item**

Chair Borders opened nominations for Board chair and vice chair.

Vice Chair Rod Twete moved to retain current officers for the second one-year term. Mr. Jim Kackman seconded the motion.

There were no other nominations.

Chair Borders opened the matter up for discussion.

Mr. Kackman noted the Board traditionally retained those in the chair and vice chair positions for two years. As Chair Borders and Vice Chair Twete have held the current positions for one year, he recommended each remain in their current positions for the second term.

The motion passed unanimously.

- e. KMPO 2021-2027 Transportation Improvement Program (TIP) Amendment Requests:
 - 1. #24 Request to Modify Three Projects in the FY22 Program Year
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Mr. Miles commented on the Administrative Amendments; no action was required.

7. Other Business

a. 2022 Board Retreat – Discussion

Mr. Miles noted there were new members on the KMPO Board and recommended a Board retreat to discuss and review KMPO, its roles, and responsibilities; the Board expressed interest in the event. Staff will send out a poll to determine the Board's availability in February; the retreat will likely be held from 10 a.m. to 2 p.m. and include lunch.

8. Public Transportation (Informational Items Provided to KMPO)

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a. Kootenai County Transit Report – Kootenai County Public Transportation Staff

Mr. Chad Ingle provided an update on fixed route and Paratransit ridership. Project updates included the bus stop improvements at Panhandle Health and Huetter Road; Mr. Miles was able to secure additional construction funds to cover the bids which were higher than expected. Specifications for Phase 2 of the Riverstone Transit Center have been submitted to the City of Coeur d'Alene for review and comment. The next round of Paratransit and fixed route bus procurements are being addressed. Progress on the Strategic Service Plan update was noted; they are compiling data from the cities. Staff is working on a Request for Proposal (RFP) for their website. Mr. Ingle responded to an inquiry from Mr. Tyler regarding the reported ridership.

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

Mr. Alan Eirls was not in attendance. Mr. Ingle said he believed Mr. Eirls was still short bus drivers and was likely filling in. The rural transit buses are in service; everything seems to be running well. The Link route had recently gone through a time route change.

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

Mr. Miles noted a recent discussion with KCATT related to ADA implementation and standards for improvement. This year, there will be an effort to provide various training sessions for the committee. Following the January 25th KCATT meeting, presenters from the Federal Highway Administration (FHWA), ITD, and the Local Highway Technical Assistance Council (LHTAC) will be putting on the ADA Compliance, Design, and Best Practices workshop. Following the February KCATT meeting, a presentation related to the use of connected vehicle data will be given by INRIX. Mr. Miles noted ITD currently uses INRIX data for some of their analytics; various platforms available through the firm were noted.

10. Board Member Comments

Mr. Tyler said he had mentioned it previously but is still interested in helping to facilitate the completion of Poleline Avenue from Huetter Road to Atlas Road.

Mr. Miles noted previous discussions and the Board's approval of the design funds for the Prairie Avenue – Meyer Road to SH-41 widening project; approval of the State and Local Agreement is before the Post Falls Highway District's on January 19th. Mr. Miles noted ITD had notified him this week that they will be recommending Prairie Avenue, from US-95 to SH-41, be added to the freight network system. The matter will go before the Freight Advisory Committee, the ITD Board, and then to the Federal Highway Administration for approval. Mr. Miles commented on the importance of getting the project design underway, noting the upcoming completion of the SH-41 widening project. An application for funding the Prairie Avenue improvements has been submitted and includes the widening project and turning radius improvements at the Prairie Avenue/Atlas Road intersection; a decision on the funding application is expected in the late spring/early summer timeframe.

11. Next Meeting – February 10, 2022

12. Adjournment

Chair Borders noted there was no further business before the Board. All were in favor of adjourning the January 13, 2022 KMPO Board meeting.

The regular meeting was adjourned at 2:03 p.m.

Signature on File
Recording Secretary