



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**  
**January 11, 2024 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 December 14, 2023, Meeting Minutes – Action Item**
- 4. Public Comments** (limited to 3 minutes per person)
- 5. KCATT Recap & Recommendations – Michael Lenz**
  - a. New Chair and Vice Chair election results
  - b. Recap of Activities – Decmeber 2023
- 6. Administrative Matters**
  - a. December, 2023 KMPO Expenditures– **Action Item**
  - b. January Financial Snapshot
  - c. KMPO FY 2023 Financial Audit- **Action Item**
  - d. KMPO 2023-2029 Transportation Improvement Program (TIP) Amendment Requests:
    - i. TIP Amendment #31request by ITD on KN 23649
- 7. Other Business**
  - a. Local Government Transportation Program – Status Report
  - b. KMPO Board meeting Venue – Tabled (February Item)
- 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 8, 2024
- 12. Adjournment**

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## MEETING MINUTES

Kootenai Metropolitan Planning Organization  
Regular Board Meeting  
January 11, 2024  
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, Vice Chairman	Kootenai County
Sandra White	City of Hayden
Jeff Tyler	Post Falls Highway District
Phil Cooper	Worley Highway District
Graham Christensen, Chairman	East Side Highway District
Monty Montgomery, Alternate	Lakes Highway District
Marvin Fenn, Alternate	Idaho Transportation Department, District 1
Dan Gookin	City of Coeur d'Alene

### **Board Members Absent:**

Steve Adams	Lakes Highway District
Jim Kackman	Coeur d'Alene Tribe
Damon Allen	Idaho Transportation Department, District 1
Vacant Seat	City of Rathdrum
Vacant Seat	City of Post Falls

### **Staff Present:**

Glenn Miles	Executive Director
Kate Williams	Administrator

### **Attendees:**

Donna Montgomery	Citizen
Angela Sieverding	East Side Highway District
Terry Werner	LHTAC
Chad Ingle	Citylink - Kootenai County
Michael Lenz	Post Falls Highway District
Mike Hill	City of Rathdrum
Kevin Jump	City of Rathdrum
Rob Palus	City of Post Falls

- 1. Call to Order** – Graham Christensen, Chair  
The regular meeting of the Kootenai Metropolitan Planning Organization Policy Board was called to order by Chairman Graham Christensen at 1:30 p.m.
- 2. Changes to the Agenda and Declarations of Conflicts of Interest – Action Item**  
No conflicts of interest were declared. Mr. Christensen called to entertain a motion to approve the agenda. **Mr. Jeff Tyler moved to approve the agenda. Mr. Phil Cooper seconded the motion, which passed unanimously.**
- 3. Approval of December 14, 2023, Meeting Minutes – Action Item**

Mr. Christensen called to entertain a motion to approve the meeting minutes. **Mr. Bruce Mattare moved to approve the meeting minutes from December 14, 2023. Mr. Jeff Tyler 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 – Michael Lenz**

**a. New Chair and Vice Chair election results**

KCATT chair Michael Lenz, Director of Post Falls Highway District, reported that he was elected Chair, and Mr. Robert Palus, city of Post Falls, was elected Vice Chair of the KCATT committee during their December meeting.

**b. Recap of Activities – December 2023**

Mr. Lenz informed the Board that at the KCATT meeting Carrie Ann Hewitt, ITD, reported on the results of the Strategic Initiatives Grant program. Three times as many projects were submitted as there is money available. The city of Coeur d'Alene's Government Way project and the city of Post Falls' Spokane Street project were both awarded. He noted that the city of Coeur d'Alene gave an update on Hanley Ave., which is now paved out to Huetter Road; the new lights should be up and running by mid-January. Mr. Lenz also spoke to the Pleasant View Rd./SH-53 Interchange project. When ITD starts the project, they will be closing Pleasant View Rd. down, which is going to force a lot of the traffic to a choke point at the intersection of Hwy 53/Beck Road/Prairie Ave. There is a train crossing there with trains every 10 minutes, so ITD is trying to find a solution to keep traffic moving during the reroutes. Final plans are still to be determined.

Mr. Jeff Tyler, Post Falls Highway District, made a comment welcoming Mr. Lenz to the position.

**6. Administrative Matters**

**a. December 2023 KMPO Expenditures – Action Item**

Chair Christensen called to entertain a motion to approve the December expenditures.

**Mr. Bruce Mattare moved to approve the December 2023 KMPO Expenditures. Mr. Phil Cooper seconded the motion, which passed unanimously.**

**b. January Financial Snapshot**

Mr. Glenn Miles reported KMPO is sitting in a good position with all accounts, as the reimbursement for December was received in a timely manner. KMPO expenditures are down.

**c. KMPO FY 2023 Financial Audit – Action Item**

Mr. Miles summarized what the audit process was and explained what was contained in the printed copies of the audit that were provided to the Board (*available online in the January KMPO Board Packet*). The audit found KMPO in good standing. There were a few ledger notes, including that KMPO's lease is listed as a long-term liability; Mr. Miles clarified that it is not, however, since the rental agreement states it can be ended at any time with no penalty. PERSI is another line item that appears as a liability, due to the General Accounting Standards Board, 68, which states the risk associated with the unfunded balance of pension funds (PERSI) has to go on the fiscal notes as a potential future liability for the organization. Mr. Miles explained that the audit can make it look like KMPO is in a bad financial position because this (PERSI) unfunded liability is about \$175,000 and KMPO had a year-end net of \$59,000. However, the reality outside of the audit is that KMPO is in very good shape, as noted on page 29 of the audit. Page 29 is the audit of KMPOs budget, expenditures, and carryover. This portion of the audit concludes that KMPO is right on target. Lastly, Mr. Miles spoke to one point on the audit that was incorrect last year on compensated absences, that was reflected as a correction in this year's audit. Mr. Tyler questioned the pension liabilities line items and asked for clarification. Mr. Miles

explained that the accounting codes for pensions bucket them as liabilities, but they are not an actual liability to KMPO.

**Mr. Jeff Tyler moved to approve the KMPO FY 2023 Financial Audit. Mr. Bruce Mattare seconded the motion, which passed unanimously.**

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

i. TIP Amendment #31: request by ITD on KN 23649

Mr. Miles reported that this TIP amendment was for the Post Falls business loop. The resurfacing project is up for construction in 2028. This amendment adds money to the engineering design phase, which will be started in 2024.

Mr. Miles is anticipating another revision of the carbon funds for the Prairie Ave. underpass; the funds were included in the Prairie Ave., SH-41 to Meyer Rd. project. The carbon funds for the underpass will be split off, and it will be treated as two projects.

**7. Other Business**

**a. Local Government Transportation Program – Status Report**

Mr. Miles reported that the IT Board has selected the projects, and ITD is working on how to execute those projects. ITD HQ will announce in the next 30-60 days about the timelines on execution.

The city of Coeur d'Alene got their signal equipment upgrade approved for Government Way. Post Falls' Spokane Street project was also approved. The Huetter Road project for under I-90 wasn't funded for construction, but there were allowances put into place to allow for this to happen later within other projects.

KMPO will be doing a call for projects, within the next two months, to come up with a priority rating for the Board to select projects from. KMPO will start to develop the 2025-2031 Transportation Improvement Program (TIP). Local jurisdictions should start looking at projects that they would like to submit. Projects submitted typically range from \$2-8 million and are typically for arterial roadways that either need major renovation or some additional capacity.

**b. KMPO Board meeting Venue – Tabled (February Item)**

The Board agreed to make a final decision on this item next month once the vacant seats on the Board are filled.

**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, Kootenai County Public Transportation, reported that the fixed router ridership was +14% over this month versus last year; that puts them at a +2% for the fiscal year. Paratransit ridership had a 25% decrease for this month versus this month last year and a 16% decrease for fiscal year so far. Three paratransit buses, that came back from Mobile One, will be put into service soon; they are working through getting rid of the older buses. Kootenai County is working on annual reporting for the National Transit Database (NTD), which is under the FTA; the NTD is a repository of data about the financial operating and asset conditions of the transit systems in the United States. The county is also working on DAMIS (Drug and Alcohol Management Information System) reporting, where all mandatory drug and alcohol testing is input into the system for FTA. They will be having a tri-

annual review this year (per FTA regulation); the first round of questions is due back to the reviewer by February 29<sup>th</sup>.

#### **b. Coeur d'Alene Tribe Rural Transit Report**

Mr. Ingle also reported on behalf of Mr. Alan Eirls and the Coeur d'Alene Tribe. They are drafting a RFP (Request for Proposals) for a new bus, as they had a drunk driver hit and damage one of their buses. The Tribe is working on their NTD and DAMIS reporting for the year, as well.

Mr. Tyler asked about the revenue miles and non-revenue miles stated in the reports, since there are no bus fees. Mr. Ingle explained "non-revenue miles" is just terminology; the phrase non-revenue miles, refers to any miles the buses are driven for maintenance or any circumstance where it's not ready for service for passengers.

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

Mr. Miles reported that the 2024-2030 Transportation Improvement Program (TIP) has been submitted to the Federal Highway Administration and the Federal Transit Administration for review and approval, should be approved soon. The jurisdictions and ITD have been pulling projects out of the 2024 program and dropping them into the 2023 program, so that they can get their funding obligated, which explains the large number of amendments that have been going through.

Mr. Miles also provided an update on the MOU (Memorandum of Understanding) being updated between ITD and the state MPOs. They did not have a meeting in December, so the Board will get a copy of the new version once it's completed in the coming months. The new version will be much shorter, as they are truncating and making it more concise.

The Metropolitan Transportation Plan needs to be updated every five years. Generally, KMPO has taken an approach of a rolling adoption, where sections of the MTP are reviewed, updated, and adopted, which then restarts the five-year window. KMPO will be working between now and the end of 2025 to look at existing conditions, including the data from the 2020 census and the Board-approved forecasts of population and employment, as well as the Plan's goals and policies section; outreach opportunities will be provided for KCATT, the KMPO Board, and the general public to provide input on new strategies or new ideas that they would like to see implemented as a part of the policies, goals, and strategies. Mr. Miles stated that he thinks this will be a good opportunity to get insight from the public, so that they can understand what issues and challenges this community is facing as a county and as an urbanized area. This process will be putting it all the recent planning and input together, as KMPO starts looking at the existing conditions and applying those goals, policies, and strategies towards the next 20 years, while keeping a critical eye for what needs to be looked at strategically and invested in accordingly.

### **10. Board Member Comments**

Mr. Tyler, Post Falls Highway District, commented that he is concerned about the "Resolution of Adoption of Outside Boards" that is currently going around within the cities. He explained that the resolution states, in summary, that anybody that sits on a board should be approved by the city they represent, and their comments to these outside boards should be according to what their city would like them to comment. Mr. Tyler commented about his opinion on being a republic, that should operate "bottom up". He stated that if you are an elected official, you might have a different opinion than other elected officials. Mr. Tyler stated that he wanted to put it on the record that he encourages the new board members from the cities of Rathdrum and Post Falls to represent their constituents and not "the top down".

Ms. Sandra White, City of Hayden, was also concerned about the resolution and representing her constituents. She also is hoping to get the KMPO Board meetings videoed and posted online for full transparency.

Mr. Graham Christensen, East Side Highway District, thanked the Board for their support as the new Chairman.

Mr. Dan Gookin, City of Coeur d'Alene, commented that he'd like to have the full Board meeting packets available to be viewed online. Mr. Miles agreed that could be facilitated.

**11. Next Meeting – February 8, 2024**

Chair Christensen motioned to adjourn the regular meeting of the Kootenai Metropolitan Planning Organization Policy Board on January 11, 2024, and with no objections, the meeting was adjourned at 2:00 p.m.

**Kate Williams**

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*Signature on File*  
Recording Secretary