



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**  
**December 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 – Graham Christensen, Chair**
- 2. Changes to the Agenda and Declarations of Conflicts of Interest – Action Item**
- 3. Approval of October 12, 2023, Meeting Minutes – Action Item**
- 4. Public Comments** (limited to 3 minutes per person)
- 5. KCATT Recap & Recommendations – Kevin Jump**
  - a. Recap of Activities – October 24, 2023
  - b. VISTRO software implementation – Supported staff training
- 6. Administrative Matters**
  - a. October, 2023 KMPO Expenditures – **Action Item**
  - b. November, 2023 KMPO Expenditures – **Action Item**
  - c. December Financial Snapshot
  - d. Approval of KMPO Board and KCATT Meeting Dates for 2024 – **Action Item**
  - e. KMPO FY 2023 Financial Audit - **Informational**
  - f. KMPO 2023-2029 Transportation Improvement Program (TIP) Amendment Requests:
    1. #26 2023-2029 KMPO TIP **KN22770, KN23028, KN23349, KN24162, KN24276, and KN24353**
    2. #27 2023-2029 KMPO TIP **KN 21935**
    3. #28 2023-2029 KMPO TIP **KN 20482 & KN 20592**
    4. #29 2023-2029 KMPO TIP **KN 12310**
- 7. Other Business**
  - a. **Local Government Transportation Program – Status Report**
  - b. **KMPO Board meeting Venue – Tabled Item**
  - c. **Election of KMPO Board Officers for 2024 – 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 – November 9, 2023**
- 12. Adjournment**

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**MEETING MINUTES**

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

Board Members in Attendance:

Bruce Mattare	Kootenai County
Sandra White	City of Hayden
Jeff Tyler	Post Falls Highway District
Phil Cooper	Worley Highway District
Vic Holmes	City of Rathdrum
Jim Kackman	Coeur d’Alene Tribe
Lynn Borders	City of Post Falls
Damon Allen	Idaho Transportation Department, District 1
Dan Gookin	City of Coeur d’Alene

Board Members Absent:

Rod Twete, Chair	Lakes Highway District
Graham Christensen, Vice-Chair	East Side Highway District

Staff Present:

Glenn Miles	Executive Director
Ali Marienau	Transportation Planner
Kate Williams	Administrator

Attendees:

Monty Montgomery	Lakes Highway District
Donna Montgomery	Citizen
Terry Werner	LHTAC
Chad Ingle	Citylink - Kootenai County
Kevin Jump	City of Rathdrum
Rob Palus	City of Post Falls

**1. Call to Order – Jim Kackman, Board Member**

The regular meeting of the Kootenai Metropolitan Planning Organization Policy Board was called to order by Board Member Jim Kackman at 1:30 p.m. Mr. Kackman stated he was asked to chair the meeting, due to the absence of the Board’s chair and vice chair.

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

Mr. Miles noted item 11 of the agenda, the date of the next meeting, was incorrect and needed to be updated to state January 11, 2024. Mr. Kackman called to entertain a motion to approve the amended agenda.

**Mr. Vic Holmes moved to approve the agenda given the changes. Mr. Lynn Borders seconded the motion, which passed unanimously.**

No conflicts of interest were declared.

**3. Approval of October 12, 2023, Meeting Minutes – Action Item**

**Mr. Vic Holmes moved to approve the meeting minutes from October 12, 2023. Mr. Lynn Borders seconded the motion, which passed unanimously.**

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

No public comments were made.

**5. KCATT Recap & Recommendations – Kevin Jump**

a. Recap of Activities – October/November 2023.

KCATT chair Kevin Jump reported on the October 24th KCATT meeting; the November meeting was canceled, due to a lack of business. KMPO staff gave KCATT an update on the Carbon Funding process. ITD has a draft carbon reduction strategy available, which includes input from all MPOs in the state. There is \$45 million available for funding opportunities; the ITD executive board is expected to make a decision later this month or after the beginning of next year. Mr. Jump provided an update on the Strategic Initiatives Grant program. At the time of the meeting, the ITD executive team was evaluating tier 1 projects and planners and engineers were evaluating tier 2 programs. Nothing had yet been decided. However, since then, Mr. Jump reported that the evaluation and scoring has been completed and recommendations have been made for adoption by ITD; those should be forthcoming.

b. VISTRO software implementation – Purchase and Supported staff training

Mr. Jump reported that KCATT discussed the acquisition of PTV VISTRO software to help retain the integrity of the regional model and allow KMPO to better work with other agencies. It is compatible with the current VISUM software. A license of PTV VISTRO software is \$2,000 annually and minor additional costs would be required for training KMPO staff on use of the software. KCATT voted and is providing a unanimous favorable recommendation of the purchase of the license (renewable each year) and the cost associated with training.

Mr. Dan Gookin asked whether this purchase would come as an action item for the KMPO board to vote on. Mr. Miles clarified that this is a budgeted expenditure and that KMPO was mostly seeking to inform KCATT of the plan to move forward with VISTRO and training. Mr. Kackman stated that this was a budgeted KMPO item and seemed like a valid staff decision to purchase the software and have Ms. Marienau attend the online training, since it was available and only available a few times a year. Mr. Miles noted that Ms. Marienau was sent to the two-day training in November.

**Administrative Matters**

- a. October 2023 KMPO Expenditures – **Action Item**
- b. November 2023 KMPO Expenditures – **Action Item**

**Mr. Vic Holmes moved that the Board meet their obligations and liabilities for the months of October and November 2023. Mr. Lynn Borders seconded the motion, which passed unanimously.**

c. December Financial Snapshot – Report

Mr. Miles reported that all accounts receivable had come in, and KMPO was at about \$62,000 for expenses year-to-date, which is lower than average; KMPO is in an acceptable position financially.

d. Approval of KMPO Board and KCATT Meeting Dates for 2024 – **Action Item**

**Mr. Vic Holmes moved that the Board approve the meeting dates for 2024. Mr. Lynn Borders seconded the motion, which passed unanimously.**

e. KMPO FY 2023 Financial Audit – Informational

Mr. Glenn Miles reported that the firm Magnuson, McHugh & Dougherty had completed the annual audit, which began October 26, 2023. KMPO provided the firm with all files and records, plus electronic versions of QuickBooks. The audit went smoothly with no issues. They have a draft audit completed, and the final version will be available at the next KMPO board meeting. The audit process included the firm calling/speaking with several members of the board. The audit conclusion is that KMPO is in a good financial position. Mr. Kackman commended KMPO for running such a tight program, keeping the books up-to-date, and achieving such a clean audit.

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

1. #26 2023-2029 KMPO TIP: KN22770, KN23028, KN23349, KN24162, KN24276, and KN24353

Mr. Miles spoke to amendment #26: ITD requested a project name change to “Rathdrum Prairie PEL study” from “US 95, Alt-Route Huetter Bypass NEPA study”, as well as an increase for preliminary engineering funding by \$250,000. The request also included an increase in PC funding for existing projects and an additional four projects approved by the ITD board as part of 2024 TIP/STIP adoption process: SH 53-Hauser Lake Road to Bruss Road, Ramsey Road signal upgrades, Kidd Island Road Phase 2, and Prairie Ave – Meyer Road to SH-41.

2. #27 2023-2029 KMPO TIP: KN 21935

Mr. Miles spoke to amendment #27: additional funds were requested for the I-90 Coeur d’Alene River bridge construction.

3. #28 2023-2029 KMPO TIP: KN 20482 & KN 20592

Mr. Miles spoke to amendment #28: a request was made for additional funds for SH-97, Harrison to Whistle Road, and SH-3, Coeur d’Alene River bridge to I-90.

4. #29 2023-2029 KMPO TIP: KN 12310

Mr. Miles spoke to amendment #29: an additional \$800,000 was requested for the Ramsey Road project from Wyoming to Lancaster, which will go under construction in 2024. The city of Hayden has one piece of property left before they can certify the project’s right-of-way. The city received an additional \$885,000 in construction funds to bring it up to the engineer’s estimate.

5. #30 2023-2029 KMPO TIP: KN 10005

Mr. Miles spoke to amendment #30, which was processed the day prior to the KMPO Board meeting. This amendment addresses the SH-53, Pleasant View interchange. The project is being advanced to FY 2024 from FY 2027-2029 because of the recent competitive grant funding award. This project has been around since 2006.

## 6. Other Business

- a. Local Government Transportation Program – Status Report

Mr. Miles reported that the ITD board had met and took under consideration the recommendations brought forth by the scoring teams and executive management teams, after an extensive vetting process. The total funding requests for large, urbanized areas throughout the state was \$120 million, for about \$50 million of available money. Category Two, which includes small urban and rural areas, received an additional \$72 million worth of requests.

Two projects large-urban projects were funded from Kootenai County: \$4.8 million for the City of Coeur d’Alene, Government Way intersection improvements, which would replace and update traffic signals along the corridor from Harrison Ave. to Prairie Ave.; \$1.2 million for city of Post Falls, Spokane Street pavement rehabilitation.

The city of Hayden’s Ramsey Road/Honeysuckle Ave. roundabout intersection improvements did not get funded. Additionally, the Post Falls Highway District, Huetter Road roadway widening (from Seltice Way to Mullan Ave.) was not awarded. Mr. Miles elaborated that there was a timing and sequencing problem associated with Huetter Road and the I-90 widening project. To move forward, there was an initial suggestion, from the TECM office, for local jurisdictions to contribute \$1.6 million to put in a soil nail wall to

preserve the opportunity to widen Huetter Road in the future. After several discussions, it is understood that as part of the I-90 widening project, ITD will move the bridge abutments back on the new bridge, which will accommodate a widening of Huetter Road underneath it, in the future. This adjustment will resolve the question of the timing of being able to do the Hutter Road project and what the bridge structure would look like, as well as alleviates any interference with the I-90 widening project's schedule, which ITD is planning to get into design by April.

Mr. Jeff Tyler noted that an Idaho Association of Highway District (IAHD) colleague contacted him and was concerned with the number of projects that were granted to cities over highway districts. Mr. Tyler was interested in Mr. Miles' opinion on the division of money between projects this time around. Mr. Miles explained the primary criteria in the 100-point scoring system, which had a value of 30 points, was used to decide which projects had the closest direct impact on the state highway system and vice versa. A lot of the highway district projects appeared to be consistently farther away from the state highway, thus having less of an impact and being awarded fewer points. A lot of the smaller towns, whose projects received funding, have a state highway going right through them, and those projects were funded to try and address some issues have been long standing.

b. KMPO Board meeting Venue – Tabled Item

Mr. Miles suggested the Board continue to table this item until the new board members are sat after the new year. There is more discussion to be had around audio and visual recordings of board meetings, changes to be made, and how those will impact the choice in venue. Mr. Miles suggested the board defer this discussion until the February meeting. Mr. Kackman agreed with this recommendation.

Ms. Sandra White commented that the Post Falls Urban Renewal District meets in the Post Falls Council Chambers, and their meetings are live streamed. She inquired if we could find out who does that and if the Board could tap into that resource. Mr. Miles explained that the urban renewal district serves the interest of the city of Post Falls and so able to use their resources more freely. The city is not willing to commit to KMPO needs, due to staffing issues. Mr. Lynn Borders, who represents the city, agreed with this explanation.

c. Election of KMPO Board Officers for 2024 – Action Item

**Mr. Lynn Borders stated, in following the Board's past history of succession, that he would move to nominate Mr. Graham Christensen for Chair and Mr. Bruce Mattare for Vice Chair. Mr. Jeff Tyler seconded the motion, which passed unanimously.**

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

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

Mr. Chad Ingle, Kootenai County, reported that fixed ridership is down 3% this month from this month last year. For the fiscal year, thus far, ridership is down 3%. Paratransit was also down 13% for the month and down 11% for the fiscal year. The county is continuing to work with NIC on the fabrication of the bus stop shelters at Huetter Road and on Atlas Road at Panhandle Health. Mr. Ingles noted they were still working on bus procurement for new paratransit buses. They got three of the buses back from Creative Bus Sales, which is now Mobile One. They look to be in the correct order, so they should be able to get them licensed and wrapped to get on the road soon. Mobile One took the other three buses that need to be changed up and fixed. Because they already have the parts needed, the turnaround should be quick. The County is also working on the disposition of the paratransit buses that have passed their useful life. Mr. Ingle informed the board that as of January 2, Ms. Jody Bieze will be an independent contractor with Kootenai County, and starting December 16, he will oversee the management and operations of public transportation for the County.

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

Mr. Alan Eirls was absent; Mr. Ingle spoke on his behalf. The Tribe is trying to procure some new buses, as well, and are putting together some grants. They are looking to put together some additional grants with ITD for future buses, as well.

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

Mr. Miles reported that the revision process that is taking place on the MOU between KMPO and ITD. The MOU is a document that details and provides clarification on the chain of command and order of operations between the two organizations. It has not been updated since 2013. KMPO and ITD headquarters staff are working through the MOU line-by-line and making updates, as needed. KMPO will bring that updated document before the Board as a draft for review (roughly 23 pages and 9 appendices).

Mr. Miles noted that Ms. Marienau has been very busy working with ITD and the local jurisdictions on the ongoing PEL study. An email was sent out with an update on the project. There will be additional meetings going forward, and Mr. Miles encouraged the Board members to participate in the process.

Mr. Miles introduced Ms. Kate Williams. Ms. Williams is KMPO's new office administrator. Welcome Kate.

Mr. Jeff Tyler inquired, regarding MOU revision, will the Board have the opportunity to see the changes made between this new document and what was included in the previous MOU? Mr. Miles stated he will try and mark out the material differences so Board members will be able to see what was changed, since the formatting of the old and new documents are not the same.

**9. Board Member Comments**

Mr. Gookin wished everyone a Merry Christmas.

Mr. Borders announced this was his last meeting on the board and thanked everyone for the opportunity to gain experience and work alongside them as a board member.

Mr. Holmes announced this was his last meeting on the board, as well, and wished everyone a Merry Christmas.

Mr. Cooper wished everyone Merry Christmas.

Mr. Tyler thanked Mr. Holmes and Mr. Borders for their service on the Board and congratulated Steve Adams on his new appointment.

Ms. White wished everyone a Merry Christmas.

Mr. Mattare thanked the Board for having confidence in him to be the new vice chair. He wished everyone a Merry Christmas and Happy New Year.

**10. Next Meeting – January 11, 2024**

**Without objection, Mr. Jim Kackman motioned, and Mr. Vic Holmes seconded to adjourn the December 14, 2023, meeting.**

The regular meeting was adjourned at 2:04 p.m.

*Signature on File* (Kate Williams)

Recording Secretary