



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
September 14, 2023 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 – Rod Twete, Chair**
- 2. Changes to the Agenda and Declarations of Conflicts of Interest – Action Item**
- 3. Approval of August 10, 2023, Meeting Minutes – Action Item**
- 4. Public Comments** (limited to 3 minutes per person)
- 5. KCATT Recap & Recommendations – Kevin Jump**
 - a. Recap of Activities – August 2023
 - b. FY 2024 Unified Planning Work Program Approval – **Action Item**
- 6. Administrative Matters**
 - a. August 2023 KMPO Expenditures & Financial Report – **Action Item**
 - b. FY 2023 Year Budget Amendment – **Action Item**
 - c. ICRMP Joint Power Agreement – **Action Item**
 - d. KMPO 2023-2029 Transportation Improvement Program (TIP) Amendment Requests:
 1. #18 Request to Increase Funding in the FY 2023 Program Year
 2. #19 Request to Increase Funding in the FY 2023 Program Year
 3. #20 Request to Increase Funding in the FY 2023 Program Year
 4. #21 Request to Increase Funding in the FY 2023 Program Year
- 7. Other Business**
 - a. 2024-2030 Draft Transportation Improvement Program – Status
 1. Prairie Trail Underpass of Prairie Avenue \$1,700,000 Carbon Large Urban - **Action Item**
- 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 – 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 – October 12, 2023**
- 12. Adjournment**

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.

MEETING MINUTES

Kootenai Metropolitan Planning Organization
Regular Board Meeting
September 14, 2023
Post Falls City Council Chambers, Post Falls City Hall, 1st Floor
408 N. Spokane Street, Post Falls, Idaho

Board Members in Attendance:

Rod Twete, Chair	Lakes Highway District
Dan Gookin	City of Coeur d'Alene
Damon Allen	Idaho Transportation Department, District 1
Lynn Borders	City of Post Falls
Graham Christiansen, Vice Chair	East Side Highway District
Vic Holmes	City of Rathdrum
Phil Cooper	Worley Highway District
Jeff Tyler	Post Falls Highway District
Sandra White	City of Hayden
Bruce Mattare	Kootenai County

Board Members Absent:

Jim Kackman	Coeur d'Alene Tribe
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Staff Present:

Glenn Miles	Executive Director
Ali Marienau	Transportation Planner

Attendees:

Kevin Jump	City of Rathdrum KCATT Chair
Chad Ingle	Kootenai County Public Transportation
Terry Werner	LHTAC
Teresa Roth	Citizen
Michael Lenz	Post Falls Highway District

1. Call to Order – Rod Twete, Chair

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

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

Mr. Graham Christiansen moved to approve the agenda. Mr. Lynn Borders seconded the motion, which passed unanimously. No conflicts of interest were declared.

3. Approval of August 10, 2023 Meeting Minutes – Action Item

Mr. Lynn Borders moved to approve the meeting minutes from August 10, 2023. Mr. Vic Holmes seconded the motion, which passed unanimously.

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

Mr. Terry Werner, on behalf of the Local Highway Technical Assistance Council (LHTAC), informed the Board that LHTAC would be having their annual Funding Workshop in District 1 on Tuesday, September 26, 2023, immediately following the KCATT meeting at ITD District 1 Office. The meeting would be from 9:30 a.m. until 12:30 p.m.

5. KCATT Recap & Recommendations – Kevin Jump

a. Recap of Activities – August 2023

KCATT Chair Kevin Jump provided a recap of their August meeting, where jurisdictions and agencies gave updates for their projects; reviewed the draft 2024-2030 Transportation Improvement Program; had a roundtable discussion on the use of CARBON funds and agreeing with the KMPO Staff that funding the Prairie Trail Underpass would be a good use for those funds; and finally, a final review of the 2024 Unified Planning Work Program (UPWP).

Mr. Jump indicated that KCATT has unanimously recommended approval of the 2024 UPWP to the Board.

Board member Gookin indicated in the past the UPWP has contained language related to studying the connection of transit service between Spokane and Coeur d'Alene, and he didn't notice it in this year's work program. Mr. Miles indicated that work task language has been removed from the work program at the request of Kootenai County.

Mr. Vic Holmes moved to approve the FY 2023 Unified Planning Work Program. Mr. Lynn Borders seconded the motion, which passed unanimously.

6. Administrative Matters

a. August 2023 KMPO Expenditures and Financial Report – Action Item

Mr. Miles noted the expenditures for the month of August, which included two invoices from iteris for the months of June and July and offered to answer any questions from the Board on the expenses.

Mr. Vic Holmes motioned the Board meet their expenditures and liabilities for the month of August 2023. Mr. Lynn Borders seconded the motion, which passed unanimously.

b. FY 2023 Budget Amendment – Action Item

Mr. Miles noted the expenditures for the FY 2023 budget remain largely the same as presented to the KMPO Board in June; however, there is a slight increase anticipated in personnel towards the end of the year, as a result of the last pay period in September. An updated budget sheet was provided in the Board packet indicating the requested changes to the FY 2023.

A motion was made by Mr. Lynn Borders to approve the amendment to the FY 2023 KMPO Budget. Mr. Vic Holmes seconded the motion, which was unanimously approved.

c. ICRMP Joint Powers Agreement - Action Item

Mr. Miles informed the Board that ICRMP (KMPO insurance carrier) had provided an updated Joint Powers Agreement that would need to be approved by the KMPO Board as part of the FY 2024 renewal process. The agreement updates roles and responsibilities, with ICRMP taking a more active role in claims prevention and claims process. This agreement will need to be signed by all members of ICRMP moving forward into the new fiscal year.

Ms. Sandra White asked if KMPO has considered a different insurance carrier in the past. Mr. Miles indicated that it was several years ago; however, it is generally accepted that ICRMP provides good coverage for local jurisdictions and would be difficult to find a better product in the commercial insurance market.

Mr. Gookin asked if approving the agreement would in any way place a potential liability on the City of Coeur d'Alene. Mr. Miles informed member Gookin that since KMPO is created under a joint powers agreement, making it a standalone agency, the insurance coverage is for KMPO and not associated with the insurance or liabilities associated with member agencies.

Mr. Jeff Tyler indicated that he has not seen KMPO's attorney while he has been a member of the Board, and asked if KMPO has an attorney. Mr. Miles indicated the Witherspoon-Kelly has been the firm retained by KMPO since 2011, which recently merged with Hawley-Troxel. Since the merger, KMPO's assigned attorney has subsequently retired and staff is working to identify who the new attorney from that firm would be. If one cannot be identified, KMPO will go out for a Request for Services to identify a new firm.

A motion was made by Mr. Vic Holmes to approve the ICRMP amended Joint Powers Agreement. Mr. Lynn Borders seconded the motion, which was unanimously approved.

d. KMPO 2023-2029 Transportation Improvement Program (TIP) Amendment Requests:

1. #18 Request to Increase Funding into FY 2023 Program Year
2. #19 Request to Increase Funding into FY 2023 Program Year
3. #20 Request to Increase Funding into FY 2023 Program Year
4. #21 Request to Increase Funding into FY 2023 Program Year

Mr. Miles provided an overview of the Transportation Improvement Program, a six-year program, and provided an overview of each of the amendments and projects involved.

7. Other Business

a. 2024-2030 Transportation Improvement Program Update – Glenn Miles.

Mr. Miles noted that KMPO advertised the draft FY 2024-2030 Transportation Improvement Program for a thirty (30) day public comment period; it was posted on the KMPO website and advertised in the Coeur d'Alene Press. An Open House was held on September 13 at the KMPO Office. The public comment period closes on September 25th, and the Board can expect a recommendation for approval at the October 12, 2023 meeting.

1. Prairie Trail Underpass of Prairie Avenue \$1,700,000 Carbon Funding– ACTION ITEM

KMPO received notification of the availability of Federal CARBON funds. These funds are intended to support projects that will reduce carbon emissions from vehicles. There are a wide range of eligible uses of the funds. With this one-time opportunity (2022-2024) for available funding and after conversations with jurisdictions at KCATT, it was the general consensus the funds should be used to develop a pedestrian underpass of Prairie Avenue in conjunction with two current projects, the Prairie Avenue Widening and the continuation of the Prairie Trail, which uses the old Union Pacific Right of Way that was recently acquired by local agencies and ITD.

Ms. Sandra White expressed some concerns about the safety of a pedestrian underpass. Mr. Jeff Tyler informed the Board he had talked to the school district to see if they would have safety and/or security concerns. Mr. Tyler indicated the school district's suggestions were to install good lighting and cameras to create a safer environment for the users. He also indicated there will be a developer sponsored connection to Meyer Road at Prairie, which could be used as another route for individuals to cross Prairie Avenue while using the trail.

Mr. Graham Christiansen motioned to approve the use of CARBON funds for the Prairie Trail Underpass of Prairie Avenue, which was seconded by Mr. Vic Holmes. The motion passed with Ms. Sandra White voting Nay.

8. Public Transportation (Informational Items Provided to KMPO)

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a. Kootenai County Transit Report – Chad Ingle

Mr. Chad Ingle reviewed ridership for the fixed route, Paratransit, and Ring-A-Ride services, noting driver shortages continue for the Ring-a-Ride service. He provided an update on the bus stop improvement projects at Huetter Road/Seltice Way and Atlas Road near Panhandle Health.

Coeur d' Alene Tribe Rural Transit Report – Alan Eirls

Mr. Ingle noted that Mr. Eirls was not able to attend again; he did not have an update from Mr. Eirls.

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

Mr. Miles noted the FY 2023 Financial Audit is scheduled for the week of October 25th. KMPO will be wrapping up the FY 2023 fiscal year on September 30th. Mr. Miles also wanted the Board to know the letter of recognition for Ms. Kelly Lund that he sent was not solicited by her, but solely on his part to recognize her work over the years.

10. Board Member Comments

Ms. Sandra White commented on the Board's decision last month, to provide only an audio recording of the KMPO Board meetings to be erased after the minutes are adopted, should be reconsidered, as she felt this would add to the level of accountability and transparency. Ms. White remarked that the work KMPO does is important and felt the citizen would appreciate a video recording of the meetings.

Mr. Miles indicated that he has been in discussions with Kootenai County, City of Coeur d' Alene and City of Post Falls regarding both audio recording and the potential for video recording the meetings. There are some additional questions that still need to be answered and those should be completed by next month. He recommended that since the KMPO meetings for 2023 have already been advertised, any change in venue would best be done in January.

Mr. Tyler commented that after having a controversial meeting last month on the traffic management center study, he was concerned about the recent article in the Coeur d' Alene Press, in that it expressed the TMC in a positive light despite people attending the meeting being very much opposed. He also expressed concern about who is the Kootenai Metropolitan Planning Organization.

Chairman Twete requested Mr. Glenn Miles respond to Mr. Tyler's comments. Mr. Miles indicated there was additional public outreach conducted after the June 8, 2023 KMPO Board meeting, based on Mr. Mattare's suggestion during the meeting. The additional activities were developed in coordination with Mr. Mattare, the Chair and Vice Chair, after which that information was communicated to the Board members. There were no objections received to conducting the additional public outreach, which was to conduct two open houses and the online survey.

The two public open houses were held in Post Falls and Coeur d' Alene on August 3, 2023 from 4:30 p.m. to 7:30 p.m. The online survey was developed and administered by the Idaho Transportation Department, District 1 staff, which ran for 3 weeks and received 1,657 responses. An independent review of the responses by Moore Information Group recommended 288 be terminated, as they were artificially manipulated. The results showed 62% support for a traffic management center. Mr. Miles also commented that he does not have control over what the Coeur d' Alene Press chooses to write about, nor how they write their articles.

Mr. Miles also responded to the question of who is KMPO. Mr. Miles reminded the Board the KMPO is a voluntary stand-alone agency, created through a joint powers agreement signed by the participating agencies. The participating agencies/jurisdictions appoint individuals from their respective agencies/jurisdictions to represent the agency/jurisdiction on the KMPO Policy Board. The KMPO Board appoints the Executive Director, who serves under the direction of the Board. The Executive Director hires employees of KMPO and carries out the duties and obligations of KMPO as expressed in the annual work program and budget approved by the KMPO Board. Mr. Miles indicated that he believes KMPO is the collective work of everyone involved.

Mr. Vic Holmes reported that he will not be running again for Mayor of Rathdrum. Several members of the Board expressed their appreciation for his service over the years.

Chair Twete thanked everyone for their participation.

11. Next Meeting – October 12, 2023

Without objection, Chair Twete adjourned the September 14, 2023 meeting.

The regular meeting was adjourned at 2:06 p.m.

Recording Secretary