



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**

**July 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 June 13, 2024, Meeting Minutes – Action Item**
- 4. Public Comments** (limited to 3 minutes per person)
- 5. KCATT Recap & Recommendations – Michael Lenz**
  - a. Recap of Activities – June 25, 2024 meeting
- 6. Administrative Matters**
  - a. June 2024 KMPO Expenditures and Financial Recap – **Action Item**
  - b. KMPO Draft FY 2025 Annual Budget and FY 2024 Status Update - **Action Item**
  - c. KMPO 2024-2030 Transportation Improvement Program (TIP) Amendment Requests: **Notification**
    - i. Amendment # 15 ITD request to modify KN 24935 I-90, US 95 I/C Emma to Cherry Lane to the FY 2024-2030
- 7. Other Business**
  - a. KMPO/ITD Draft Memorandum of Understanding (MOU) See attached Cover Memo and MOU
- 8. Public Transportation (Informational Items Provided to KMPO) - Informational**

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  - a. Kootenai County Transit Report – Kootenai County Public Transportation – 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 – August 8, 2024**
- 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  
July 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:**

|                              |   |
|------------------------------|---|
| Thomas Shafer                | City of Hayden                              |
| Randy Westlund               | City of Post Falls                          |
| John Hodgkins                | City of Rathdrum                            |
| Graham Christensen, Chairman | East Side Highway District                  |
| Steve Adams                  | Lakes Highway District                      |
| Jeff Tyler                   | Post Falls Highway District                 |
| Phil Cooper                  | Worley Highway District                     |
| Jim Kackman                  | Coeur d'Alene Tribe                         |
| Marvin Fenn                  | Idaho Transportation Department, District 1 |

### **Board Members Absent:**

|                              |                       |
|------------------------------|-----------------------|
| Dan Gookin                   | City of Coeur d'Alene |
| Bruce Mattare, Vice Chairman | Kootenai County       |

### **Staff Present:**

|               |                        |
|---------------|------------------------|
| Glenn Miles   | Executive Director     |
| Ali Marienau  | Transportation Planner |
| Kate Williams | Administrator          |

### **Attendees:**

|              |                             |
|--------------|-----------------------------|
| Sara Masters | Kootenai County             |
| Chad Ingle   | Citylink - Kootenai County  |
| Rob Palus    | City of Post Falls          |
| Michael Lenz | Post Falls Highway District |
| Terry Wener  | LHTAC                       |
| Rob Beachler | ITD                         |

### **1. Call to Order – Graham Christensen, Chairman**

The regular meeting of the Kootenai Metropolitan Planning Organization Policy Board was called to order by Chairman Graham Christensen at 1:31 p.m.

### **2. Changes to the Agenda and Declarations of Conflicts of Interest**

Chairman Christensen recognized that an error was made and item 7a, the KMPO/ITD Draft MOU, was not marked as an action item as it should have been. Mr. Miles explained that the item was submitted to the board in the previous month's packet and feedback needed to be returned prior to July 1<sup>st</sup>. The item not being marked an action item was a clerical error on the agenda. The board agreed to discuss this item later in the meeting when they came to it.

### **3. Approval of June 13th, 2024, Meeting Minutes – Action Item**

Mr. Christensen called for a motion to approve the June 2024 meeting minutes.

**Mr. Jim Kackman, Coeur d'Alene Tribe, motioned to approve the June 2024 KMPO meeting minutes as presented. Mr. John Hodgkins, City of Rathdrum, 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 – Michael Lenz, Chairman**

**A. Recap of Activities from June 25th, 2024 meeting**

Mr. Michael Lenz gave a summary of the business discussed at the June KCATT meeting. He stated that at the meeting ITD announced that the ITIP for FY 2025 to 2031 is open for public comment starting July 1<sup>st</sup>; public comments can be made at <https://itd.idaho.gov/funding>. Lakes Highway District, reported they will be working on chip sealing beginning July 8<sup>th</sup>, which will include around 25 miles of roads and take about 3 weeks. City of Coeur d'Alene reported there will be significant road work happening throughout CDA for the month of July. A mill and inlay is scheduled for Appleway Ave. from Ramsey Rd. to Howard St., a chip seal is scheduled from Northwest Blvd. from Riverstone Dr. to Government Way, and a mill and inlay is scheduled for Sherman Ave., with the majority of the work happening at night. City of Post Falls reported that 12<sup>th</sup> Ave is under construction; they are extending a dual force main from SH41 to Sugar Maple Trail (over a half mile in length). This work will take most of the summer. Worley Highway District reported the Cougar Gulch Road improvement project is underway starting at Miller Road intersection and will go about 0.6 miles. Post Falls Highway District reported on the Spokane Street River Bridge; the project is continuing with deck work and will pause work and be open for traffic during Post Falls Days. Ali Marienau, KMPO, brought the Federal Functional Classification (FFC) map update to KCATT for a recommendation for the KMPO board. ITD has authority to review the changes before the map moves to the Federal Highway Administration; Mr. Robert Beachler, ITD, asked to table the recommendation for next month so he could review. **Mr. Rob Palus, City of Post Falls, motioned to the table this item to the July KCATT meeting; Eric Shanley seconded the motion, which passed unanimously.** Mr. Beachler also reported the ITD board workshop will be held in Coeur d'Alene on July 23<sup>rd</sup> at the Best Western on Appleway Ave. at 1:30pm to 4pm; they would like to see KCATT members attend. Mr. Lenz noted the next KCATT meeting will be held July 23<sup>rd</sup> 2024.

**6. Administrative Matters**

**a. June 2024 KMPO Expenditures and Financial Recap – Action Item**

Mr. Miles reported that KMPO is in good financial standing and the expenses included in the packet were all standard monthly expenditures. Mr. Christensen called for a motion to approve the June 2024 expenditures and financial recap.

**Mr. Phil Cooper, Worley Highway District, made the motion to approve the June 2024 expenditures; Mr. Jim Kackman, CDA Tribe, seconded the motion, which passed unanimously.**

**b. KMPO Draft FY 2025 Annual Budget and FY 2024 Status Update - Action Item**

Mr. Miles presented the KMPO Draft FY 2025 Annual Budget and FY 2024 status update. These reports were provided to the board in the June 2024 KMPO board meeting packet to review in advance of today's action item. He reported that KMPO is in good standing financially and on track for expected expenses. He stated that all funds for FY 25 budget are programmed already and secure, ready for use as of October 1, 2024. KMPO will be renegotiating their office lease in 2025 and the budget reflects an anticipated increase. Mr. Miles responded to a question asked the previous meeting (May) by Mr. Dan Gookin; he reported that the cost-of-living adjustment had previously been 4.5%, and this new draft budget recommended 3.5%. Mr. Tom Shafer, city of Hayden, asked about the formatting of the budget in the packet and how to interpret the different percentages and what they mean. Mr. Miles went over the budget graphic in Item B from the packet and explained the layout of the budget and that staffing changes in the budget resulted from employees being at different levels of tenure. Mr. Jeff Tyler, Post Falls Highway District, asked about the funding sources for KMPO's budget; Mr. Miles explained the different parts: funds listed under 'grant' is the consolidation of Federal Highways and

Federal Transit Administration funds that are dedicated to planning; funds under 'local contribution' are made up of the board's approved member assessment of the agencies that represent KMPO, which is approved by the KMPO board every 10 years to align with Census data. Mr. Hodgkins asked about the 10-year timeline for approving the assessment populations; Mr. Miles stated this is a static 10-year assessment and the next assessment will occur after the next census (2030).

**Mr. Jeff Tyler, Post Falls Highway District, made the motion to adopt the FY 2025 Annual Budget; Mr. Randy Westlund, City of Post Falls, seconded the motion, which passed unanimously.**

**c. KMPO 2024-2030 Transportation Improvement Program (TIP) Amendment Requests: Notification**

**1. Amendment #15, ITD request to modify KN 24935 I-90, US 95 I/C Emma to Cherry Lane to the FY 2024-2030**

This amendment is to increase design and engineering funds in the amount of \$1 million during FY 24. There is no change to the current design concept and scope. Their overall project cost is \$97.8 million for the interchange. Since this increase is 1% of overall budget, this amendment qualifies as a minor change, due to its relatively small value, given the large size of the project as a whole.

**7. Other Business**

**a. KMPO/ITD Draft Memorandum of Understanding (MOU) See attached Cover Memo and MOU-Action Item**

Mr. Miles gave a brief review of the MOU's content, stating it has been in development for months. He noted the document is a guideline and not a contract. The last MOU was created in 2016 and needed to be updated; what typically triggers a need for an update is length of time, making the existing MOU outdated, or the passage of a major transportation bill, which often requires changes, in order for agencies to meet their federal requirements. The purpose of the MOU is to compile and create a simplified version of all the different state rules/laws, federal rules/laws that exist under both Title 23 and Title 49 of US Code, and the administrative rules and policies that ITD operates under. The MOU being in place is a federal requirement, to guide how ITD and the state's MPOs work in coordination. The MOU states the authority that MPOs operate under, which is the Joint Powers Agreement, which the local jurisdictions signed. There was a request by ITD to revise this new draft MOU and add appendices to the document to make it more complete which happened between December 2023 and February 2024. The KMPO/ITD MOU was included in its entirety in the June and July KMPO board meeting packets for members and the public to review. Mr. Miles gave a brief overview of each item in the MOU (see packet item 7a to read verbatim). Mr. Miles asked to discuss if this item could be added to the agenda as an action item as it was intended to be; due to a clerical error, the item was not marked/bolded as an action item on the July agenda, but was noted as an action item in the included packet Item 7a. memo, as well as stated in the adopted June board meeting minutes, that it would be presented for adoption at the July board meeting.

There was discussion over language used and intent of the document between Mr. Miles and Mr. Tyler. Mr. Miles answered various clarifying questions from other board members, as well. Mr. Miles was asked by the board if he saw any red flags or took issue with any part of the MOU, as he was a part of the creation process; he stated 'no,' that he felt the time spent with the MPO team and the AG of Idaho reviewing the document made it sound and that he felt confident recommending the MOU to the board to adopt.

Chairman Christensen called for a motion to add the KMPO/ITD MOU as an action item.

**Mr. Jim Kackman made the motion to add the KMPO/ITD MOU as an action item to the agenda; Mr. Randy Westlund seconded the motion, which passed unanimously.**

There was more discussion over the contents of the MOU, primarily pertaining to concerns Mr. Tyler voiced. Several board members made statements about how they felt this was the best version they would be presented with and that they needed to move forward with it. Mr. Tyler commented that there was language in the MOU he didn't agree with and asked for a roll call vote.

**Mr. Randy Westlund made the motion to adopt the KMPO/ITD Draft Memorandum of Understanding (MOU); Mr. Phil Cooper seconded the motion, which passed with eight (8) votes yes; one (1) vote no:**



Jeff Tyler- No  
Thomas Shafer- Aye  
Steve Adams- Aye  
Randy Westlund - Aye  
Phil Cooper- Aye  
Graham Christensen - Aye  
Jim Kackman- Aye  
John Hodgkins- Aye  
Marvin Fenn- Aye

The motion passed.

#### **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 fixed route ridership saw an increase of 2% this last month over the same month last year. Their fiscal year had a 2% increase in ridership. Paratransit saw 12% decrease for the month and 14% decrease for the fiscal year. ITD has approved Citylink's 5310 Ring A Ride program and will be sending out the funding agreement. Citylink has partnered with the city of Post Falls for their festival days and will be providing shuttle services. Mr. Ingle reported that their Coordinated Human Services Transportation Plan update received approval from the Board of County Commissioners, and they have hired Metts Group to begin the update later this year.

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

Mr. Ingle also reported on behalf of Mr. Alan Eirls and the Coeur d'Alene Tribe. Mr. Eirls sent an update that the tribe has four new buses - three large and one small. These will be replacing older busses that were taken out of commission, due to the end of useful life. One bus also had to be taken off a route, due to an accident involving a deer that caused substantial damage.

Mr. Hodgkins made a comment that the city of Rathdrum is interested in working with the Metts Group to provide feedback for Citylink's Strategic Service Plan.

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

Mr. Miles reported that we are approaching the end of the federal fiscal year, and it's common for unused obligations to be called back to Washington DC and a federal redistribution of funds to occur. ITD will begin sweeping up unused funds and sending them to projects that are underway. There is one year left on the transportation bill before Congress begins work on a new one. Mr. Miles participates on a subcommittee of CAGTC for the next reauthorization bill. There are two main ways funds get to local authorities: the formula program (where distribution is based on a population formula) and the national competitive grant programs. The KMPO area has done well in the past with national competitive grant programs. Idaho received far more federal funds than they submit to the federal trust fund (about a \$1.80 back per \$1 given). The question becomes, if you had the chance of redoing the federal grant program, would you want it via the formula distribution, or would you want to get through competitive grant programs, recognizing local authorities are going to compete nationally for those funds? Mr. Miles stated this question comes up often and never goes far, as Congress and the administration, regardless of which side of the spectrum they are on, is unlikely to give up the authority to hand out money. Mr. Miles reminded the board that the Idaho Transportation Board will be meeting on July 23<sup>rd</sup> from 1:30 to 4pm at the Best Western on Appleway Ave. in Coeur d'Alene for an open house workshop and encouraged all board members to attend, if possible.

**10. Board Member Comments**

Mr. Tyler commented that he was pleased with the volume of federal and state funds his district has received for projects.

**11. Next Meeting – August 8th, 2024**

Mr. Christensen motioned to adjourn the regular meeting of the Kootenai Metropolitan Planning Organization Policy Board on July 11th, 2024, and with no objections, the meeting was adjourned at 2:50 p.m.

Kate Williams

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*Signature on File*

Recording Secretary